



CONFERENCE/MEETING RATES

APRIL 2022 - MARCH 2023

AREA	LOCATION	RATES			
		HALF DAY (4 hours)	DAY (8 hours)	FULL (15 hours)	Evening (per hour)
Island Hall (whole)	Ground Floor	£550.00	£945.00	£1,100.00	-
Island Hall (half)	Ground Floor	£345.00	£495.00	£595.00	-
Alder Room*	Ground Floor	£115.00	£190.00	-	£27.50
Cherry Room	1 st Floor	£160.00	£265.00	-	£39.00
Chestnut Suite	2 nd Floor	£195.00	£345.00	-	£50.00
Elm Room	2 nd Floor	£70.00	£120.00	-	£17.50
Hazel Room	2 nd Floor	£70.00	£120.00	-	£17.50
Hawthorn Room	2 nd Floor	£70.00	£120.00	-	£17.50
Maple Room	2 nd Floor	£70.00	£120.00	-	£17.50
Oak Room	2 nd Floor	£115.00	£190.00	-	£27.50
Rotunda Areas	Ground and 1 st Floor	£75.00	£150.00	-	-

*Limited availability

NOTES

1. **Minimum** hire charge of **FOUR HOURS** is applicable on all day bookings and **TWO HOURS** on all evening bookings. Evening bookings are applicable from 6.00pm only.
2. All rates quoted are exclusive of VAT.
3. Registered Charities, Local Schools and Local Churches are entitled to 20% discount on room hire.
4. Any bookings required on a Bank/Public Holidays will incur a minimum hire charge of £200.00 plus vat.

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EQUIPMENT	HALF DAY RATE	DAILY RATE
Conference Pack (Paper and Pens)	£1.00 per set	£1.00 per set
Data Projector	£45.00	£70.00
Display Board (Nomadic – free standing)	£20.50	£28.00
Display Board (standard)	£17.00	£25.00
Display Board (table top)	£8.00	£11.00
Flipchart, paper, pens (also a wipe board)	£8.00	£11.50
Laptop	£20.00	£30.00
Laptop Portable Speakers (Logitech V20 Speakers)	£7.50	£10.00
Large Wipe-board	£12.50	£20.00
Laser Pointer	£10.00	£15.00
Lectern – Table Top	£7.00	£10.00
Lectern (standard)	£25.00	£35.00
Portable PA System (Lighters only)	£68.00	£68.00
Projection Screen	£10.00	£15.00
Television and video (combi unit)	£20.00	£30.00
Television – LED	£28.00	£40.00
Television – 52” Plasma	£45.00	£65.00
Video or DVD player	£10.00	£15.00

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SERVICE CHARGES

SERVICE	RATE	
Photocopying (single sided)	A4 £0.15 per copy	A3 £0.35 per copy
Photocopying (double sided)	£0.18 per copy	
Colour Photocopying (single sided)	A4 £0.30 per copy	A3 £0.90 per copy
Sending and Receiving of Fax(s)	£0.54 per sheet	
Telephone Calls	£0.22 per minute	
Conference Calls	£20.00 per first hour, £10.00 per hour thereafter	
Technician	£22.50 per hour £160.00 8 hour period	

All rates quoted are exclusive of VAT.