

60. In certain circumstances for certain users, charges will be waived or discounts applied, as set out below. In cases of uncertainty (eg where a case fits more than one category) the responsibility for determining the appropriate charge rests with the Conferences & Events Office.

Type of booking	Room hire charge	Charge for additional services such as stewards, catering, out-of-hours AV support, special security arrangements or additional or out-of hours cleaning.
<u>Internal LSE events</u> Timetabled teaching. School Committees. LSESU and SU Societies' events – note that these are by definition for LSE participants only. Internal LSE business (administrative ¹ or academic).	Zero charge. Bookings must be made and organised throughout by a member of LSE.	At cost; must be arranged directly with the service provider.
<u>Outward-facing LSE events for which attendees are not charged</u> Events to promote or disseminate LSE research or expertise, including research which has been carried out with external funding, <u>except</u> where funding has been provided on a Full Economic Cost basis including provision for dissemination. These events may be run purely by LSE or may be co-organised, co-branded or co-funded by	Zero charge. Bookings must be made and organised throughout by a member of LSE.	At cost; must be arranged directly with the service provider.

¹ Including meetings with contractors or other outsiders where central to LSE business.

LSE and an external organisation.		
<u>Other outward-facing events for which attendees are not charged</u> Events organised by external bodies which an LSE staff member or unit is both professionally involved in and has agreed to host, or which LSE is attending among other participants. Other events co-organised, co-branded, co-funded or 'sponsored' by LSE and an external organisation, except those covered above.	75% of full charge	At cost
<u>Events run or facilitated by an LSE department, unit or division on a commercial basis.</u>	75% of full charge ²	At cost
<u>Events booked by LSE alumni groups or individual alumni</u>	90% of full charge	At cost
<u>Events booked by registered charities</u>	90% of full charge	At cost
<u>External events</u> Events booked by external organisations, even when LSE staff or students are personally involved.	100% of full charge	As quoted by Conferences & Events Office

² The rationale for this discount despite the commercial basis of the event is that these activities typically bring non- commercial as well as commercial benefits to the School.