

CREATIVE CONFERENCING at LEABROOKS ARTS COMPLEX

Tariff for the hire of the Conference Room and facilities, 2016

The Conference Room will seat 14 comfortably in board room style, or 16 café style. Heating and air conditioning is provided, along with WiFi and on-site parking, (restricted numbers)

Hire of Conference Room:

- Full day hire, 9.00pm – 5.00pm: £120.00
- Half day rate, morning or afternoon: £60.00
- Other times, by arrangement: £20.00 per hour (min 2 hours)

Food and beverages

- Tea and coffee all day (unlimited): £4.50 per delegate
- Tea and coffee half day (unlimited): £3.50 per delegate
- Sandwich lunch, comprising of selection of filled rolls, crisps, fruit and cake: £4.95 per delegate
- Buffet lunch. Comprising of selection of cold meats, and vegetarian selection, cheese board, salad, fruit and cake: £9.95 per delegate
- Soup and roll: £4.95 per delegate (min 6)

(Special diets are catered for, on request)

The above rates include the use of the overhead projector, sound system and flip chart if required. We do ask that you bring your own laptop or system to support your presentation: we cannot currently connect apple products to our system, but if you bring your presentation on a memory stick we will do our best to accommodate you.