

ROOM HIRE RATES (Effective from 1st December 2008)	Tariff
Nave (Seats 120 Maximum)	
Per Hour	£120.00
Half Day (9.00am – 1.00pm or 1.00pm – 5.00pm)	£400.00
Full Day (9.00am – 5.00pm)	£700.00
Seminar Room (Seats 16 Maximum)	
Per Hour	£44.00
Half Day (9.00am – 1.00pm or 1.00pm – 5.00pm)	£132.00
Full Day (9.00am – 5.00pm)	£220.00
Dining Facilities (Seats 40 Maximum or Running Buffet)	
Per Hire	£75.00
Kitchen & Equipment (Plus VAT @ 15%)	
Per Hour	£30.00
Equipment Hire Charges (Plus VAT @ 15%)	
Grand Piano	£60.00
Overhead Projector and Screen	£20.00
Slide Projector and Screen	£20.00
Data Projector and Screen (Office Hours Only)	£55.00
Flipchart & Pens	£15.00
PA (Includes 1 Tie & 1 Hand Held Microphone)	£60.00
Audio Recording Master Tapes (Each)	£6.50
Staging	£100.00
TV & Video (Office Hours Only)	£30.00
Teleconference Facility, plus call charges, (Office Hours Only)	£55.00
Office Hours Catering Service (Plus VAT @ 15%)	
Tea & Coffee (one round per person)	£0.90
Tea, Coffee & Biscuits (one round per person)	£1.35
Sandwich & Fruit Lunch (one round per person)	From £8.00
Staffing Costs (Plus VAT @ 15%)	
PA Operator/Other Support (Office Hours Only – Weekend Rates On Application)	£20.00/hr
Attendance Charge (Out of Hours Callouts)	£80.00
Attendance Charge (Second or Subsequent hours)	£25.00/hr
Other Charges	
Heating & Lighting Surcharge	£75.00
Non Return of Keys/Security Deposit	£150.00

Registered Charities receive a 50% discount on room hire of the Nave or Seminar Room. Please contact us for further details and pricing prior to completing the booking form.

Special rates apply for Wedding Receptions or Parties – further details are available on application. We can also arrange caterers if required.

Requests for sole use of the building will attract an additional premium payment, equivalent to the hire value of any remaining un-hired space. Please contact us for further details and pricing prior to completing the booking form.

The dimensions of the Nave are 50' x 30' with a further 20' x 12' for the stage area. The area will seat up to 120 people but can become very cramped. Therefore we recommend a comfortable maximum of around 100 – 110 to allow some circulating space.

Please retain this page for your information. Thank you.

LICC 01/12/08