

# Room hire at the ECHO office

We have two spaces available for hire at our Central London office, located next to St Thomas' Hospital on the River Thames.

The Joseph Suite consists of two vibrant, versatile rooms perfect for meetings, gatherings, training & group sessions. Both rooms are available for either full days (9am-5pm), half days (9am-1pm/2pm-5pm) or on an hourly basis, to companies, charities & groups.

Our central London location offers superb transport links, we are a short walk from Waterloo, Westminster and Lambeth North stations.

All proceeds from room hire will be used to help ECHO deliver its services to support children with heart conditions and their families.

## The Michael Room

- Capacity: 16 people in workshop or lecture style | 14 people in Boardroom style
- Available: Monday to Friday between 9am-5pm

Rates for The Michael Room	Full Day	Half Day	Hourly Rate
Corporate Rate	£360	£240	£60
Charity Rate	£240	£160	£40

## The Peter Room

- Capacity: 6 people
- Soft chairs, plus one flexible desk space
- Available: Monday & Friday 9-5 by request on other days.

Rates for The Peter Room	Full Day	Half Day	Hourly Rate
Corporate Rate	£240	£150	£40
Charity Rate	£150	£100	£25

## Finer Details

- Available on site: wifi, flip charts, whiteboard (in large meeting room only)
- Refreshments will be charged at £2 a head per day which includes: tea, coffee, milk, jugs of tap water with glasses, with access to our kitchen and fridge (you must make your own refreshments).
- Catering: We don't supply catering, feel free to arrange your own.
- Please leave the room neat and tidy, as you found it, including removing rubbish.
- Car parking space available £15 per day

**To book a room please contact [reception@echo-uk.org](mailto:reception@echo-uk.org)**