

## ROOM HIRE / SERVICE CHARGES

Monday - Friday 8-6pm

### Room Hire

Training/Meeting Rooms	Half Day	Full Day
Small	£60	£100
Medium	£85	£150
Large	£150	£250

### Equipment Hire

	Half Day	Full Day
OHP	£15	£25
Television and Video	£20	£30
Projector	£30	£50
PC	£30	£50

### Refreshments

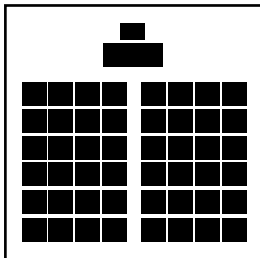
	Half Day	Full Day
Tea/Coffee/Biscuits (per head)	£1.50	£3.00
Orange Juice (Per Jug)	£3.00	N/A
Buffet from (per head)	£5.00	

## CAPACITY OF MEETING ROOMS

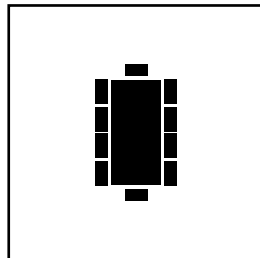
Training Rooms	Horseshoe With Desks	Board Room	Horseshoe	Classroom	Theatre
Small	N/A	7 - 10	N/A	8 - 10	18 - 20
Medium	8 - 13	10 - 14	8 - 15	10 - 18	18 - 31
Large	22	24	28	30	65

(The following seating plans are for illustration purposes only and show just a selection of possible room layouts available).

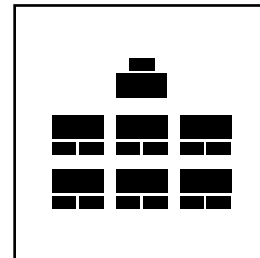
### Meeting Room Layouts



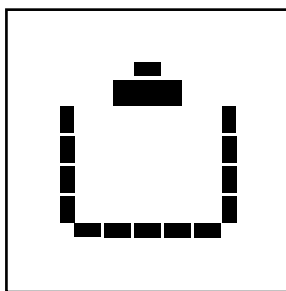
THEATRE



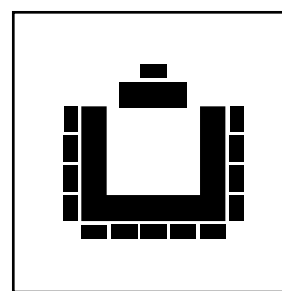
BOARDROOM



CLASSROOM



HORSESHOE



HORSESHOE WITH DESKS