



# One Great George Street

## TERMS AND CONDITIONS OF HIRE

### HIRE FORM

The Manager manages the Property for the owner. This agreement sets out the terms and conditions of hire on which the owner will grant a license to use the Rooms to the Hirer. The Manager has the responsibilities for the administration of such hire as set out below.

**Printed On : 04/11/2021**

**Event : Conference**

**Event Date : 16/03/2022**

**Name of Hirer : Department for International Trade**

**Address : 3 Whitehall Place**

**London**

**SW1A 2AW**

**Reference : 89204**

**Purchase Order Number :**

**Individual to Contact :** [REDACTED]

**Tel :** [REDACTED]

**Email :** [REDACTED]

### HIRE DETAILS

**Minimum Catering Spend per person excl. VAT & related event costs :**

Day Delegate Package @ [REDACTED] per person

To include the following:

Telford Theatre (07.00-17.30) Great Hall (07.00-17.30)

Tea/Coffee & Mini Danish and Bowl of Fruit mid-morning

Tea/Coffee & Energy Bars and Bowl of Fruit on arrival

2 course 3 choice stand up Fork buffet lunch with Tea/Coffee and unlimited infused water, Orange Juice and bottled water

Tea/Coffee & Biscuits and Bowl of Fruit in the afternoon

Telephone on your reception desk

2 flipcharts & pens

**AUDIO-VISUAL (ALL THE FOLLOWING INCLUDED IN THEATRE)**

Technician, 10m x 3m Projection Screen, Analogue Way Anquilon Switcher, PA system, Allen & Heath SQ6 Digital

Sound Desk, Hard of hearing induction loop, Windows PC (x2), Macbook Pro with Playback Pro, Two Seinheisser G3

handheld microphones, One Seinheisser G3 lapel microphone, MP3 Recording facility, Top table to seat 7 with AKG

microphones, Lectern with AKG microphones, 1080p Top Table and Lectern comfort monitors

**Minimum Numbers for this Event : 150**

**Wednesday, 16 March, 2022**

Times :	Room	Purpose	Layout	Covers	Room Hire ex Vat
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07:00 - 17:30 **GREAT HALL**

Catering

Occasional

200



07:00 - 17:30 **TELFORD THEATRE**

Conference

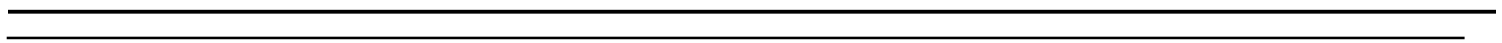
Theatre Style

200



04-Nov-2021

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**The Terms and Conditions of Hire as set out in this agreement are accepted and agreed by the Hirer :**

DocuSigned by:  
Signature Hirer [Redacted] \_\_\_\_\_ for and on behalf of the  
[Redacted] \_\_\_\_\_ 12/4/2022

Sales Person :

Signature : [Redacted] \_\_\_\_\_ for and on behalf of One Great George Street  
CBB4C964013E40 [Redacted] \_\_\_\_\_ 12/4/2022  
Print Name : \_\_\_\_\_ Date : \_\_\_\_\_