GLASGOW'S BEST VENUES FOR HIRE

GLASGOW ROYAL CONCERT HALL
CONFERENCE HIRE

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Built in 1990 for Glasgow's reign as European City of Culture, the Glasgow Royal Concert Hall sits in an iconic position at the top of Buchanan Street right in the heart of the city's bustling shopping district.

Home to the Royal Scottish National Orchestra, the Concert Hall is a multi-purpose venue, presenting a varied programme of music and cultural events as well as hosting exhibitions, conferences and meetings. With many different rooms and breakout areas available, the complex can accommodate meetings and conferences from 12 - 2000 delegates.

The Main Auditorium seats up to 2000 delegates . It is an excellent venue for large scale conferences, with all delegates benefiting from good vantage points to the stage.

Strathclyde Suite can host a conference for up to 330 delegates theatre style. As a self-contained room with flexible seating this is a highly sought after space able to host theatre and cabaret style and classroom layouts for examinations. In addition this room can also accommodate layouts suitable for shell-scheme exhibitions.
There is also the bright and airy Strathclyde Bar directly behind the Strathclyde Suite which can be used in addition to your event as a break out area.

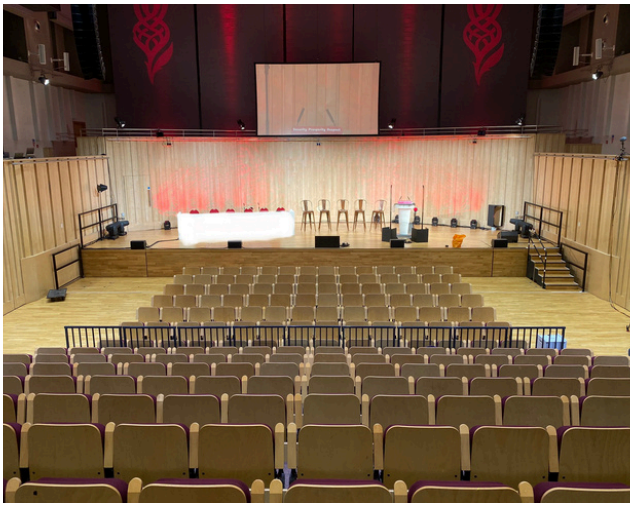
Exhibition Hall is a self-contained square room ideal for hosting a conference for up to 350 delegates. The hall has no fixed staging, allowing you to customise the layout to suit your needs.

The Lomond and Clyde Foyers, Strathclyde and Island Bars are areas within the Glasgow Royal Concert Hall which can be used as breakout areas for larger conferences or independently for conferences and meetings on a smaller scale.

The award winning Green Room can be used as a location for a smaller scale conference, hosting up to 100 in Theatre Style and 80 Cabaret .
Benefiting from a stunning view down Glasgow's Buchanan Street, flexible seating options make the Green Room suitable for small lectures, boardroom meetings and formal banquets. It also has a private bar and houses a grand piano.

The Buchanan Suite is a self-contained rectangular room, seating up to 100 theatre style or 50 cabaret style. The suite benefits from natural daylight by way of a concave panoramic window along the wall, overlooking the The Green Room which itself looks down onto an iconic view of Buchanan Street.

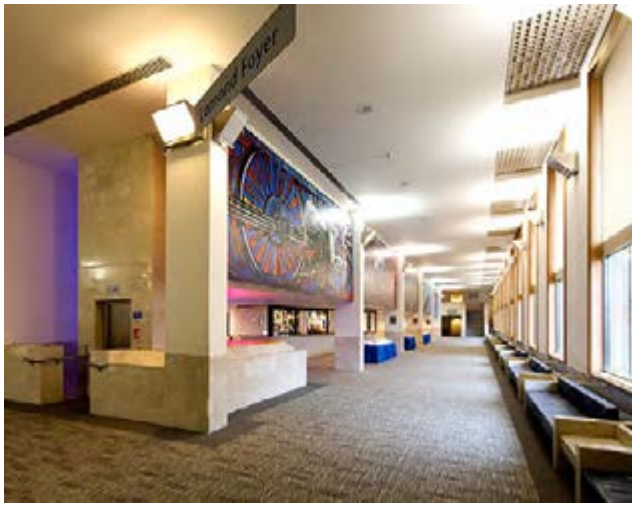
NEW AUDITORIUM



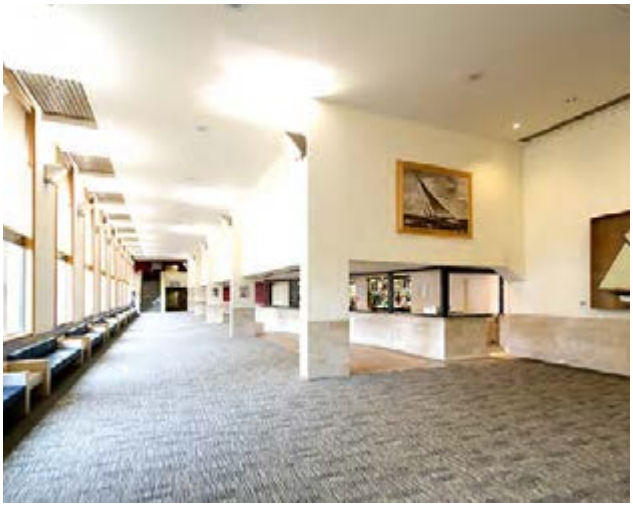
STRATHCLYDE SUITE

BUCHANAN SUITE

LOMOND FOYER



CLYDE FOYER



THE GREEN ROOM

VENUE HIRE & ROOM SET UP STYLE CAPACITIES

Strathclyde Suite
£1950+VAT per day
Capacity (with stage): 332 theatre style or 120 cabaret style
Capacity (without stage): 400 theatre style or 144 cabaret style

Exhibition Hall
£1500+VAT per day (0800 - 1700)
Capacity: 350 theatre style or 120 cabaret style

New Auditorium
£1900+VAT per day (0800 - 1700)
Capacity: 534 with small stage; 498 with large stage

Buchanan Suite
£625+VAT per day (0800 - 1700)
Capacity: 100 theatre style or 50 cabaret style

The Green Room
£625+VAT per day (0800 - 1700)
Capacity: 100 theatre style or 80 cabaret style

Buchanan Suite and The Green Room – joint hire
£775+VAT per day (0800 - 1700)

ACCESS TIMES

Standard access is from 0800 hours on the day of the event.

Access before 0800 hours is charged at £175+VAT per hour.

AUDIO VISUAL EQUIPMENT HIRE

Strathclyde Suite

12' x 9' Projection Screen & Set	Included in room hire
Projector	£250+VAT
Sound system & Operator. Includes fixed mics.	£350+VAT

Exhibition Hall

8' x 6' Projection Screen & Set	Included in room hire
Projector	£200+VAT
Sound system & Operator. Includes fixed mics.	£350+VAT

Buchanan Suite

6' Projection Screen & Set	Included in room hire
Projector	£150+VAT
Sound system & Operator. Includes fixed mics.	£350+VAT

The Green Room

Data Projector	£250+VAT
6' Screen	£55+VAT
8' x 6' Screen	£80+VAT
Sound system & Operator. Includes fixed mics..	£350+VAT

AV Presentation Equipment

PA system Ancillary Areas	£250+VAT
Radio mics Lapel or hand held	£75+VAT
Keyspan Remote	£25+VAT
Smartfade Multiple source presentation	£125+VAT
6' Screen	£55+VAT
8' x 6' Screen	£80+VAT
Plasma Screens / DVD	from £100+VAT

Additional Charges

Sound Operator	£350+VAT
Lighting Operator	£350+VAT
Cloakroom staff (per person)	£20+VAT per hour
Linen	£7.50+VAT per sheet
Photocopying	12p per copy+VAT

DISABLED ACCESS

All our auditoriums are fully accessible to those with mobility difficulties and wheelchair spaces are available. Access to Glasgow Royal Concert Hall is via the north entrance at Killermont Street. If you are visiting Glasgow Royal Concert Hall then disabled car parking spaces are available at the Concert Square multi-storey car park, situated opposite the Concert Hall and at the Buchanan Galleries' Car Park adjacent to our building.

CANCELLATION POLICY

Cancellation 12 weeks or more prior to event:
• Deposit non-refundable (Full Venue Hire)

Cancellation less than 12 weeks, but more than 6 weeks prior to event:
• Deposit non-refundable (Full Venue Hire)
• 25% of total Catering booked is chargeable

Cancellation less than 6 weeks prior to event:
• Deposit non-refundable (Full Venue Hire)
• 50% of Catering booked is chargeable

Cancellation less than 2 weeks prior to the event:
• Deposit non-refundable (Full Venue Hire)
• 100% of Catering booked is chargeable

SECURING YOUR BOOKING

If you would like to secure the booking, a Deposit Request will be sent to you from our Finance Team at Head Office. Your Deposit will comprise of your full room hire rate (which is non-refundable). Additionally, on receipt of your confirmation you will be issued with a Contract Copy. You would then print, date and sign two copies retaining one for your files and returning the other by post to the venue or scanned and returned by email, with the required information below.

• Type of Event
• Event Title
• Event On Site Contact (on the day including mobile tel no.)
• Event Schedule (Including get in/get out time/ start & finish times)
• Room Set Up Requirements (Standing/ Cabaret etc) and for how many people
• AV Hire Requirements
• Catering Requirements (including service times)
• Full Invoice Address (including postcode, contact name and telephone no.)

All of our catering is supplied by the award winning Encore Hospitality Services. They have a range of pre-set menus for every occasion; from small meetings to 3 course banquets. Our team of Event Coordinators can supply these, with full details, on request.

Should you have any specific requests, not covered by our menus, please let us know and we will work with the catering team to best to offer alternatives.
We can accommodate for all of your guests dietary requirements, but please provide notification prior to the event so we can offer alternative options.
Please note we require menu confirmation at least 14 days in advance and final numbers no later than 10 days out.

Day Delegate Rate

Finger buffet lunch - £37.50+VAT
Fork buffet lunch - £42.50+VAT

Water on tables
Arrival tea, coffee and fresh pastries
Mid–morning tea, coffee and Border Biscuits
Chef's choice buffet with tea and coffee
Fruit juice & mineral water served with lunch

Finger Buffet

Any 3 items - £19.25+VAT
Any 4 items - £22.50+VAT
Any 5 items - £25.50+VAT

Hot & Cold Fork Buffet

Options from £35.00+VAT

Fixed Price Menu Selection

2 course meal with coffee - £49.50+VAT
3 course meal with coffee - £59.95+VAT

Canapes

Options from £14.50+VAT per person

See attached menus for full details.

Minimum numbers and linen costs (£7.50+VAT per sheet) may apply.