

ST BEDE'S PASTORAL CENTRE CHARGES SEPTEMBER 2019 TO JULY 2020

(Must be read in conjunction with Room Hire Terms and Conditions on reverse of Booking Form)

ROOM HIRE RATES						
	Location	Layout and capacity	Day rate 09.00-17.00	Half day rate (4 hours) 09.00-13.00 or 13.00-17.00	Daytime hourly rate	Evening hourly rate
Conference Room	1	Theatre Style (30-35) Circle (28) Horseshoe (25) Boardroom (22) Cabaret(24)	£160.00	£80.00	£25/hour	£20/hour
Basement Meeting Room	LG	Theatre Style (24) Circle (20) Horseshoe (18) Boardroom (20) Cabaret (18)	£140.00	£70.00	£21.00	£17.50
Committee Room	1	Informal Circle (12) Interview Panel (4)	£125.00	£63.00	£20.00	£16.00
Annexe	1	Informal Circle (7)	£100.00	£50.00	£16.00	£12.00
Upper Library	2	Circle (8) Boardroom (max 8)	£100.00	£50.00	£16.00	£12.00
Basement Sitting Room	LG	Informal sofas (8 max)	£50.00	£25.00	£10.00	£8.50
If booking across the lunchtime period a half day rate does not apply need to pay by the hour All room bookings begin on the hour or from the half hour Small unregistered charities (income less than 5K) and small charities (income less than 250K) may qualify for a 20% discount on room hire charge only Stairlift to first floor only. Please speak to Administrator before booking if anyone attending has mobility issues						
EQUIPMENT HIRE RATES						
Equipment	Cost	Location		Equipment	Cost	Location
Interactive Screen	£30	Conference Room only		Flip chart	£7.50	Any
Digital Projector	£25/day	Any but not Upper Library		White board	£2.50	Any
Digital Projector	£12.50/ half day	Any but not Upper Library		CD player	£2.00	Any
Laptop	£2.50	Any		Amplifier/Speakers	£10.00	Any

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REFRESHMENTS (supplied on a self-serve basis in coffee lounge on Ground Floor)			
Type	Full day per person	Half day per person	Evening per person
Filter coffee, tea, fruit tea, squash & biscuits	£3.50	£2.00	£1.50
Instant coffee, tea, fruit tea, squash & biscuits	£2.50	£1.50	£1.00