



SOCIETY OF GENEALOGISTS

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Family History Library and Education Centre

14 Charterhouse Buildings, Goswell Road, London EC1M 7BA

Tel: +44 (0)20 7251 8799

Fax: +44 (0)20 7250 1800

Web: www.sog.org.uk

See website for current rates.

DO YOU NEED A MEETING ROOM?



SOCIETY OF GENEALOGISTS

Family History Library and Education Centre

offers a meeting room in a pleasant, modern environment

seating for up to 45 theatre style, 24 boardroom style

full air-conditioning, disabled access & toilets

fully equipped for all your needs

a ten minute walk from the Family Records Centre and LMA

↓ HOW TO FIND US

SOCIETY OF GENEALOGISTS MEETING ROOM HIRE

Room Capacity

Fire certificate 60 persons maximum
Lecture style 40 maximum (chairs and tablet tables)
Seminar style 28 maximum (14 tables – 2 chairs per table)

ROOM RATES FOR 2008

*Full Rate

Per hour (or part thereof) £40.00
Per day (10am to 5pm) £210.00

*Discounted Rate (one third reduction for Family History Societies & Registered Charities)

Per hour (or part thereof) £26.67
Per day £140.00

* *plus VAT, where applicable*

Overhead or slide projector

£15.00 each for overhead or slide projectors

Data projector**

£25 per hour minimum fee £100 per day
£50 per half day

**including use of computer if required (running Windows XP and Office 2003)

The Society's data projector may only be used if the speaker is familiar with its operation. The Society cannot provide technical support. Those wishing to use PowerPoint are recommended to provide executable files (Pack&Go) and should be aware that the Society's version of PowerPoint may not be compatible with the hirer's own.

Internet access is available via modem only – please advise if this is required.

There is a flip-chart stand, whiteboard and lectern for the hirer's use.

HIRE CONDITIONS:

Bookings showing date, contacts and requirements must be completed and confirmed with a 50% deposit, without confirmation the room may be re-let.

Times of arrival: for all day meetings organisers (up to a maximum of 4) may be allowed into the premises up to 30 minutes prior to the booking time. Should organisers require additional time then the hire fees will be amended accordingly. The room should be vacated promptly, particularly where there is an event following.

Both doors to the lecture room must be locked at all times, except when in use. During lectures, please ensure both doors are unlocked and set the air conditioning to an appropriate temperature (if required). Please make sure air-conditioning and heaters are turned off before you leave.

Health and Safety: The Chairman or other responsible person to indicate to those present what the procedures are in the event of a fire, how to get to the nearest fire exit, and the location of the nearest toilets. There is a first aid box in the reception area. The Society operates a no-smoking policy throughout the premises.

Food and drink: no food or drink is to be taken into the lecture room (except for bottled water). Tea and coffee should be taken in the common room. The hirer is responsible for washing their own cups. The Society can provide cups and saucers but we do not provide comestibles. If catering is required the Society can advise when making the booking enquiry.

Book sales: Generally all book (or other media) sales should be made through the Society's bookshop. Family History Societies may of course sell their own publications to their own members but we would ask that they do not sell titles that would otherwise be sold in the Society's bookshop.

Cancellations: 50% of the fee is payable if the hirer cancels within one month of the date booked. If the hirer cancels in the last seven days the full fee is payable.

We look forward to receiving confirmation of your booking



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FAMILY HISTORY LIBRARY & EDUCATION CENTRE

14 Charterhouse Buildings, Goswell Road, London EC1M 7BA
Tel: 020 7251 8799 ♦ Fax: 020 7250 1800 ♦ Web: www.sog.org.uk

Room Hire Details

Hirer's name

Address

..... Postcode

Contact telephone no. E-mail

Event (lecture or course)

Date of event Set up (30 minutes before)

Total payable £ (see over for price) Starting time

50% deposit enclosed £ Finishing time

(balance payable 7 days before event unless alternative agreement). (you will be charged extra if the room is not vacated by this time).

Tick if you wish this event to appear on SoG events website (please send text in electronic form for details on website)

Requirements

- | | | |
|--|--|--|
| <input type="checkbox"/> OHP | <input type="checkbox"/> Slide projector | <input type="checkbox"/> Computer projector |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Screen | <input type="checkbox"/> Flip chart |
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> Urn & cups | <input type="checkbox"/> Other (please specify overleaf) |

Please indicate your preferred layout for the lecture room

- Theatre style, chairs with tablets (max 40)
- Seminar style, tables and chairs (max 28)
- mainly used for study days or presentations where numerous documents are used.
- Other (please specify)

Signed I hereby agree to the hire conditions as shown.

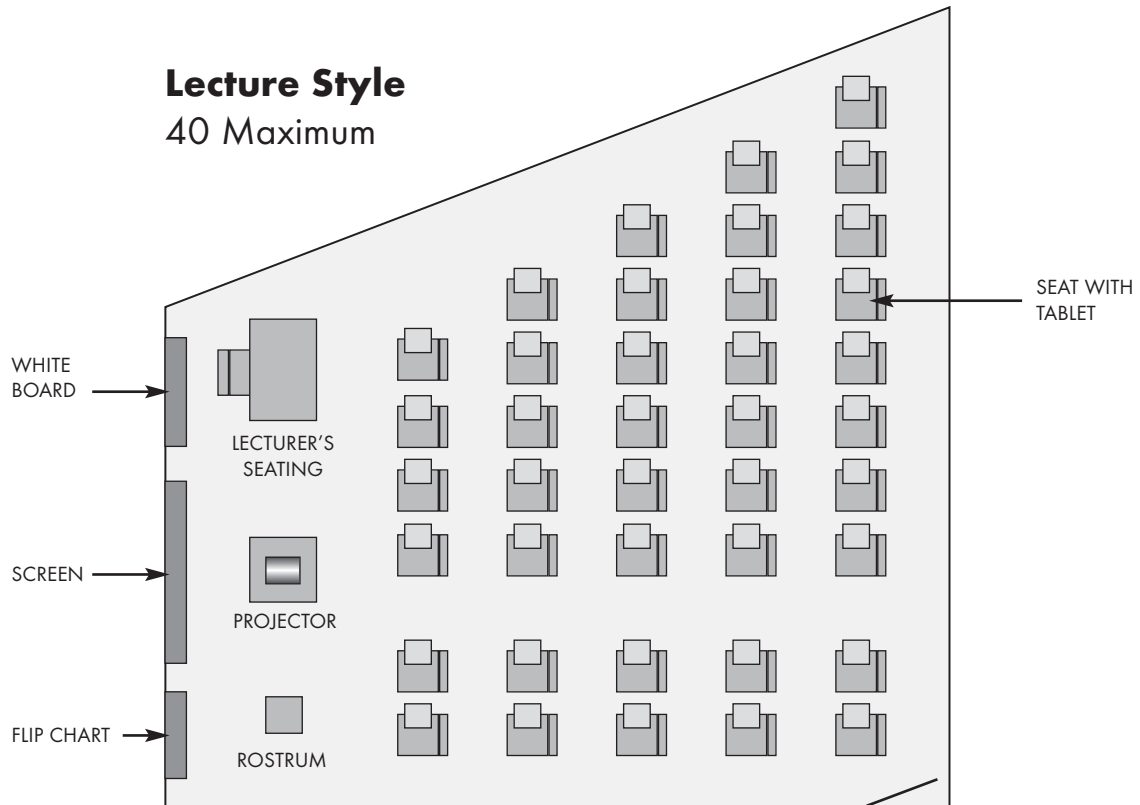
Please return this form to the Events Co-ordinator at the above address or email to: events@sog.org.uk (return by email constitutes acceptance of these conditions).



Lecture Room Layouts

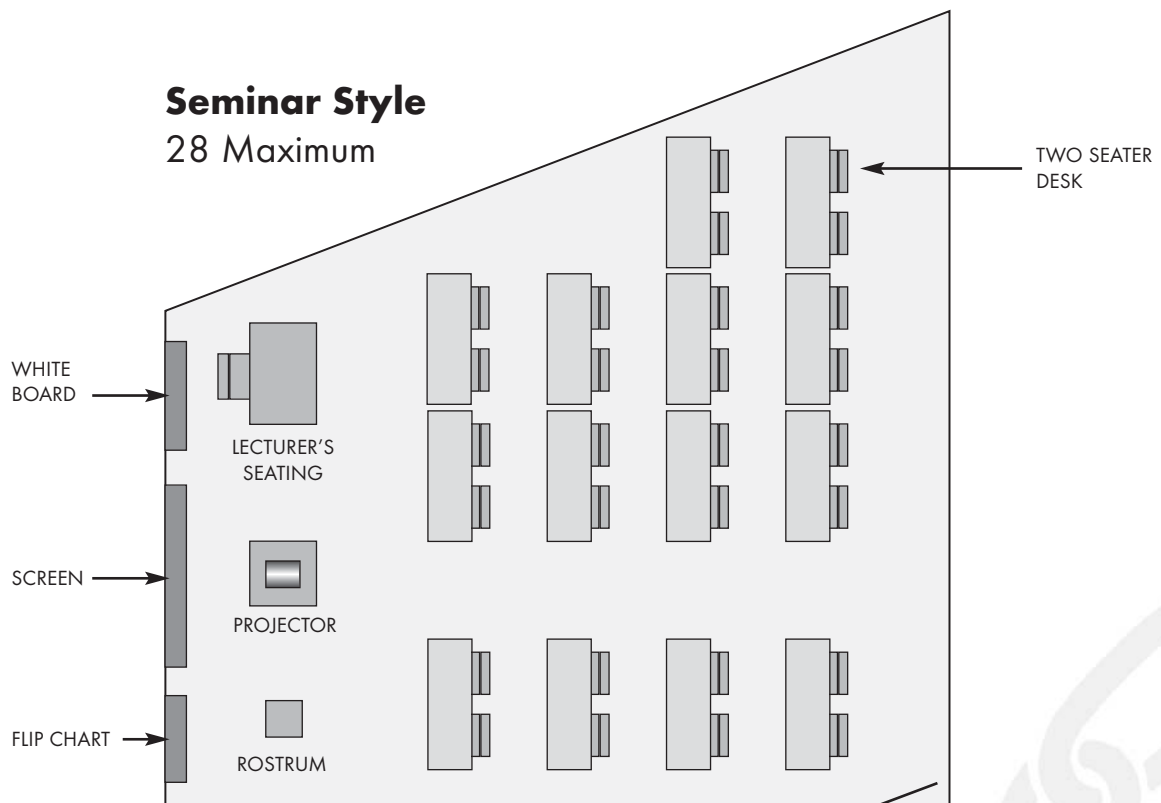
Lecture Style

40 Maximum

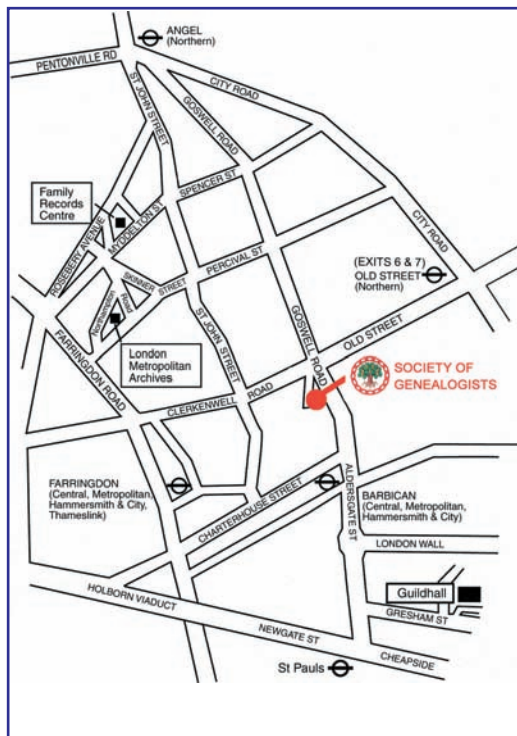


Seminar Style

28 Maximum



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GETTING HERE

Tube: Barbican, Farringdon, Old Street, Angel and St Pauls.

Rail: Farringdon.

Bus: 4, 55, 56, 153 and 243.

Parking: Parking outside the Society is restricted except on Saturday from 1:30pm. There is some limited meter parking in Goswell Road. Wheelchair accessible.

Opening Hours

Monday	CLOSED
Tuesday	10am - 6pm
Wednesday	10am - 6pm
Thursday	10am - 8pm
Friday	10am - 6pm
Saturday	10am - 6pm
Sunday	CLOSED

