

# ROOM HIRE RATECARD

## Coporate Rates

	STUDIO	BOARDROOM	BOTH
HOURLY	£40	£35	£70
4 HOURS	£130	£115	£230
8 HOURS	£240	£210	£400

## Registered Charity Rates

	STUDIO	BOARDROOM	BOTH
4 HOURS	£115	£100	£200
8 HOURS	£210	£180	£360

## Standard Hire Times

Monday-Friday\* 10am-2pm and 2pm-6pm

## Out of Hours Hire Times

Monday-Friday 6pm-10pm

Saturday-Sunday 10am-2pm and 2pm-6pm

(minimum 4 hour hire Saturdays & Sundays)

## Additional Charges

- £2.75 tea, coffee & biscuits (per head, per session, min. 5 people)
- £4.00 tea, coffee & biscuits (per head, with mid-session refill, min. 5 people)
- £10 flipchart stand, pad & pens (per session)
- £40 projector hire (per session)
- £25 early opening fee (for hires before 9am)
- £40 out of hours charge (evenings & weekends, per session)
- £20 overnight storage fee if required for multi-day bookings (per night)
- a facility fee for filming or photpgraphy shoots will be levied, rates available on request

## \*\*\*Special Last-Minute Rate\*\*\*

Need a room at the last minute? Book either room for just **£80 per day**.  
Only available 24 hours prior to booking during Standard Hire Times  
Monday-Friday and subject to availability.

\*For the purposes of these hire charges, Bank Holidays shall be considered Out of Hours.



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educational trust

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