

{10-11}  
CARLTON  
HOUSE  
TERRACE

## OUR REVISED CAPACITIES

Our rooms will be hired in pairs to ensure a separate contactless catering space is available to you and your guests.

The following capacities are based on government guidelines of 2-meter distancing.

	Theatre	Hollow Square	Cabaret (Round)	Banquet (Round)
<u>Reading Room &amp; Library</u>	24	12	8	16
<u>Lecture &amp; Council Room</u>	30	10	6	12
<u>Council &amp; Music Rooms</u>	20	12	8	16
<u>Wolfson Room &amp; Gallery</u>	39	18	16	32

Main meeting room is underlined

## WHAT'S INCLUDED?

- Full day or evening hire of your room
- Additional room for contactless catering service
- Dedicated venue coordinator to assist with the safe planning and delivery of your event
- Designated arrival time
  - 8am onwards for daytime bookings
  - 6pm onwards for evening bookings
- Allocated toilets
- PPE available for you and your guests
- Additional cleaning around the building (particular emphasis on high traffic touch points)

In your room:

- Plasma screen or projector
- Laptop
- Webcam
- Wireless conference speakers
- Hand sanitiser