



## **About us**

The ECFR is a registered charity was established in 2007 by a council of fifty founding members, chaired by Martti Ahtisaari, Joschka Fischer and Mabel van Oranje, with initial funding from George Soros's Open Society Foundations, the Communitas Foundation, Sigrid Rausing, Unicredit and FRIDE.

Inspired by the role American think-tanks played in helping the US move from isolationism to global leadership, ECFR's founders set about creating a pan-European institution that could combine establishment credibility with intellectual insurgency. Today it has over 50 staff from more than 20 countries, and receives funding from a wide range of charitable foundations, national governments, companies and private individuals.

## **Facilities**

The London office is one of seven offices across Europe and is located on the 7th floor of the King's Building in Westminster, offering rooms full of day light. Its convenient location, great views and closeness to the river make it both a pleasant as much as a professional venue for smaller or larger events and meetings of formal or informal nature. The nearest public transport hubs are Westminster, St James's Park, Victoria and Pimlico.

By hiring our meeting space in this central location you will benefit from our highly competitive prices and help us fund our activities as all proceeds support ECFR's work.

*We do not charge VAT in addition to the quoted prices and will take bookings from Monday to Sunday, seven days a week.*

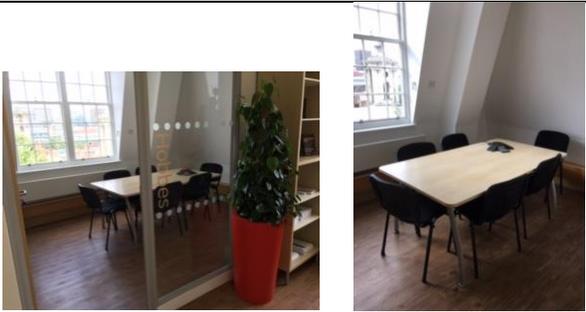
ECFR, 7<sup>th</sup> Floor, King's Building, 16 Smith Square, London, SW1P 3HQ

T: +44 (0)20 7227 6860 | W: [www.ecfr.eu](http://www.ecfr.eu)

*ECFR is a not for profit company registered in England and Wales.*

*Company Number 07154609*

ROOM	PHOTO	CAPACITY	Session 9.00-12.30 13.30-17.00	Day 9.00-17.00	Evening 18.00-21.00
Conference room		Max. 70 (theatre)  Max. 16 (boardroom)	£300	£600	£350
Kant room		Max. 16 (theatre)  Max. 12 (boardroom)	£200	£400	£250

<p><b>Hobbs room</b></p>		<p>Max. 12 (theatre)</p> <p>Max. 6 (boardroom)</p>	<p>£125</p>	<p>£250</p>	<p>£150</p>
<p><b>Reception and breakout space</b></p>			<p>included</p>	<p>included</p>	<p>included</p>

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AV Equipment	Hire Charges
PA System (conference room only)	£100
Desk microphone	£50
Crestron session recording (conference room only)	£100
Skype conference call facility (camera in conference room)	£50
Spider Conference Phone	£50
LCD/TV screens	£50
Laptop	£50
Laptop speakers	£25
Flip Chart & pens	£15
Photocopying (A4 or A3, B&W or colour)	10p/20p (A3 add 5p)
Wi-Fi	free

Refreshments	
Light lunch, sandwiches, nibbles, softdrinks	Orders are placed using a provider of your choice or local sandwich shops, which deliver to us. All food is charged at cost level.
Coffee, tea, biscuits	£3 per head
Water, cutlery, plates...	Free