



# ROOM HIRE CHARGES AS FROM 1<sup>st</sup> May 2021

## Voluntary & Community Organisations

ROOM	Room Hire Hourly Rate	EQUIPMENT HIRE	Equipment Hire - Daily Charge
Community Hall	<b>£14.70</b>	PROJECTOR + LAPTOP Or SMART TV	<b>£20.00</b>
Conference Room with Loop system	<b>£12.60</b>	FLIP CHART + PENS	<b>£5.20</b>
Conference Room A	<b>£8.40</b>		
Conference Room B	<b>£7.35</b>	<b>REFRESHMENTS</b>	<b>Price per person</b>
Conference Room C (ASHBY ROOM)	<b>£8.40</b>	Bottled Water	<b>65p</b>
Committee Room (IBSTOCK ROOM)	<b>£8.45</b>	Fruit Juice	<b>75p</b>
Favier Hall (FAVIER BUILDING)	<b>£8.40</b>	Tea & Coffee	<b>90p</b>
Interview Room 1 (SNIBSTON ROOM)	<b>£5.40</b>	Tea/Coffee/Biscuits	<b>£1.10</b>
Interview Room 3 (WHITWICK ROOM)	<b>£6.20</b>	<b>All Equipment hire charges and refreshments are subject to VAT</b>	

### SOCIAL DISTANCING ROOM CAPACITY GUIDELINES

Committee – 16 people at 1m+ / 10 people at 2m  
 Conference Room - 32 people at 1m+ / 15 people at 2m  
 Conference A – 15 people at 1m+ / 12 people at 2m  
 Conference B – 14 People at 1m+ / 8 people at 2m  
 Conference C – 15 People at 1m+ / 12 people at 2m  
 Interview Rooms – 4 people at 1m+ / 2 people at 2m  
 Main Hall – 17 people at 1m+ / people at 2m  
 Favier Hall– people at 1m+ / people at 2m

### SEATING CAPACITY BASED ON THEATRE STYLE LAYOUT

- All rooms hired after 6.00pm or on a weekend will be charged an extra £7.50 per hour.
- All prices are chargeable by the full hour.
- Since Sept 2020 face coverings have now become mandatory within public buildings during the COVID Pandemic