



Conference Booking at The Roxy

The Roxy is fully equipped and available to host **conference and meeting bookings** in a stylish, flexible setting. Offering a refreshing alternative to traditional boardrooms, the venue provides a vibrant yet professional environment—ideal for **training sessions, presentations, showcases, and team meetings**.

The space can be configured in **theatre-style or cabaret-style layouts**, available between **9:00am and 5:00pm**, with a **minimum hire of two hours**.

Layout & Capacity

- **Up to 50 guests** in theatre-style seating
- **Up to 70 guests** in cabaret-style seating across booths, high tables, and sofas
- **Up to 250 guests** for standing receptions

Catering & Refreshments

Catering can be arranged through **Tampopo (located next door)**, with alternative options available via **Pret** or **Remoli Catering**.

Self-service refreshment options include:

- Tea and coffee
- Cold soft drinks

AV Equipment Included

The following equipment is available as part of your conference hire:

- **2 x wireless super-cardioid microphones**
- **JBL PA system with RCF mixing desk**
- **70-inch TV on wheels** for presentations
- **Up to 4 additional TV screens** throughout the venue to broadcast content

Hire Fees

- **Venue hire & AV access:** from **£180 + VAT per hour**
- **Catering add-on:** from **£9 + VAT per person***
- **Self-service hot & cold drinks:** **£7 + VAT per person**
- **Self-service hot drinks only:** **£3 + VAT per person****

All secured payment links are issued via **Dojo Tech** ***

*Catering depends on provider / **Tea and filter coffee only / ***10% deposit to secure the date with outstanding balance 72h prior to the event

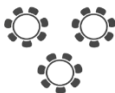


Layouts available



Theatre-Style

Up to 50 guests
Separate Lounge Area for hosts
Separate Catering area
All AV equipment available
Available from 9am till 5pm
Venue hire fee***



Cabaret-Style

Up to 70 guests
Mix of booths, sofas and high tables
All AV equipment available
Available from 9am till 5pm
Venue hire fee***



Standing Reception

Up to 250 guests
All AV equipment available
Available from 9am till 9pm
Prepaid Minimum Spend POA (drinks only)***