

FEES FOR HIRING FACULTY MEETING ROOMS FOR 2014 - 2015

(Applicable to bookings made for events falling between 1 April 2014 – 31 March 2015)

The Faculty has two meeting rooms available for hire:

| | Full day (9-5) | Half day (9-1 or 1-5) |
|--|---------------------------|--|
| Large meeting room: Seats up to 20 board room style Facilities: Projector/laptop Flipcharts WiFi Discounted rate for current Faculty members and not for profit organisations <i>[To be considered for a reduced rate, a covering letter confirming the not-for-profit status of the organization should accompany the booking]</i> | £424.00 | £266.00 |
| | £212.00 | £133.00 |
| Small meeting room: Seats up to 4 Facilities: WiFi <i>(Free to Faculty members and subscribers)</i> | £42.00 | £27.00 |
| Catering: Sandwich lunch with fruit and soft drinks Tea, coffee and biscuits per serving | | £7.75/person £2.60/person |
| Terms : Bookings will only be confirmed upon receipt of room hire payment. Catering will be invoiced after the event. | | |
| Cancellation charges: Up to 2 weeks before the event 2 weeks to 3 days before the event Less than 3 days before the event <i>*Where catering has been booked, then the full cost of catering will be charged on top of the room hire charge</i> | | 10% of hire charge 50% of hire charge *100% of hire charge |
| VAT All charges are subject to VAT. | | |

March 2014