

**ROOM LETTING CHARGES 2023-24**  
(excluding VAT)

<b>NON-UNIVERSITY DEPARTMENTS / External</b>				
<b>Room</b>	<b>Capacity Lecture Style</b>	<b>£/Hour</b>	<b>£/Half Day (3-4 hours)</b>	<b>£/Day (5-9 hours)</b>
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
<b>UNIVERSITY DEPARTMENTS (20% Discount on above rates, not applicable to drinks receptions)</b>				
<b>Room</b>	<b>Capacity Lecture Style</b>	<b>£/Hour</b>	<b>£/Half Day (3-4 hours)</b>	<b>£/Day (5-9 hours)</b>
Main Hall	185	160	360	720
Room 2	55	116	236	472
47 WSq lecture rooms	16-30	52	104	240
47 WSq smaller rooms	8-15	36	72	144
<b>ADDITIONAL STAFFING COST (for events for over 50 people and/or outside normal opening hours)</b>				
<b>Per additional staff member required</b>	<b>£/Hour</b>	<b>£/Minimum</b>		
	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