





Enquiries and bookings: [mary@geolondon.org.uk](mailto:mary@geolondon.org.uk)

	<p><b>Room 1 (ground floor)</b> A large room in our 19th century annex containing study chairs with attached tablets, whiteboard, large wall-mounted monitor for AV use. Maximum capacity is 25.</p> <p>Half-day rate: £280 Full day rate: £420</p>
	<p><b>Room 2 (first floor)</b> Front-facing and sunny, full of character with original 18th century wood panelling and fireplaces, containing study chairs with attached tablets, whiteboard, free-standing AV equipment. Maximum capacity is 25, or 35 with screen door open.</p> <p>Half-day rate: £280 Full day rate: £420</p>
	<p><b>Room 3 (second floor)</b> A front-facing, bright, wood-panelled room containing study chairs with attached tablets, large whiteboard, free-standing AV equipment. Maximum capacity is 15.</p> <p>Half-day rate: £250 Full day rate: £400</p>
	<p><b>Room 4 (basement)</b> Compact seminar room, containing study chairs with attached tablets, small whiteboard, wall-mounted monitor and AV equipment. Maximum capacity is 12.</p> <p>Half-day rate: £200 Full day rate: £350</p>

- Rooms are potentially available to rent from 10am to 5pm, Monday to Friday at address below
- Bookings are made on a full or half-day basis. Half-day slots are generally 10am to 1pm, and 2pm to 5pm, although this can be negotiated
- We are closed during UK Bank Holidays and two weeks over Christmas and New Year
- All persons using rooms must be over 18
- We require a deposit of £250 in advance (to hold the booking and cover any damages)
- All rates cover use of the room, chairs, whiteboard and pens, AV equipment, and toilet facilities
- We can provide access to a colour photocopier at a small charge
- We do not have a lift