

## Room Hire Rate Card

<b>SCREENING ROOM</b> Capacity: 48 approx screening / 20-40 workshop	<b>RATE</b> incl VAT	<b>RATE</b> excl VAT
Half Day (3 hrs) Mon-Fri 9.30am - 5.30pm	£120	£100
Half Day (3 hrs) Weekend or evening	£180	£150
Full Day (8 hrs) Mon-Fri 9.30am - 5.30pm	£180	£150
Full Day (8 hrs) Weekend	£288	£240
Private film screening (3 hrs - incl license fee)	£300	£250
Additional hours	£45	£37.50

<b>TRAINING SUITE</b> Capacity: 30 screening / 20-30 workshop	<b>RATE</b> incl VAT	<b>RATE</b> excl VAT
Half Day (3 hrs) Mon-Fri 9.30am - 5.30pm	£96	£80
Half Day (3 hrs) weekend or evening	£156	£130
Full Day (8 hrs) Mon-Fri 9.30am - 5.30pm	£144	£120
Full Day (8 hrs) Weekend	£252	£210
Additional hours	£39	£32.50

<b>REFRESHMENTS &amp; LUNCH</b>	<b>RATE</b> incl VAT	<b>RATE</b> excl VAT
Tea / Coffee & biscuits (one serving) - per person	£2.70	£2.25
Tea / Coffee & biscuits (all day top ups) - per person	£3.30	£2.75
Pastries - per person	£2.40	£2.00
Lunch - per person	£7.80	£6.50
<i>Lunch includes sandwiches, mini quiches, pakora, vegetable &amp; meat skewers, crisps and a sweet treat. Lunch &amp; pastries are ordered in from a local caterer. If lunch and/or pastries are required, we can take orders up to 72 hours prior to the event. A delivery charge of £6 ex VAT will added to your invoice.</i>		

All hire rates above include VAT. A non-refundable deposit of at least 50% of the total amount is required to confirm the booking date. Any outstanding amount must then be paid 7 days prior to the booking date at the latest, unless otherwise agreed. Upon payment you agree with our Terms & Conditions of Room Hire. You can find the complete Terms & Conditions of Room Hire on our website.