



ROOM LETTING CHARGES 2023-24
(excluding VAT)

NON-UNIVERSITY DEPARTMENTS / External				
Room	Capacity Lecture Style	£/Hour	£/Half Day (3-4 hours)	£/Day (5-9 hours)
Main Hall	185	200	450	900
Room 2	55	145	295	590
47 WSq lecture rooms	16-30	65	130	300
47 WSq smaller rooms	8-15	45	90	180
UNIVERSITY DEPARTMENTS (20% Discount on above rates, not applicable to drinks receptions)				
Room	Capacity Lecture Style	£/Hour	£/Half Day (3-4 hours)	£/Day (5-9 hours)
Main Hall	185	160	360	620
Room 2	55	116	232	464
47 WSq lecture rooms	16-30	52	104	208
47 WSq smaller rooms	8-15	36	72	144
ADDITIONAL STAFFING COST (for events for over 50 people and/or outside normal opening hours)				
Per additional staff member required	£/Hour	£/Minimum		
	19	38		

TAYLOR OPENING HOURS (Rooms should be vacated 30 minutes before the closing time)

- Monday to Friday: 9:00 - 19:00
- Saturday: 10:00 - 18:00

TAYLOR ANNUAL CLOSURES

- Christmas (for a minimum of 1 week)
- Good Friday through to Easter Monday
- Saturday preceding late summer bank holiday until following Saturday, inclusive (tbc)
- 2 days of St Giles' Fair at beginning of September