

PRICE LIST 2020

All prices subject to VAT

Room Hire

	Half Day (1 - 4 hours)	Full Day (4 - 8 hours)
Suite 1 -The Boardroom	£ 125.00	£ 250.00
Suite 2 - The Dining Room	£ 100.00	£ 200.00
Suite 3 -The Library	£ 100.00	£ 200.00
Suites 1 & 2 Boardroom and Dining Room	£ 220.00	£ 440.00
Suites 2 & 3 Dining Room and Library	£ 200.00	£ 400.00
Suites 1, 2 & 3 The Effingham Suite- Board Room, Dining Room and Library	<i>£ 300.00</i>	<i>£ 700.00</i>

Suite Capacity

	Suite 1	Suite2	Suite 3	Suite 1&2	Suite 1,2,3
Seating Style	The Boardroom	The Dining Room	The Library	Boardroom and Dining Room	The Effingham Suite
Boardroom	20	16	16	30	-
U- Shaped	22	18	15	30	-
Theatre	50	30	25	70	80
Classroom	24	16	12	40	-
Cabaret	40	24	16	64	80
Circle	40	25	20	50	-

Equipment Hire & Services

Flipchart, Pads and Pens	£20.00
Projector and Screen	£75.00
(Available only in The Boardroom, The Boardroom and Dining Room and The Effingham Suite)	
Photocopy per sheet	£ 0.25
Facsimile per item (incoming and outgoing)	£ 2.00
Storage Fee (per day)	£25.00

Refreshments

Drinks

Tea, Coffee and Selection of Biscuits	£3.00 per delegate
Tea, Coffee, Cakes and Pastries	£5.50 per delegate
Selection of Waters and Cordials	£2.50 per delegate

Breakfast and buffet lunches available on request starting from £13.00 per person plus VAT