**Venue Hire Rates & Charges 2025**

## WEEKDAY VENUE HIRE daytime bookings Monday to Friday 9am to 5pm

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| **Weekday Venue Hire** |
|  | **Theatre Capacity** | **Board Capacity** | **U-Shape Capacity** | **Cabaret Capacity** | **Classroom Capacity** | **Cost** |
| **Room****Layout****Option** |  |  |  |  |  | ***Day*** | ***Per Hour*** |
|  **Small Hall**(11.8m x 6m) | 30 | 22 | 18 | 18 | 22 | **£150** | **£30** |
| **Medium Hall**(14.9m x 7.6m) | 60 | 30 | 27 | 30 | 32 | **£175** | **£35** |
| **Large Hall**(14.9m x 13.7m) | 100 | 40 | 35 | 55 | 55 | **£225** | **£40** |
| **Board Room** | N/A | 14 | N/A | N/A | N/A | **£125** | **£25** |
| **Atrium** | N/A | N/A | N/A | 20 | N/A | **£215** | **£35** |

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| **Weekend Venue Hire** |
| **Theatre Capacity** | **Board Capacity** | **U-Shape Capacity** | **Cabaret Capacity** | **Classroom Capacity** | **Cost** |
| **Room****Layout****Option** |  |  |  |  |  | ***Day*** | ***Per Hour*** |
| **Small Hall**(11.8m x 6m) | 30 | 22 | 18 | 18 | 22 | **£200** | **£35** |
| **Medium Hall**(14.9m x 7.6m) | 60 | 30 | 27 | 30 | 32 | **£300** | **£45** |
| **Large Hall**(14.9m x 13.7m) | 100 | 40 | 35 | 55 | 55 | **£380** | **£55** |
| **Board Room**(7.5m x 3.2m) | N/A | 14 | N/A | N/A | N/A | **£200** | **£35** |
| **Atrium** | N/A | N/A | N/A | 20 | N/A | **£380** | **£55** |

*Unless otherwise agreed:*  *Full Day* - (9:00 – 17:00)

Additional Damage Deposit on ALL private bookings of £100

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| **All Party Bookings or Bookings After 6pm** |
| **Theatre Capacity** | **Board Capacity** | **U-Shape Capacity** | **Cabaret Capacity** | **Classroom Capacity** | **Cost** |
| **Room****Layout****Option** |  |  |  |  |  | ***Per Hour*** |
| **Small Hall**(11.8m x 6m) | 30 | 22 | 18 | 18 | 22 | **£40** |
| **Medium Hall**(14.9m x 7.6m) | 60 | 30 | 27 | 30 | 32 | **£50** |
| **Large Hall**(14.9m x 13.7m) | 100 | 40 | 35 | 55 | 55 | **£70** |
| **Atrium** | N/A | N/A | N/A | 20 | N/A | **£50** |

Additional Damage Deposit on ALL private bookings of £100

## CATERING

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| **Option No** | **Description** | **Charge Per Head** |
| 1 | Tea/Coffee | **£2.30** |
| 2 | Tea/Coffee and Biscuits | **£3.10** |
| 3 | Orange Juice | **£1.00** |

Up to 3 refreshment top-ups throughout day

We also have a wide range of hot and cold food available.

Please see our separate menu or talk to us about specific catering requirements.

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## EQUIPMENT HIRE

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| **Option No.** | **Item** | **Cost Per Hire** |
| A | LCD Projector | **£20** |
| B | LCD Projector & Laptop | **£30** |
| C | PA System with Microphone | **£40** |

**Please note all prices are exclusive of VAT.**