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**ROOM HIRE CHARGES FOR VOLUNTARY ORGANISATIONS 2018**

	<b>Seating Capacity</b>			<b>Weekday</b>	<b>Weekday</b>	<b>Weekend</b>	<b>Weekend</b>
	<b>Cabaret</b>	<b>Boardroom</b>	<b>Theatre</b>	<b>Day rate (£)</b>	<b>Half day rate (£)</b>	<b>Day rate (£)</b>	<b>Half day rate (£)</b>
Conference Hall	60	38	120	330	185	350	195
Conference Hall and Seminar 5	85	N/A	190	580	315	600	335
Conference Hall, Seminar 5 and Seminar 6	115	N/A	250	700	420	740	455
Seminar 5 and Seminar 6	55	30	100	420	220	440	235
Seminar 1 (Dome)	35	26	50	290	155	315	175
Seminar 2	45	36	90	290	155	315	175
Seminar 3	30	24	50	290	155	315	175
Seminar 4	20	20	36	225	130	245	135
Seminar 5	30	24	40	290	155	315	175
Seminar 6	25	22	28	225	130	245	135
Seminar Suite 2 and 3	70	N/A	170	535	315	560	325
Lewis Suite (4 rooms)	60	40	100	535	315	560	325
Meeting Room 3	0	10	18	140	90	150	100
Meeting Room 4	0	14	22	155	100	170	110
Meeting Room 5	0	10	18	140	90	150	100
Exhibition Hall	N/A	N/A	N/A	155	100	170	110

\*(Please note that The Exhibition Hall can only be booked together with Seminar rooms 2&3)

**Guide to times available**

**Weekdays**

Full day 9.00-5.00  
 Half day 9.00-1.00 or 1.30-5.30  
 Evenings 6.00-9.30

**Weekends**

Full day 9.00-5.00  
 Half day 9.00-12.30 or 1:30-5.00  
 Evenings 6.00-9.30

**Cancellation Policy- Charges**

31 - 45 days prior to booking 10%  
 15 - 31 days 50%  
 Within 14 days 100%

*All hire charges are exclusive of VAT.*

*For more advice give us a call!*