



## ROOM HIRE RATES FOR BUSINESS USE

There are four rooms available to hire at The Pennoyer Centre: the Guild Chapel, the Old School Room, the Board Room and the IT Suite (available as a fully-equipped IT suite or as a meeting room). Please refer to the individual room pages for details of their facilities, capacities, layouts etc. The Board Room is usually bookable by the hour; the remaining rooms must be booked for a minimum of a half-day.

All rates include: use of a flip chart with pens (or whiteboard); jugs of iced water throughout the day; emergency stationery box for those items you've forgotten; Wi-Fi access. **Please note** that discounts are available for multiple bookings and for charities.

Room	Board Room	Old School Room	Guild Chapel	IT Suite (as meeting room)
Half day	£16.50/hr	£83	£105	£83
Full day	£16.50/hr	£143	£193	£143
Extra hours (on half/full day rate)	n/a	£20	£25	£20
Evening (until 10.30pm)	£85	£85	£105	£83

Additional equipment/services are charged as follows:

Additional flipchart	£7.50
Dell 3500 lumens data projector	£30.00 per day/£20.00 half day
Radio/gooseneck microphone	£20.00 per day/£15.00 half day
Acoustic loop	No charge, but please request if required
Interactive whiteboard & linked workstation (IT Suite only)	Included in full hire cost, or £30/day if used as meeting room
Photocopying & laminating	Charges depend on size & colour/b&w/quality – please enquire

Our licensed café is open daily; we also have a variety of catering options available for your meeting, please see overleaf.



## OUR LICENSED CAFÉ RATES

Our licensed café is open daily serving a full range of speciality teas & coffees, snacks, light lunches, homemade cakes etc, as well as a wide selection of wines, beers & spirits. We can also provide a full range of catering services to suit your needs. All our food is made by us to order with locally sourced ingredients where possible, so if you have any special dietary requirements or restrictions please simply let us know when booking.

Here are some of the more popular options:

Item	Price/head (minimum 6 people applies)
Tea and coffee (airpots)	£1.44
Tea, coffee and homemade biscuits	£2.40
Tea, coffee and homemade cake	£3.60
Orange juice/Elderflower presse per jug	£6.00
Working buffet lunch (selection of sandwiches, homemade sausage rolls, crisps, cake bites)	£8.40
Special buffet lunch (as standard working lunch plus savoury flans & parmesan cheese straws)	£11.40
Fruit platter	£1.80
Hoummus and fresh crudités	£1.80
Supplement for gluten free lunch	£1.80
<b>Catering Day Package</b>	
Standard lunch with tea and coffee; non-stop tea, coffee and squash throughout the day; homemade biscuits am or pm.	£15.60 (6 – 20 delegates) £14.40 (21+ delegates)
<b>Catering Day Premium Package</b>	
Special working lunch with tea and coffee; non-stop tea, coffee and squash throughout the day; homemade biscuits am, homemade cakes pm.	£19.20 (6 – 20 delegates) £18.00 (21+ delegates)