

FULL DAY		Vol sector charges	discounted rate for internal tenants	Private sector charges	Size	Cabaret	Boardroom	Rows / theatre
Floor	Room	£	£	£	sq ft	Delegates	Delegates	Delegates
Ground	Conference Room	510	15%	695	950	45	25	90
Ground	Meeting Room 1	170	15%	255	210	-	10	16
Ground	Meeting Room 2	170	15%	255	190	-	10	16
Ground	Meeting Room 1/2	310	15%	480	400	20	15	40
Ground	Meeting Room 3	180	15%	280	250	-	10	20
Ground	Meeting Room 1A	180	15%	280	215	-	12	20
Third	Meeting Room 4	345	15%	510	473	25	24	40
Third	Meeting Room 5	345	15%	510	470	25	24	40
Third	Meeting Room 6	345	15%	510	440	25	24	40
Third	Meeting Room 4/5	620	15%	950	943	50	48	80
Third	Meeting Room 5/6	620	15%	950	910	50	48	80
Third	Meeting Room 4/5/6	945	15%	1440	1383	75	62	90

HALF DAY		Vol sector charges	discounted rate for internal tenants	Private sector charges	Size	Cabaret	Boardroom	Rows / theatre
Floor	Room	£	£	£	sq ft	Delegates	Delegates	Delegates
Ground	Conference Room	280	15%	390	950	45	25	90
Ground	Meeting Room 1	100	15%	145	210	-	10	16
Ground	Meeting Room 2	100	15%	145	190	-	10	16
Ground	Meeting Room 1/2	170	15%	260	400	25	15	40
Ground	Meeting Room 3	110	15%	155	250	-	10	20
Ground	Meeting Room 1A	110	15%	155	215	-	12	20
Third	Meeting Room 4	190	15%	290	473	25	24	40
Third	Meeting Room 5	190	15%	290	470	25	24	40
Third	Meeting Room 6	190	15%	290	440	25	24	40
Third	Meeting Room 4/5	350	15%	505	943	50	48	80
Third	Meeting Room 5/6	350	15%	505	910	50	48	80
Third	Meeting Room 4/5/6	535	15%	810	1383	75	62	90



Guide to Times: Full Day 9.00-17.00 Half day (Mornings) 9.00-12.30 (Afternoons) 13.30-17.00

Cancellation Policy Charges

31-45 days prior to booking 10%

15-31 days 50%

Within 14 days 100%