



STANDARD ROOM HIRE RATES

SEPTEMBER 2020

No of Hours	Meeting Rooms 1, 2, 3	Meeting Room 4	Boardroom / Conservatory Room	Function Room	The Hemming Suite
1	40.00	80.00	90.00	111.00	159.00
2	58.00	119.00	137.00	174.00	233.00
3	79.00	159.00	179.00	226.00	317.00
4	103.00	200.00	215.00	308.00	422.00
5	132.00	248.00	275.00	394.00	523.00
6	160.00	311.00	338.00	454.00	628.00
7	177.00	354.00	375.00	496.00	681.00
8	200.00	395.00	405.00	560.00	785.00

(Function & Conservatory Room combined)

SET UP/DOWN CHARGED AT HALF THE HOURLY RATE

Additional Charges

Hire of PA (basic package) tech support use of 1 microphone; lectern mic. handheld mic. headset mic.	£80.00 per booking
Hire of PA (advanced package) tech support use of multiple microphones	£100.00 per booking
Hire of laptop	£30.00 per booking
Hire of conference phone	£30.00 per booking
Hire of additional flipcharts with pad and pens	£10.00 per flipchart
Hire of whiteboard	£10.00 per whiteboard
Hire of event staff (compulsory on weekends)	£10.00 per hour

<u>Room</u>	<u>Capacity</u>	<u>Size</u>
Meeting Room 1	25 people	47.7 sq m
Meeting Room 2	20 people	35.5 sq m
Meeting Room 3	13 people	25.0 sq m
Meeting Room 4	40 people	86.0 sq m
Boardroom	20 people	60.0 sq m
Conservatory Room	60 people	77.7 sq m
Function Room	80 people	206.4 sq m
The Hemming Suite	150 people	283.1 sq m (<i>with actual conservatory</i>)

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