



## MEETING ROOM HIRE

April 2019

### ROOM HIRE CHARGES AND CONDITIONS

| <b>Meeting Room 1 - up to 40 people (large)</b> |                      | <b>Small Charities</b> | <b>Other</b>    |
|---|----------------------|------------------------|-----------------|
| Office hours                                    | 9am - 5pm Mon to Fri | £9.00 per hour         | £11.00 per hour |
| Evenings  | 5pm -10pm Mon to Fri | £10.00 per hour        | £12.00 per hour |
| Saturday  | 9am - 5pm            | £11.00 per hour        | £13.00 per hour |
| Sunday  | 9am - 5pm            | £11.00 per hour        | £13.00 per hour |

#### Office Hours only

**Meeting Room 2 - up to 8 people (medium)**      £7 per hour      £9 per hour

**Meeting Room 3 - up to 3 people (mini)**      £4 per hour      £6 per hour

*Please note this room is a small office with a small meeting area*

#### **Use of the kitchen**

The kitchen is a shared facility and may also 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@carerstogogether.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 a 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.

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## 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 time for room users to set up and clear 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 is 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 group and/or project paying rent for an office or desk space is allowed one meeting room booking for up to 2 hours maximum per month at half price. Booking forms and diary entries must be completed as normal and clearly annotated if it is a special booking. All other meeting room usage must be booked and paid for as normal.*
  
- *Small Charity i.e. charity with less than £50,000 annual turnover*