

# @symes Room Hire Charges

With effect from March 2019



Room	Maximum Capacity*	Hourly Rate £	Half Day Rate £	Full Day Rate £	Size in m2
<b>Ground Floor</b>					
Pod's	4	4.95	18.00	32.00	8.02
Hareclive	12	10.00	30.00	50.00	12.08
<b>First Floor</b>					
Dundry	16 (specific layouts will hold 20)	14.00	50.00	90.00	66.70

\* Maximum capacity is for table and chair layouts. @symes can accommodate any layout required – please inform us at the time of booking.

- Full day is 9.00am – 5.00pm
- Half day is 8.45am – 12.45pm or 1.00pm – 5.00pm (4 hours)
- Evening hire (beyond 6.00pm) would incur an additional charge (POA) and is subject to the availability of building personnel.
- 10% discount on room hire for unfunded groups.
- Discounts also available for extended bookings.
- 10% Discount for HWCP Members (see reception for details)

Equipment Hire	Half Day Rate £	Full Day Rate £
Flipchart Stand	3.00	5.00
Flipchart Pad & Pens	5.00	5.00
Laptop	12.50	20.00
Data Projector	12.50	20.00
TV & DVD Player	10.00	17.00

<b>Locker Hire</b>	£10.00 per month	£2.50 per week	50p per day
£2.00 deposit required – returnable on return of key.			

<b>Other Services</b>	
Photocopying - A4 Black & White	10p
Photocopying - A3 Black & White	15p
Photocopying - A4 Colour	25p
Photocopying - A3 Colour	75p
Laminating A4	35p
Laminating A3	60p
Fax (per Sheet)	25p
Refreshments (Tea, Coffee & Biscuits)	£1.25 per head
Water – Jugs of Filtered	Free
Water - Bottled	£1.50 per 1.5 litre
Orange Juice	£1.50 per litre
Cold Buffet	Please call with requirements

Prices updated 27/03/2019