

Proprietary Association of Great Britain

Office accommodation

3rd Floor, Vernon House, Sicilian
Avenue, London WC1A 2QS



PAGB Reception Area



PAGB

Conference Room

Seats Boardroom style - 22 , Classroom style – 16
Facilities include, video, overhead projector, flip chart,
refreshments provided tea/coffee/water/biscuits



Turrett Room

Seats Boardroom style 8-10

Facilities include, overhead projector, whiteboard/flip chart, Refreshments provided tea/coffee/water/biscuits



Round Table Room

Seats 4

Facilities include white board/flip chart,
refreshments provided tea/coffee/water/biscuits



PAGB

Fees for room hire

ROOM	CAPACITY	MEMBERS	NON-MEMBERS
Conference Room	20 Boardroom style	FREE to members	9am-1pm £250.00
	16 Classroom style	Subject to availability	Afternoon £250.00
		Notice required	Whole day £400.00
Turret Room	8 - 10 people	FREE to members	9am-1pm £150.00
		Subject to availability	2pm-5pm £150.00
		Notice required	Whole day £300.00
Round Table Room	4 people	FREE to members	9am-1pm £80.00
		Subject to availability	2pm-5pm £80.00
		Notice required	Whole day £130.00
Suite (Conf Room including 2 above as break out rooms)	20 people	FREE to members	9am-5pm £400.00
		Subject to availability	2pm-5pm £400.00
		Notice required	Whole day £800.00

Details for booking

- The main conference room is air-conditioned and has extensive windows for natural light. The furnishings are of high quality and can be set up for either boardroom or classroom layouts.
- The Turret & Round Table Rooms may be used for smaller discussions. All rooms may be booked as a suite when syndicate sessions are required.
- All the meeting rooms are situated on the 3rd floor.
- Included in the room hire cost is the use of audio visual equipment:
 - television and video } available in the
 - overhead projector and screen } conference room & Turret room
 - flip chart
 - paper and pencils
- Refreshments included in the cost are tea and coffee, biscuits and spring water. For an additional charge PAGB will also arrange sandwich lunch if required.

General Information

Cancellation charges:

- | | Premises |
|--|----------|
| • Notice of Cancellation Supplies | |
| - Less than 2 days before the event | 100% |
| - 2 to 6 days before the event | 100% |
| - 7 to 14 days before the event | 50% |
| - 14 to 28 days before the event | 25% |
| • Vernon House has a no-smoking policy and visitors are requested to observe this. | |
| • Disabled Access – Access to 3 rd floor is by use of a lift. If a delegate is disabled please call Sally O'Shea (020 242 8331) for advice before booking | |