ROOM HIRE PRICE SHEET 2011

All prices exclude VAT

MEETING ROOMS	Capacity With Tables	Room Only Cost per 1/2 day	Room Only Cost per day	Layout
Haywards Heath				
Large Conference Room	30	£125	£225	B / C / H
Small Conference Room	12	£60	£100	B / C
Glasgow				
Conference Room	20	£100	£175	B / C / H

Key to Layout: - B Boardroom, C Classroom, H Horseshoe

COMPUTER SUITES (Please discuss software/hardware requirements at time of booking)

	Workstations	Cost per 1/2 day	Cost per day
Haywards Heath			
ICT Suite	8	£80	£140
Crawley			
ICT Suite	4	£80	£140
Glasgow			
ICT Suite	10	£80	£140

All computers are Intel Pentium Dual Core, 1GB Ram, Windows XP Professional, MS Office, HP LaserJet Printers

ADDITIONAL EQUIPMENT AVAILABLE

	Cost
Flipchart stand, pad & pens	£9
Additional Flipchart pad	£4
Black Biro Pens	£1.50 (10 Biros)
Note Pads	£1 each
Multi-Media projector	£25 (daily)
OHP/Screen	no charge
Small television & Video	no charge

REFRESHMENTS

Tea/Coffee & Biscuits	£1.75 pp p/serving
Filtered Water	Free
Buffet Lunch	£8.00 p/p

Please advise of any special dietary requirements no later than 3 days before the event. Thank you.

Half day sessions are 09.00 - 12.45
13.15 - 17.00

OTHER ADDITIONAL EQUIPMENT

Upon request we can arrange for other equipment to be hired on your behalf.
Please give us as much notice as possible.