



<b>Weekday</b>	<b>Period</b>	<b>Standard Room</b>	<b>Double Room</b>	<b>IT Training Suite</b>	<b>Executive Meeting Room</b>	<b>Cinema</b>
Non-profit making organisations	Evening	£90.00 + £40/hour	£150.00 + £40/hour	£95.00* + £40/hour	£80.00 + £40/hour	N/A
Courses run on a 'for profit' basis, or by profit making organisations	Evening	£105.00 + £40/hour	£170.00 + £40/hour	£105.00* + £40/hour	£80.00 + £40/hour	N/A

\* IT Training Suite: Laptop hire is included in the price

There are no additional charges for internet access or equipment in any of the rooms

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

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

## **Opening hours:**

**Weekday Evenings:** Evening opening hours will be determined by the length of time a room is requested for at the time of booking

**Room Rates:** The evening room rate is calculated at the room's half day rate plus £40.00 for every hour booked. For example, a non-profit organisation booking a standard room for two hours would cost: £90.00 + two hours (@£40/hour) £80.00. Total cost = £170.00

Extensions or overruns of agreed times will be charged at £40/hour

**Refreshments and Buffets:** Please add £1.20 per person to the buffet price and £0.85 per person to the cost of refreshments. See Menu insert for options/prices

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)