

## Price List for Room Hire

### Conference Room / Social Area

Maximum Seating – Chairs only	40-50
Seating with tables	20-30
Voluntary/Community Groups	£10 per hour £20 per session (3-4hours)
Statutory /OtherBodies	£40 per session (3-4 hours)
Residents Associations	Free of charge

### Additional Services

*Tea/Coffee/Biscuits available @ 0.60p per person.(Vol) £1.00 per person (Stat)*

*Soup & Sandwiches available @ £5.00 per person*

*Sandwiches available@£3.50 per person*

*Tea/Coffee & Scone available @£1.50 per person.*

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**Data Projector:** £30

**Flipchart** Complimentary(*does not include paper/pens*)

**ROOM HIRE BOOKING FORM**

**Organisation:** \_\_\_\_\_

**Voluntary / Statutory / Other:** \_\_\_\_\_

**Date Required:** \_\_\_\_\_

**Sessions Required:** \_\_\_\_\_

**Numbers Attending:** \_\_\_\_\_

**Catering Requirements** (please include times)

\_\_\_\_\_

\_\_\_\_\_

**Special Dietary Needs:** \_\_\_\_\_

\_\_\_\_\_

(The Link Family & Community Centre may not be able to meet all dietary requirements)

**Room Configuration:** \_\_\_\_\_

\_\_\_\_\_

**Contact Details:** \_\_\_\_\_

**Address for Invoicing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Office Use Only:**

**Booking Taken By:** \_\_\_\_\_

**Entered in Calendar/Diary:** \_\_\_\_\_

**Invoice Raised:** \_\_\_\_\_