Room Hire Rates

*Room	Full day rate	Half day rate
Conference Room	£500.00	£250.00
Meeting Room	£235.00	£120.00
Community Room - working in partnership with Joseph Chamberlain College delivering ESOL classes to our community.	-	-
All above rooms inclusive of newly installed large interactive screens including free WIFI/HDMI leads/microphone/ headset/clicker/extension leads/flipchart/ note pads/pens/mints		
Refreshments additional cost:		
Tea/coffee/selection of biscuits	£2.95 per person per serving	
Tea/coffee/pastries	£4.95 per person Per serving	
*Buffet	£6.95 per person	

*Buffet – 72 hours' notice is required for any amendments to your buffet prior to your event. Changes cannot be made and you will be charged in full for the original order.
*Room Hire -72 hours' notice required. A 10% cancellation fee will apply to any last minute cancellations.

Chief Executive Advisor: Julie Greenwood
Chief Executive Officer: Rehana Yasmeen
Chair of The Board of Trustees: Anita Ward

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