



Capacity

Room	Capacity (Seated)			
	Boardroom	Classroom/Cafe	U-Shape	Theatre Style
Lady Alice Lambton Room	22	32	20	60
Richard Young Room 1	22	32	20	50
Richard Young Room 2	22	24	18	50
Richard Young Suite	40	48	36	100
Pendennis Meeting Room	6	-	-	-
Planet Meeting Room	6	-	-	-
Gallery	16	-	-	30

Equipment

(Included in room charge, not available in Pendennis Meeting Room, Planet Meeting Room or The Gallery).

Audio Visual Installation
Plasma Screen TV
Computer and Monitor With Connection for Laptop
Free Camb WiFi available in all conference and meeting rooms

Extras

Pencils and Notepads	£1 per delegate
Flipchart paper and markers	£5
Name place cards	25p per delegate

We will do our best to provide any other equipment requested.

Weekday room charges (8:30am-5pm Monday to Friday)

	Richard Young Suite	Lambton/Young 1/ Young 2	Meeting Room	Gallery
Hourly charge	£38.00	£23.50	£15.00	£21.50
½ Day (8.30am-12.30pm or 1pm-5pm)	£90.00	£66.00	£34.00	£60.00
Full Day (8.30am-5pm)	£160.00	£116.00	£53.50	£106.00

Out of hours room charges:

	Richard Young Suite	Lambton/Young 1/ Young 2	Gallery
Hourly charge	£70.00	£59.00	On application
½ Day (8.30am-12.30pm or 1pm-5pm)	£186.00	£140.00	On application
Full Day (8.30am-5pm)	£386.00	£317.00	On application

Catering

Catering service is available; please call to request menu and prices. Tea, coffee and biscuits are available at £2.30 per serving per head and Orange Juice is available at £3.15 per Jug (*a Jug serves 6 glasses*). Hot Water is available at £1 per serving per head. Cooled water is freely available from dispensers.

Terms and Conditions

Out of Hours

Core conference hours are Monday to Friday 8.30am to 5.00pm. Anything outside these hours will be charged as Out Of Hours e.g. 7.30am to 1pm will be charged at one hour Out Of Hours plus one morning Core Hours. Reception will be staffed from 8.30am until 4.30pm Monday to Thursday and 8.30am until 4pm Friday except by prior arrangement

Booking outside core hours shall depend on the availability and discretion of the Centre Manager and the out of hours rate shall apply.

Making a booking

All bookings must be made on the Official Conference Booking Form and be signed by a member of the client company. Charges will be rounded up to the next full hour.

Bookings are only valid where the Centre Management has provided written confirmation.

Tea, coffee and biscuits will be supplied as requested and confirmed on the conference booking form.

Bookings are based on a minimum hourly basis subject to availability.

Cancellations

All cancellations should be made before 15 working days of the booking.

If cancellations are made within 14 working days of the booking a 35% charge applies.

If a cancellation is made within 2 working days of the booking, then the client is liable for the full cost of the booking.

Refreshments and Catering

The Centre Management will arrange catering on behalf of the client company.

The Centre Management shall not be liable for maintaining standards of quality for food provided by contracted caterers

The client company may make its own arrangements for Catering and in this case the Centre Management will apply a Service Charge of £1 per delegate.

VAT

All conference services including catering are subject to VAT.