

# SIMMS CENTRE

## Meeting Room Rates 2024

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**Internal Room:** £16.00 per person/per hour

**Window Room:** £17.00 per person/per hour

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

<b>Window Room</b>	<b>Half Day (up to four hours)</b>	<b>Full Day (four+ hours)</b>
1-2 persons	£125.00	£220.00
3-4 persons	£200.00	£285.00
5-6 persons	£295.00	£420.00
7-8 persons	£395.00	£570.00
9-14 persons	£455.00	£800.00
<b>Internal Room</b>		
	<b>Half Day (up to four hours)</b>	<b>Full Day (four+ hours)</b>
1-2 persons	£115.00	£210.00
3-4 persons	£190.00	£275.00
5-6 persons	£285.00	£400.00

### 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](mailto:simmscentre@royalautomobileclub.co.uk)**

All prices are inclusive of VAT.

# SIMMS CENTRE

## Terms and Conditions

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### **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 wear either a suit or smart long trousers with a button-up collared shirt tucked in and smart footwear. Single-coloured polo shirts, 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.