

STANDARD ROOM HIRE RATES - FROM JULY 2018

No of Hours	Meeting Rooms 1, 2, 3	Meeting Room 4	Boardroom / Conservatory Room	Function Room	The Hemming Suite
1	39.50	77.50	87.50	108.00	155.00
2	56.50	116.00	134.00	170.00	227.00
3	77.00	155.00	175.00	220.00	309.00
4	100.00	195.00	210.00	300.00	412.00
5	128.50	242.00	268.00	384.00	510.00
6	156.50	303.50	330.00	443.00	612.50
7	173.00	345.00	365.50	484.00	664.00
8	195.50	386.00	396.50	545.00	767.00

(Function & Conservatory Room combined)

SET UP/DOWN CHARGED AT HALF THE HOURLY RATE

FOR SATURDAY COVER PLEASE ADD £7.50 PER HOUR FOR STAFFING

<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 Conservatory)</i>