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ROOM HIRE CHARGES FOR PRIVATE ORGANISATIONS 2023	Seating Capacity			Weekday	Weekday	Weekend	Weekend
	Cabaret	Boardroom	Theatre	Day rate (£)	Half day rate (£)	Day rate (£)	Half day rate (£)
Conference Hall	55	38	100	525	290	565	335
Conference Hall and Seminar 5	90	N/A	190	950	525	1020	545
Conference Hall, Seminar 5 and Seminar 6	115	N/A	250	1135	650	1210	670
Seminar 5 and Seminar 6	55	30	100	770	420	810	435
Seminar 1 (Dome)	35	26	50	460	240	485	260
Seminar 2	45	36	90	460	240	485	260
Seminar 3	30	24	50	460	240	485	260
Seminar 4	20	20	36	370	200	380	210
Seminar 5	30	24	40	460	240	485	260
Seminar 6	20	20	28	370	200	380	210
Seminar Suite 2 and 3	70	N/A	160	835	475	920	505
Lewis Suite (4 rooms)	55	40	100	835	475	920	505
Meeting Room 3	0	12	17	230	135	240	145
Meeting Room 4	0	14	21	250	145	270	155
Meeting Room 5	0	12	17	230	135	240	145
Exhibition Hall *(Please note that The Exhibition Hall can only be booked together with Seminar rooms 2&3)	N/A	N/A	N/A	250	145	270	155

Guide to times available

Weekdays		Weekends	
Full day	9.00-5.00	Full day	9.00-5.00
Half day	9.00-1.00 or 1.30-5.30	Half day	9.00-12.30 or 1:30-5.00
Evenings	6.00-9.30	Evenings	6.00-9.30

Cancellation Policy- Charges

31 - 45 days prior to booking 10%
 15 - 31 days 50%
 Within 14 days 100%

All hire charges are exclusive of VAT.

For more advice give us a call!