### ROOM HIRE CHARGES FOR VOLUNTARY ORGANISATIONS 2020

<table>
<thead>
<tr>
<th></th>
<th>Cabaret</th>
<th>Boardroom</th>
<th>Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Hall</td>
<td>55</td>
<td>38</td>
<td>100</td>
</tr>
<tr>
<td>Conference Hall and Seminar 5</td>
<td>90</td>
<td>N/A</td>
<td>190</td>
</tr>
<tr>
<td>Conference Hall, Seminar 5 and Seminar 6</td>
<td>115</td>
<td>N/A</td>
<td>250</td>
</tr>
<tr>
<td>Seminar 5 and Seminar 6</td>
<td>55</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>Seminar 1 (Dome)</td>
<td>35</td>
<td>26</td>
<td>50</td>
</tr>
<tr>
<td>Seminar 2</td>
<td>45</td>
<td>36</td>
<td>90</td>
</tr>
<tr>
<td>Seminar 3</td>
<td>30</td>
<td>24</td>
<td>50</td>
</tr>
<tr>
<td>Seminar 4</td>
<td>20</td>
<td>20</td>
<td>36</td>
</tr>
<tr>
<td>Seminar 5</td>
<td>30</td>
<td>24</td>
<td>40</td>
</tr>
<tr>
<td>Seminar 6</td>
<td>20</td>
<td>20</td>
<td>28</td>
</tr>
<tr>
<td>Seminar Suite 2 and 3</td>
<td>70</td>
<td>N/A</td>
<td>160</td>
</tr>
<tr>
<td>Lewis Suite (4 rooms)</td>
<td>55</td>
<td>40</td>
<td>100</td>
</tr>
<tr>
<td>Meeting Room 3</td>
<td>0</td>
<td>12</td>
<td>17</td>
</tr>
<tr>
<td>Meeting Room 4</td>
<td>0</td>
<td>14</td>
<td>21</td>
</tr>
<tr>
<td>Meeting Room 5</td>
<td>0</td>
<td>12</td>
<td>17</td>
</tr>
<tr>
<td>Exhibition Hall</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

### Guide to times available

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Full day</strong> 9.00-5.00</td>
<td><strong>Full day</strong> 9.00-5.00</td>
</tr>
<tr>
<td><strong>Half day</strong></td>
<td>9.00-1.00 or 1.30-5.30</td>
<td><strong>Half day</strong> 9.00-12.30 or 1:30-5.00</td>
</tr>
<tr>
<td><strong>Evenings</strong></td>
<td>6.00-9.30</td>
<td><strong>Evenings</strong> 6.00-9.30</td>
</tr>
</tbody>
</table>

*All hire charges are exclusive of VAT.*

### Cancellation Policy - Charges

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

*For more advice give us a call!*