

Room Hire Charges, Layout Options and Capacity

Valid from 1st October 2022

ROOM	SESSION	Community Benefit, Charity, Not for Profit Organisations	Associate Groups & Members' Personal Events	Commercial	Max Capacity & Room Layout
Linden Hall 22.86m x 9.14m	Weekdays - Morning, Afternoon or Evening session 2-hour slot* - All Day Saturday or Sunday - All day - Morning, Afternoon or Evening session	70.00 46.00 120.00 190.00 114.00	56.00 37.00 96.00 152.00 91.00	120.00 80.00 225.00 325.00 195.00	200: Theatre Style incl. stage 150: Classroom/Cabaret Boardroom: flexible dependent on arrangement
Pine Hall 11.27m x 9.14m	Weekdays - Morning, Afternoon or Evening session 2-hour slot* - All Day Saturday or Sunday - All day - Morning, Afternoon or Evening session	55.00 36.00 100.00 140.00 84.00	50.00 33.00 90.00 112.00 67.00	90.00 60.00 170.00 245.00 147.00	100: Theatre Style incl. Stage 70: Classroom Cabaret 60: Buffet (Tables for Buffet, Tables and Chairs for Dining)
Oak Room 9.75m x 3.55m	Weekdays - Morning, Afternoon or Evening session 2-hour slot* - All Day Saturday or Sunday - All day - Morning, Afternoon or Evening session	30.00 20.00 55.00 80.00 48.00	25.00 17.00 50.00 65.00 40.00	45.00 30.00 90.00 130.00 78.00	20: Theatre 20: Boardroom
Library 9.75m x 3.55m	Weekdays - Morning, Afternoon or Evening session 2-hour slot* - All Day Saturday or Sunday - All day - Morning, Afternoon or Evening session	25.00 13.00 50.00 50.00 40.00	20.00 10.00 40.00 40.00 32.00	40.00 20.00 80.00 80.00 69.00	Suitable for use as private office, or meeting room for 4-6 people

Chestnut	Weekdays				30: Theatre 20: Classroom / Cabaret 20: Boardroom
	• Morning, Afternoon or Evening session	60.00	52.00	100.00	
	• 2-hour slot*	40.00	35.00	66.00	
	• All Day	110.00	94.00	190.00	
	Saturday or Sunday				
	• All day	165.00	132.00	275.00	
	• Morning, Afternoon or Evening session	99.00	79.00	165.00	
Kitchen	Tea & Coffee Preparation	18.00	15.00	40.00	The kitchen cannot be booked for exclusive use. The kitchen should be used by delegated individuals. People should not loiter in the kitchen as this may inconvenience others. ALL outside caterers must have a valid health and hygiene certificate and be approved by the Centre Manager.
	Light refreshments	35.00	25.00	50.00	
	Outside Caterer	62.00	50.00	100.00	
Note on 2-hour slots (weekdays, daytime only): Hirer may not be allowed access to the room before the commencement of the booked 2-hour slot and will need to vacate the room at the end of the slot. Late departure will incur an additional charge of 50% of the original room hire rate.					

Sessions		
Morning 4hrs between	8am to 1pm	EQUIPMENT HIRE Use of AV equipment and flip charts is included in the room hire.
Afternoon 4hrs between	1pm – 6pm	
Evening 4hrs	6pm onwards	
Full Day 8hrs between	8am – 6pm	