



|  |          | Standard Room | Double Room | IT Training Suite | Executive Meeting Room | Cinema  |
|--|----------|---------------|-------------|-------------------|------------------------|---------|
| Non-profit making organisations  | Half day | £90.00        | £150.00     | £95.00*           | **                     | £90.00  |
|  | Full day | £165.00       | £270.00     | £180.00*          | £130.00                | £165.00 |
| Courses run on a 'for profit' basis, or by profit making organisations | Half day | £105.00       | £170.00     | £105.00*          | **                     | £105.00 |
|  | Full day | £190.00       | £310.00     | £200.00*          | £140.00                | £190.00 |

\* ITTS: Laptop hire included in the price

There is no additional charge for internet access or equipment in any of our rooms

\*\* EMR: There are no half-day rates, the room is offered at £20.00 per hour including tea/coffee

**Please see overleaf for hours of opening and terms and conditions**

**Daytime Room Hire Rates** valid 1 April 2010 - 31 March 2011

## **Opening hours:**

Full day                    8:30 am – 5:00 pm

Half day                    8:30 am – 12.30 pm and  
1:00 pm – 5:00 pm

Requested extensions or overruns of these times will be charged at £40/hour

Delegate rates and packages available upon request

## **Terms and Conditions:**

Please note: All prices are exclusive of VAT

All bookings for events after 1 April 2010 will be charged at the above rates

Block bookings and multiple usages may be offered at a discounted rate

Specialised events e.g. booking the whole centre, will be quoted/charged separately

Cancellations must be made in writing (letter/fax/email) and may be subject to the following:

- Cancellations within five working days will incur a fee of £50
- Cancellations within 48-hours will be charged in full (room hire + food)