



WEST HUB

EVENT PRICE LIST

UNIVERSITY BOOKINGS AND EVENTS

Bookings and events organised directly by university members are free of charge. These events must be booked, planned and delivered by a University department. Bookings made by the University members on behalf of third parties will incur venue fees at the site partner or commercial rate.

Catering charges will apply to all university booking requests that involve a catering order made payable to UCS or any chosen approved external catering supplier.

The Media Lab service is free of charge to university members for projects that take up to 1 hour and 30 minutes of studio and postproduction time (inclusive). Longer projects will be charged at £40 per hour thereafter.

SITE PARTNER EVENTS

Space	Maximum Capacity	Day Hire 09.00-17.00	Hourly Day Rate 09.00-21.00	Evening Hire 18.00-23.00	Hourly Evening Rate 21.00-23.00
East 1 & 2	100	£504+VAT	£63/hr+VAT	£567+VAT	£189/hr+VAT
West 1 & 2	50	£441+VAT	£55/hr+VAT	£495+VAT	£165/hr+VAT
South Room	30	£378+VAT	£47.25+VAT	£425.25+VAT	£141.75/hr+VAT
Boardroom 1 & 2	14	£315+VAT	£40/hr+VAT	£360+VAT	£120/hr+VAT
North Meeting Room	8-10	£168+VAT	£21/hr+VAT	£189+VAT	£63/hr+VAT
Contemplation Room	3-4	£70+VAT		£70+VAT	
Media Lab	4	£896+VAT	£112/hr+VAT	Closed	Closed

Where more than one space is needed, the West Hub calculates the largest room for the duration of the event and adds additional rooms at a 75% discount.

Site Partners are organisations with permanent or semi-permanent physical presence on Cambridge West. Their eligibility for Site Partners Fees must be confirmed by the host organisations (with whom relevant contracts are signed), e.g. Estates Division, Departments, Maxwell Centre and ideaSpace. Eligibility is reviewed and verified on an annual basis.

COMMERCIAL EVENTS

Space	Maximum Capacity	Day Hire 09.00-17.00	Hourly Day Rate 09.00-21.00	Evening Hire 18.00-23.00	Hourly Evening Rate 21.00-23.00
East 1 & 2	100	£720+VAT	£90/hr+VAT	£810+VAT	£270/hr+VAT
West 1 & 2	50	£630+VAT	£78/hr+VAT	£702+VAT	£234/hr+VAT
South Room	30	£540+VAT	£67/hr+VAT	£603+VAT	£201/hr+VAT
Boardroom 1 & 2	14	£450+VAT	£56/hr+VAT	£504+VAT	£168/hr+VAT
North Meeting Room 1 & 2	8-10	£240+VAT	£30/hr+VAT	£270+VAT	£90/hr+VAT
Contemplation Room	3-4	£100+VAT		£100+VAT	
Media Lab	4	£1120+VAT	£140/hr+VAT	Closed	Closed

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