

Need a space in the City?

Training, meetings, workshops



Why not visit the prestigious Guildhall
which offers:

- heart of the city location
- modern facilities
- bright and spacious rooms
- hire includes available equipment
- dedicated support team
- competitive rates at £400 per day



Contact Beverly Campbell on
020 7332 1394 or

beverly.campbell@cityoflondon.gov.uk

City of London Training Rooms – Service Outline

What's included?

	All inclusive	Room only
Room hire	*	*
Visitor reception	*	*
Tea / coffee (Flavia brewers)	*	*
Sweets	*	*
Fruit juice	*	*
Biscuits	*	
Laptop	*	
Data Projector	*	
Wi-fi internet access	*	
Remote presenter	*	
IT / Admin support	*	
Daily delegate rate per day	£45 (to a max of £400)	£35 (to a max of £300)

IT / Admin support includes:

- setting up and connecting of laptop and data projector;
- loading of PowerPoint presentation onto laptop;
- assistance with Wi-Fi connection

Breakout Rooms

Available at the Room Only rate, subject to availability

After hours bookings




After hours bookings will incur an additional staffing cost

Block bookings

Special rates apply for rooms booked for three or more consecutive days. Contact us to discuss your requirement.

Room setup and capacity

Rooms can be set up as U-shape, Theatre style or Café style.

	Training Room 1	Training Room 2	Training Room 3
			
U-shape	20	15	15
Theatre style	35	20	20
Café style	20	12	12