



ENABLING FAIR PLAY

SPORT  RESOLUTIONS

# SR Room Hire Rates and Information



Sport Resolutions is pleased to have use of the fantastic facilities at International Dispute Resolution Centre (IDRC) for in-person hearings and events.

Adjacent to St Paul's Cathedral, London, the venue benefits from outstanding views and excellent international and domestic transport links.

The IDRC is a world-leading, modern venue with high-speed internet and options to hold virtual and hybrid events.

With the safety of visitors a high priority, the IDRC has the latest 'Plasma Air Bi Polar Ionisation' air-conditioning system, which greatly improves the air quality in circulation and removes most particles, viruses and bacteria from the circulated air.

As a tenant at the IDRC, Sport Resolutions has preferential rates for room hire. Sport Resolutions does not make a profit on room hire, recharging to the client at cost.





# Room Hire

Type	Details	Price
'Small Arbitration' package	1 Hearing Room + 2 x small break-out rooms (up to a maximum of 20 attendees) + inclusive use of "The Vedeer Lounge" (arbitrators' lounge) + IDRC Zoom setup (see below)	£1,445
All other room hire bookings (including the booking of one main room or one client room)		20% discount on all commercial rates, available at <a href="http://www.idrc.co.uk/pricing">www.idrc.co.uk/pricing</a>





## Ancillary

*The following services will be recharged to the client should any costs be incurred.*

Semi-Virtual ("Hybrid") event	IDRC Zoom setup and on-call to assist with any issues (SR to administer call)	£165 + VAT per day
Overtime	7pm - midnight and/or weekend use (min. 6 hours) Includes one member of Sport Resolutions staff remaining on site	£145 + VAT per hour
Parking	Underground car park	£20 + VAT per day, per space
Refreshments	Unlimited tea, coffee, biscuits from refreshments stations or within retiring rooms Still and sparkling water in rooms	£11.45 + VAT per person
Catering option 1	Mixed sandwiches	£13.25 + VAT per person
Catering option 2	Hot buffet	£33.00 + VAT per person

## Virtual events

The platform to host virtual conference calls and hybrid events is included within Sport Resolutions' administrative fees.

A £165 charge may be incurred for the hardware to be setup by IDRC, and to provide assistance, as required, during the event.





# Terms and Conditions

Sport Resolutions will be subject to [www.idrc.co.uk/terms-conditions](http://www.idrc.co.uk/terms-conditions), save for preferential cancellation terms:

- 1) If notice of cancellation is provided more than 30 days in advance of the first date of the booking – no charge
- 2) If notice of cancellation is provided within 30 days of the first date of the booking;
  - a) no charge where IDRC secures an alternative booking
  - b) 100% charge where no alternative booking is secured

**Note:** any cancellation charges paid will be recharged to the client.

## Sport Resolutions administered services

The following items will be recharged to the client when applicable. The charges have been calculated to be at cost.

Confidential waste		£2.50 per file / £10 per bag (5 files)
Zoom hearings	All participants joining virtually	Inclusive within Sport Resolutions fee
Printing – b + w	Per page / double-sided	£0.10 / £0.20
Printing - colour	Per page / double-sided	£0.20 / £0.40
Transcription services		POA
Translation services		POA
Courier		POA



# Procedure

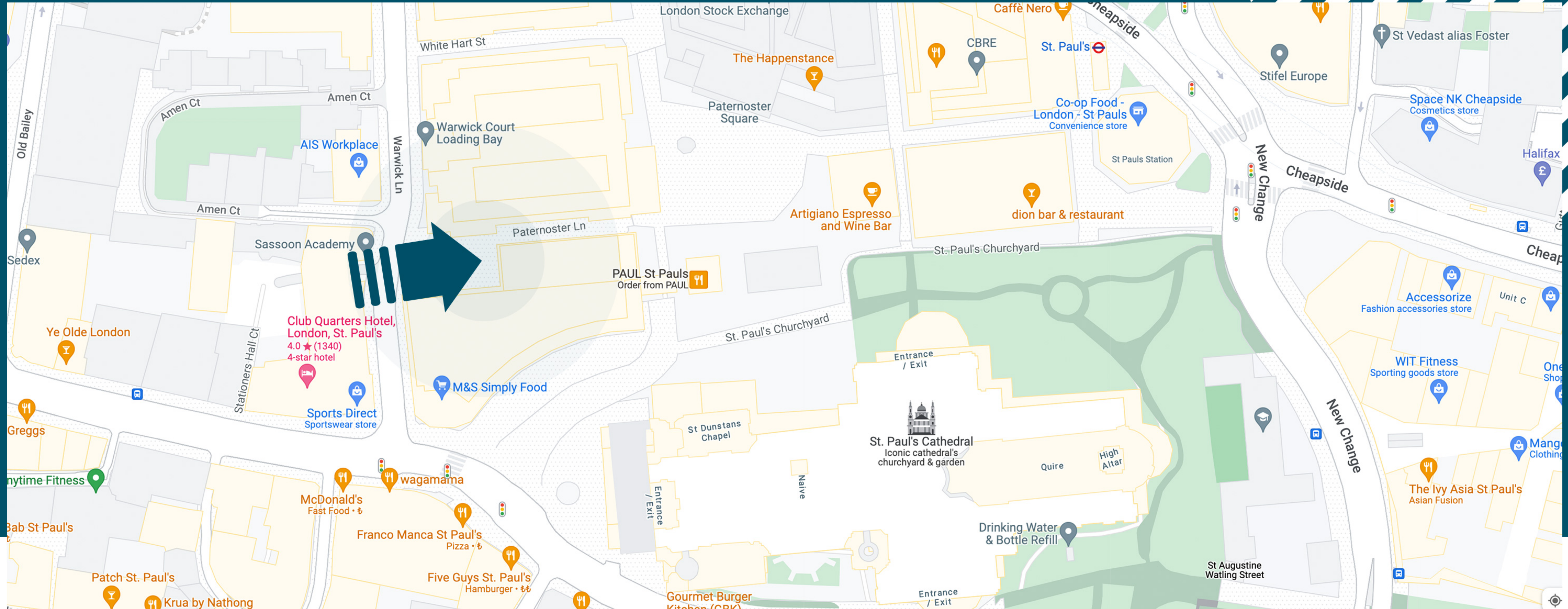
Sport Resolutions will administer the booking process and will review the requirements for the event with the client and the IDRC.

A member of the team will ask you to provide additional information in advance of the event, including applicable health forms, catering options and attendee lists.





# Map



## Arrival

Upon arrival, you will be greeted by a member of IDRC staff and directed to your room.

## Sport Resolutions office

The Sport Resolutions office is situated on level three at the IDRC.