

## Training & Conference facilities

Tariff of charges  
from 1st September 2009



### **Commercial Users**

£60.00 per session

### **Voluntary and Community Groups**

£35.00 per session

*(50% reduction rate)*

### **Tenants of 60 Duke Street**

£15.00 per session

*(75% reduction rate)*

(Prices quoted are per 4 hour session (9am - 1pm or 1pm - 5pm))

### **Presentation Equipment hire (per session)**

Laptop Hire £10.00

Projector £10.00

### **Refreshments**

£1.00 per person, per break

Tea, coffee, mineral water and biscuits (Charged per session)

Any further catering is by arrangement with others. We can advise on suitable caterers as necessary.

## **Terms & Conditions of Hire**

- Bookings are not confirmed without a returned quotation form.
- Invoices are payable within 14 days of receipt.
- 10 working days notice of cancellation required otherwise full payment will be due.

### **Enquiries and Bookings**

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