



MEETING ROOM HIRE

November 2016

ROOM HIRE CHARGES AND CONDITIONS

Meeting Room 1 - up to 40 people (large)	Small Charities	Other
Office hours 9am - 5pm Mon to Fri	£8 per hour	£ 10 per hour
Evenings 5pm -10pm Mon to Fri	£9 per hour	£ 11 per hour
Saturday 9am - 5pm	£10 per hour	£ 12 per hour

Office Hours only

Meeting Room 2 - up to 15 people (medium) £6 per hour £8 per hour
Please note this room is upstairs with no lift

Meeting Room 3 - up to 5 people (small) £6 per hour £8 per hour
Please note this room is an office with a small meeting area

Meeting Room 4 - up to 3 people (mini) £4 per hour £6 per hour
Please note this room is an office with a small meeting area

Use of the kitchen

The kitchen is a shared facility and it will be used by other groups using other rooms.

Groups requiring sole use of the kitchen for a meeting must book it separately (at a charge of £5 per session)

If you wish to check the availability of the rooms or make a meeting room booking, please:

Telephone: 01794 519495 or

Email: admin@carerstogether.org.uk

Please see terms and conditions below and notes for usage overleaf

Terms and Conditions

- A refundable £25.00 deposit is required for evening and weekend meetings – it is returned on safe return of key, no damage and correct use of alarm system.
- All the ground floor rooms have disabled access.
- We can supply an OHP, screen, laptop, data projector and flip chart stand if required.
- Refreshments - Groups booking the rooms and using the kitchen must provide their own tea, coffee, milk, sugar, biscuits and other refreshments unless these are booked and paid for as part of the room booking.
- Sandwich lunches can be arranged - please give at least five days' notice if you require lunch and ask for a separate tariff for charges.
- Please ask about special arrangements for regular bookings.

PTO



Notes for usage

- **Access to the rooms can only be made within the times booked.**
 - The time booked must include ½ hour before the event is to commence and ½ hour after the event to allow for setting up and clearing away.
 - If no furniture needs to be moved – the times before and after an event can be shortened to 15 minutes.
 - Meeting rooms may be booked back to back by different organisations, so it is important that the preparation and clearing-up time needed by a group are taken into account when booking the times needed.
 - Meeting rooms must be left in an acceptable and usable state, after the booking period, ready for other organisations.
- **Cancellations**
 - Please advise us as soon as possible if your meeting is cancelled.
 - Failure to give at least 48 hours' notice will attract a charge.
 - Please note regular hirers cannot change their times after an event has happened.
 - Any permanent cancellation of a regular booking will need at least 4 weeks' notice in writing otherwise a charge will be made.
- **Parking**
 - The car park spaces outside the building are private not public.
 - Any group booking a room is allowed one courtesy space for the duration of the booking only. A charge of £5 per car will be made for any additional car(s) parked outside the office during office hours unless special arrangements have been made in advance.
 - Organisers of meetings are asked to ensure attendees know this in advance and use local car parks (three close by) or public transport.
 - The bus station and rail station are within easy walking distance.
 - *Parking is available for meetings in the evenings/at weekends – please talk to us about this in advance.*

NB

- *Any groups and/or projects paying rent for office and/or space are allowed one meeting room booking for up to half a day (maximum 3 hours) per month free of charge. Booking forms and diary entries must be completed as normal and clearly annotated if it is a free booking. All other meeting room usage must be booked as normal.*
- *Small Charity – charity with less than £50000 annual turnover*