

Free Word Lecture Theatre and Hall hire

Technical Specifications and Pricing

For more information please contact Tim Fletcher, Building Manager tim@freewordcentre.com
020 7324 9804

Technical Specification

Please note: the below **is included** in hire cost

Hall	
Sound	<ul style="list-style-type: none">• Yamaha MG102C mixing console (4 mono inputs / 2 stereo inputs)• Behringer Xenyx X222USB mixing console (8 mono inputs / 4 stereo inputs)• 3 x Sennheiser EW100G3 handheld radio microphones• 1 x SM58 with Sennheiser SKP 100 plug-on radio transmitter• 2 x Trantec S4.4 handheld radio microphones• 6 x Sennheiser SK 100 beltpack wireless transmitters with Sennheiser ME2 Omni-Directional Lavalier Microphones• 2 x Sennheiser EK 100 beltpack wireless receivers• 4 x Sennheiser EM 100 wireless receivers• 3.5mm minijacks for paying audio from a laptop, ipod or phone• Boom stands are available for each microphone• 2 x Mackie Thump 15" powered loudspeakers• 4 x JBL Control 1Pro loudspeakers providing coverage in stereo <p>For events requiring more advanced sound control please see below</p>
Audio-visual	Projector (can be placed anywhere in the space) n.b. accepts VGA, HDMI, RGB, S-Video, and Video inputs and has remote control

Please contact the building manager to talk through AV requirements, once we understand your needs we can advise you about screens and rigging.

Staging is available to hire. If you are interested in using staging please get in touch with your requirements.

Lecture Theatre	
Induction Loop	<ul style="list-style-type: none"> • Induction loop in lecture theatre style only <p>N.B. the loop will not function without the fixed theatre style seating in place</p>
Staging	<ul style="list-style-type: none"> • One lectern with mains access and VGA / audio cable • Tables and chairs for panellists are available on request • No raised platforms can be installed in the lecture theatre when the wall is closed.
Lighting	<ul style="list-style-type: none"> • General white cover than can be dimmed upon request
Sound	<ul style="list-style-type: none"> • Behringer Xenyx X222USB mixing console (8 mono inputs / 4 stereo inputs) • Yamaha MG102C mixing console (4 mono inputs / 2 stereo inputs) • 3 x Sennheiser EW100G3 handheld radio microphones • 1 x SM58 with Sennheiser SKP 100 plug-on radio transmitter • 2 x Trantec S4.4 handheld radio microphones • 8 x Sennheiser ME2 Omni-Directional Lavalier Microphones • 6 x Sennheiser SK 100 beltpack wireless transmitters • 2 x Sennheiser EK 100 beltpack wireless receivers • 4 x Sennheiser EM 100 wireless receivers • 3.5mm minijacks for paying audio from a laptop, ipod or phone • Boom stands are available for each microphone • Behringer Ultragraph Pro Graphic EQ • PA System <p>For events requiring more advanced sound control please speak to the building manager.</p>
Audiovisual	<ul style="list-style-type: none"> • Projector and screen <p><i>N.B. accepts VGA, HDMI, RGB, S-Video, and Video inputs from within the technical booth – at time of booking please indicate whether you intend to control projections from the stage or technical booth</i></p> <ul style="list-style-type: none"> • DVD & Blue Ray player <p><i>Please contact the technical team well in advance if you require any further AV equipment such as DigiBeta or HDCam players</i></p>

Price List – all prices exclude VAT

Space	Standard Hire rate	Discounted rate For charities and any organisations working in literature, literacy and free expression
Free Word Lecture Theatre MINIMUM hire of 4 hours – any time over this is charged by the full hour	During opening hours (Monday – Friday 9.00am – 9.00pm)	
	£980 for first 4 hours £245 per hour thereafter	£750 for first 4 hours £187.50 per hour thereafter
	Out of Hours	
	£1230 for first 4 hours £307.50 per hour thereafter	£1000 for first 4 hours £250 per hour thereafter
Free Word Hall MINIMUM hire of 4 hours – any time over this is charged by the full hour	During opening hours (Monday – Friday 5.00pm – 9.00pm)	
	£750 for first 4 hours £187.50 per hour thereafter	£520 for first 4 hours £130 per hour thereafter
	Out of Hours	
	£1000 for first 4 hours £250 per hour thereafter	£770 for first 4 hours £192.50 per hour thereafter
Free Word Lecture Theatre and Hall (Combined Package) MINIMUM hire of 4 hours – any time over this is charged by the full hour	During opening hours (Monday – Friday 5.00pm – 9.00pm)	
	£1,400 for first 4 hours £350 per hour thereafter	£1,150 for first 4 hours £287.50 per hour thereafter
	Out of Hours	
	£1,650 for first 4 hours £412.50 per hour thereafter	£1,400 for first 4 hours £350 per hour thereafter

Please note:

- For bookings ending at 9.00pm we expect all guests to have left by 9.00pm. If your event overruns without prior agreement hirers will be charged in full hours at the out of hour's rate.
- For out of hours bookings, staffing is charged from the time that staff arrive onsite to set up for your event to the time that they leave when closing up after your event. We will add an extra half an hour of staffing on top of the room booking time to cover this.
- For any bookings that run past midnight we will charge for staff taxi fares.
- The Hall cannot be booked before 5pm.

Holding a Green event	
Catering	<ul style="list-style-type: none"> • You could consider providing a fully vegetarian menu, which reduces the environmental impact of your event. • Where disposables are used, ask your caterer if they can provide fully recyclable items.
Recycling	<ul style="list-style-type: none"> • Recycling bins are provided in our event spaces and meeting rooms. We can recycle a wide range of items from plastic bags to paper, so do recycle as much of your waste as possible.
Save paper	<ul style="list-style-type: none"> • Our lecture theatre has a projector, and all the meeting rooms are set up with PCs and screens. If you need to share information, think about projecting this rather than creating handouts. • If you need to collect audience data or carry out surveys, think about using an iPad or similar if you have the equipment to do so. • All meeting rooms are equipped with whiteboards in order to reduce use of paper. If flipchart paper is required, we have pads available for sale and a stand can be provided.
Travel / couriers	<ul style="list-style-type: none"> • There are a number of ways to get to Free Word and we actively encourage building users to use the most sustainable forms of transport. For advice on travel in the most environmentally friendly way, visit our guide here. • If you need to book a courier to deliver or pick up event materials, why not try an environmentally friendly option, like Green Tomato Cars or eConnect Cars?

Free Word Meeting Rooms: Specifications and Pricing

For more information please contact Free Word reception (info@freewordcentre.com or 020 7324 2570).

Please note:

- **MINIMUM hire of 2 hours – time over is charged by the full hour**
- **Meeting rooms are not serviced; they must be tidied and reset by the hirer before the booking end.**
- **All meeting room prices are for opening hours (Monday – Friday 9.00am – 9.00pm) – for out of hours prices please contact reception**

Meeting Room	Size and Accessibility	Specifications	Price ex. VAT
The Sassoon Beer Room	<ul style="list-style-type: none"> • Up to 18 people boardroom style or 30 people theatre style • 6.5m x 6m • Area: 39m² • Fully wheelchair accessible • Fixed hearing loop 	<ul style="list-style-type: none"> • Executive modular boardroom table and chairs • Whiteboard and markers • 65" 4K LED screen w/HDMI, VGA and wireless casting connectivity • Wi-Fi access • Conference call unit • Dell guest PC with webcam and Skype • Air conditioning 	Standard Rate £120 for first two hours, £60/hour thereafter
			Charity Rate* £70 for first two hours, £35/hour thereafter
The Astor Room	<ul style="list-style-type: none"> • Up to 12 people • 6m x 3.1m • Area: 18.6m² • Fully wheelchair accessible • Portable hearing loop available 	<ul style="list-style-type: none"> • Boardroom table and chairs • 49" LED 4K screen w/HDMI and VGA connectivity • Wi-Fi access • Conference call unit • Dell guest PC with webcam and Skype • Whiteboard and markers • Air conditioning 	Standard Rate £80 for first two hours, £40/hour thereafter
			Charity Rate* £48 for first two hours, £24/hour thereafter
The Hetherington Room	<ul style="list-style-type: none"> • Up to 8 people • 3.7m x 2.8m • Area: 10.4m² • Fully wheelchair accessible • Portable hearing loop available 	<ul style="list-style-type: none"> • Large table and chairs • Plasma screen w/HDMI and VGA connectivity • Wi-Fi access • Dell guest PC connected to screen • Whiteboard and markers • Conference call unit • Air conditioning 	Standard Rate £40 for first two hours, £20/hour thereafter
			Charity Rate* £24 for first two hours, £12/hour thereafter
The Garvin Room	<ul style="list-style-type: none"> • Up to 6 people • 3.2m x 2.5m • Area: 7.8 m² • Fully wheelchair accessible • Portable hearing loop available 	<ul style="list-style-type: none"> • Round table and chairs • Plasma screen w/HDMI and VGA connectivity • Wi-Fi access • Dell guest PC connected to screen • Telephone • Whiteboard and markers • Air conditioning 	Standard Rate £40 for first two hours, £20/hour thereafter
			Charity Rate* £24 for first two hours, £12/hour thereafter

*Charity rates are only available to registered charities and not-for-profit organisations, regardless of sector. We may require proof of this before issuing an invoice.