

Room Hire Rates from 1st November 2009 - 1st November 2010

Room	Half Session (3.5 hours)	Daily (from 0900 - 17.30)	Capacity
Seminar Room Package (includes seminar/ hub/con 4)	£400	£800	up to 80 standing
conference room 1	£200	£400	10 Boardroom
conference room 2	£175	£350	8 Boardroom
conference room 3	£160	£320	6 Boardroom
conference room 5	£160	£320	6 Boardroom
conference room 6	£140	£280	4 Boardroom
conference room 7	£140	£280	4 Boardroom
conference room 8	£175	£350	10 Boardroom

Charity Rate - 25% discount on room hire

Minimum hire charge £175 + VAT

Conferences

Daily Delegate Rate

Half Day Delegate Rate

Price

£40 Full Day

£20 Half Day

Includes teas, lunch and audio visual set up, minimum numbers apply

Session Times

Day Times: 0900 - 1730

Half Days - am, pm or eves: up to 3.5 hours anytime between 0900 - 2100

Late opening after 2100 hours (£100 + VAT)

Early opening before 0830 hours (£100 + VAT)

(£50 + VAT)

Please note:

All room hire rates shown are excl VAT

Notes:

Video conferencing equipment - £100 per hour

Audio-Visual equipment support - £100 per day

We recommend for larger events that the 'package option' is used

All rooms are available to view upon request Monday - Friday

An additional charge will be added for weekend bookings and extra large functions

Use of kitchen and kitchen equipment - on application

Tea and Coffee £2.00 per serving per person