

## **NCVO Conference Suite**

### **Audio-visual equipment**

*Please note that VAT at the current rate will be added to all audio-visual costs.*

*Other equipment can be hired on your behalf, please contact the Conference Suite Team on Tel: 0207 520 2404, Email: [conferencesuite@ncvo-vol.org.uk](mailto:conferencesuite@ncvo-vol.org.uk)  
 Fax: 020 7713 6300*

<b>Equipment</b>	<b>Hire cost per day from</b>
Flipchart stand, pad and pens	£15
LCD/Data Projector	£100
Laptop	£75
Laptop Speakers	£25
Wireless Internet Access	£15
PA with one desk top microphone <ul style="list-style-type: none"> <li>• One additional microphone</li> </ul> Rooms 1 and 7 only External PA hire quotes on request	£100 £30
Conference phone <ul style="list-style-type: none"> <li>• Call charges may apply</li> </ul>	£25
TV with DVD and VHS Video players	£25
Portable CD Player	£10
Photocopying/printing black & white	10p per copy