



SEE Room Hire Charges

Room Hire

	Conference Room	Woolford Room
Full Day	£230	£110
Half Day	£140	£60
Hourly Rate	£35	£15

*please note the hourly rate applies to bookings for up to 3 hours, a half day equates to 4 hours (either am or pm), whilst a booking for 4+ hours is regarded as a full day.

Equipment

Screen only	Free
Multimedia suite (includes data projector, screen, DVD player, video player)	£40 per day
Flipchart x 1	Free
Flipchart > 1	£20 each

Refreshments and Lunch

Coffee, tea and biscuits (unlimited supply with regular replenishments) – full day	£3.00 per delegate
Coffee, tea and biscuits (unlimited supply with regular replenishments) – half day	£1.50 per delegate
Lunch	£5.00 per delegate

There is a water cooler available in the Conference Room.

Lunch consists of a variety of home made sandwiches with fresh fillings, fresh fruit and three optional choices. The buffet options include vegetable spring rolls, vegetable samosas, sausage rolls, crisps, cakes, onion bhajis, chicken tikka, duck wraps, breaded chicken goujons, potato wedges and quiche.