SCHOOL OF INFORMATICS

Strategy Committee – Wednesday 25 May 2016

Charging for events

The removal of VAT restrictions on activities taking place in the Informatics Forum means that is now permissible to make charges for room hire for events.

Whilst it is important that the primary purpose and ethos of the Informatics Forum as a research facility is maintained, where events are hosted within the forum the following charges are proposed:

Informatics Forum – Ground floor hire rates (G.07/G07a/Atrium and Café – inc kitchen, if required)			
	Commercial organisations*	Related organisations*	University of Edinburgh internal
Half day (morning or afternoon)	£400	£200	£100
Full day (morning and afternoon)	£600	£300	£150
Evening	£500	£250	£100

*Includes reception/servitorial cover

External events will normally be restricted to the ground floor only.

Any technical services provided (beyond the use of in-situ audio-visual facilities and power points) will be charged in addition to the above.