



CENTRAL HALL  
WESTMINSTER

EVENTS



## Central Hall Westminster IT SERVICES - PRICE LIST



# WELCOME

Central Hall Westminster remains one of the most technologically advanced venues in London and as such we are able to offer bespoke solutions to fully meet the needs of your event.

The next 2 pages show details of the services we have available 'Off the Shelf' however we are able to meet any requirements given to us. Please contact us to discuss your requirements with our IT team.

## IT SERVICES

### WIRELESS INTERNET (Wi-Fi/WLAN)

#### Download/Upload/Bandwidth Required

A higher Download or Upload speed is typically required if you or your delegates will be receiving/ broadcasting/streaming real-time media/video or uploading/downloading media/video from the internet. (Recommended)

2Mbps *	FOC
4Mbps** (up to 500 users)	£180
8Mbps** (Podcasting/ Broadcasting)	£230
10Mbps** (500+ Users)	£280
Other bandwidths, services and marketing options available	POA

PER EVENT PER DAY

\* Open public access connection with limited upload/ download

\*\* Comes with Events own SSID, choice of password/ open access and own branded splash page. Other Wi-Fi marketing options available.

#### Dedicated SSID?

Each paid option comes with an SSID named specifically for your event. This is the name your delegates will see when searching for a Wi-Fi connection.

Please provide the SSID name & password your delegates should use to login to the wireless network. If you do not advise, a SSID password will be provided for you.

#### Branded Splash/ Landing Page

Each paid option comes with the ability to have a branded splash/ landing page, that all delegates connected to your SSID will see.

Further bespoke options are available. Please talk to our IT Manager.

### WIRED INTERNET CONNECTION (LAN)

#### Download/Upload/Bandwidth Required

A higher Download or Upload speed is typically required if you or your delegates will be receiving/ broadcasting/streaming real-time media/video or uploading/downloading media/video from the internet.

4Mbps	£230
6Mbps	£330
8Mbps	£460
10Mbps (HD)	£560
20Mbps (Public IP's & networking)	£800

There is a cost for the first connection. All additional connections £75  
PER EVENT PER DAY

#### NAT or Public IP address?

Useful for giving specific laptops or devices that you connect to the LAN network specific public IP addresses.

£75 EACH

#### Private Network Requirements/VLAN

We are able to set up a private network(s) for your event which are ideal if you have a group of work PC's that need to be kept secure whilst being able to access each other.

£80 EACH

### TELEPHONY

#### Digital Handsets

£70\* PER HANDSET

\*May incur additional call charges which will be invoiced post-event

#### Additional Requirements

We can provide additional items to the phone system, these will not be provided unless requested;

Voicemail – Voicemail box for each Extension

External Dial Block – We can set up the phone so it can only be used to receive calls and call internally

Group Pick Up – Allows you to pick up a ringing phone in your group

External Phone Number – We will be able to provide you with an external phone number prior to the event.

Itemised Billing – Your post-event invoice can include all the numbers dialled per extension.

**Speaker/ Spider Phone** - incl. Analogue Line £90 PER DAY  
(one call in/out only or use own teleconference facilities)



**Teleconference Facilities** - no Line incl.  
(using own phone) £30 PER HOUR

**Speaker/Spider Phone and Teleconference** £150 PER DAY

**Analogue Lines**

These can be used for a standard 'BT' handset or to connect your own equipment such as fax machine or PDQ's etc.

£50\* PER LINE

\*May incur additional call charges which will be invoiced post-event

**ISDN2e Lines**

Note; By default our ISDN lines are set for data which means that you will not be able to make voice calls to the ISDN telephone number we assign to you.

£175\* PER LINE

\*May incur additional call charges which will be invoiced post-event

Note – All international calls are barred unless requested

**PC and PRINTER HIRE**

PC Hire £150 PER DAY  
Colour Printer Hire £85 PER DAY

\* Printing Charges

B/W A4 = 20p A3 = 30p (first 100 B/W free)

Colour A4 = 40p A3 = 50p

Note: no paper included

**IPTV**

£390\* PER DISPLAY

Central Hall Westminster is a very large venue situated over 5 floors and as such you can hire rooms in multiple areas to suit the practical requirements of your event. We are able to configure Plasma Screens that can display Audio/Visual material related to your event in specific areas of the building.

**IPTV Requirements**

What Types of Information do you wish to display?

- Event Information text
- Video/ Audio File
- Live Video/ Audio feed\*\*
- Twitter/ RSS feed\*\*
- TV Channels \*\*\*

\* Includes Plasma Screen

\*\* May incur additional internet charges which will be charged post-event

\*\*\* Channel list available upon request

**TECHNICAL SUPPORT**

£50 PER HOUR

Dedicated onsite Technician or out of hours support  
(Monday to Friday 17:00 - 07:00 or all day Saturday and Sunday).

**CONTACT INFORMATION**

We have many bespoke options available. Our IT team is happy to talk through your event requirements and design a solution that best meets your needs.

**KIM WRIGHT, Head of Technology**

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# NOTES and CONNECTION POLICY

## Cabling Infrastructure

Central Hall have Cat 5e cabling throughout the building and can be connected to B/Band, ISDN, Digital or Analogue lines.

## Wireless Connections

This service cannot be fully supported in the presence of wireless interference

## General Network Connections

All devices connected to the network must have an up to date anti-virus software installed and be kept up to date whilst on site. In the event that we find anti-virus not installed or a virus is found, we reserve the right to disconnect any or all devices from the network.

Any equipment brought to site and any networks set up by third party/clients cannot be supported by Central Hall Westminster. It is the client's responsibility to ensure that their equipment is running correctly and not interfering with the services provided by Central Hall Westminster.

## Telephony

When supplying your own equipment, Central Hall Westminster will provide the connection only. It is the client's responsibility to provide the appropriate equipment required and ensure it is working correctly.

## IPTV

Central Hall Westminster cannot be held responsible for the content displayed on this system. However, we hold the right to disconnect anything being displayed in the public areas that are not deemed appropriate.

## General Notes

Any orders received after the cut off date (10 working days prior to the event) will incur a 15% late request surcharge. We cannot be held responsible for failure to advise us of details prior to the event. Anything found being required whilst on site due to not providing the correct information will be invoiced post-event and incur an £80 on site order surcharge. We also cannot guarantee availability of services that are not booked in advance.

# GLOSSARY of TECHNICAL TERMS

HD:	High Definition/High fidelity Video
SSID:	Service Set Identifier (Equates to the broadcast name used to identify a wireless network)
Mbps:	Megabits per second
GB:	Gigabyte
ISDN:	Integrated Services Digital Network
IP:	A subset of the TCP/IP standard that defines communication characterised by a numbered addressing system. i.e. 10.23.143.12
720p:	A High Definition Video broadcast standard with a measurable screen density of 1280x720 pixels at either 23.976, 25, 30, 50 and 59.94p or frames per second
288p:	A Standard Definition Video broadcast standard with a measurable screen density of 352x288 pixels at either 23.976, 25, 30 frames per second
NAT:	Network Address Translation (A Method of mapping an internal IP address to an external IP address)
PDQ:	Pretty Damn Quick A Credit/Debit Card processing device characterised by the acronym PDQ
BRI:	Basic Rate Interface An ISDN interface comprised of 2 Bearer channels and 1 Data Channel
Bandwidth:	A method of defining the speed of a digital/network connection
VLAN:	A method of segmenting a network or restricting access based on ports and MAC addresses.
MAC:	The 12 digit Layer 2 name of an Ethernet device
RSS:	Really Simple Syndication (a type of internet feed that allows for publication of text and picture based website updates)