

SIMMS CENTRE

Meeting Room Rates 2022

Internal Room: £15.00 per person/per hour

Window Room: £16.00 per person/per hour

These prices are for the first two hours,
after this time the below prices will apply.

Window Room	Half Day (up to four hours)	Full Day (four+ hours)
1-2 persons	£107.00	£190.00
3-4 persons	£175.00	£245.00
5-6 persons	£255.00	£360.00
7-8 persons	£340.00	£490.00
9-14 persons	£395.00	£690.00

Internal Room	Half Day (up to four hours)	Full Day (four+ hours)
1-2 persons	£100.00	£180.00
3-4 persons	£165.00	£235.00
5-6 persons	£245.00	£345.00

Opening Times

Monday to Friday 8.00am-11.00pm
7.00-11.00pm (unmanned)

Saturday and Sunday (unmanned) 9.00am-6.00pm

For more information or to book a meeting room, please
telephone the Simms Centre: **020 7747 3349** or
email: **simmscentre@royalautomobileclub.co.uk**

All prices are inclusive of VAT.

SIMMS CENTRE

Terms and Conditions

Work Stations

- The work stations provide individual areas where members can use one of the computers provided or their personal laptop or tablet
- The work stations cannot be reserved
- The work stations are for members only not for their guests
- The work stations should not be used as a meeting area
- There is a maximum usage time limit of two hours per day
- The work stations must be vacated by 11.00pm at the latest

Meeting Rooms

- The meeting rooms offer private space to conduct meetings, interviews, presentations, etc
- Members can book a meeting room for themselves and their guests
- Cancellations must be received no later than 6.00pm the day prior to the date of the booking. Cancellations received after that time will incur a charge if the room is not resold
- Meeting rooms reserved but not taken up will be charged in full
- Meeting rooms must be vacated by 11.00pm

Dress Code: Casual

- Men should dress in a fully button-fronted collared shirt tucked in with tailored trousers, corduroys, chinos or moleskins. Sweaters over a shirt and short sleeve button-fronted shirts are also permitted. A jacket or tie is not required and members are therefore permitted to be without a jacket and tie in transit to and from the Simms Centre
- Women should dress with the appropriate formality
- Any and all outerwear (overcoats, hats, scarves etc.) must be deposited in the Simms Centre cloakroom or your bedroom
- Luggage, including hand-luggage (excluding small handbags or man bags), carrier bags and umbrellas must be deposited in the Simms Centre cloakroom or your bedroom. Members are therefore permitted to take their coats and bags with them in transit to the Simms Centre

Mobile Telephones

- The use of mobile telephones is permitted in the Communications Room in the Simms Centre