

# Newton Farm Community Association Meeting Room Hire Charges



## Table of Charges

Time	Tier 1	Tier 2
9:00am – 12:30pm (AM)	£35.00	£42.00
1:30pm – 4:30pm (PM)	£30.00	£36.00
9:00am – 4:00pm (All Day)	£65.00	£78.00
Hourly Rate;	£10.00	£12.00

*Some evening bookings available by arrangement – please contact us to discuss your requirements.*

**Tier 1:** Charities, low-income groups, partners, educational organisations.

**Tier 2:** Commercial organisations.

### What do the charges cover?

- Staff time to prepare and set up the room ready for use. Please refer to Meeting Room Hire Terms & Conditions information sheet for more details.
- 13 chairs, 2 rectangular (1350x650mm) and 2 semi-circle (1350mm) wooden tables. Use of all tables accommodates 10 people in conference seating style and capacity is 15 people standing.
- Charges include: Room hire, use of three available laptops, 1 flipchart/whiteboard and associated paper/ pens and use of kitchen. Please refer to Acceptable Use ICT Policy information sheet when using ICT equipment.
- Use of Wifi internet

### Refreshments;

- We can provide hot water, crockery and cutlery. If you would like us to provide tea, coffee and milk, it is at a cost of 20p per cup. We cannot provide biscuits/ snacks for room hirers, although you are welcome to bring your own. There are two well stocked shops and both hot and cold food are on sale nearby. Hirers must also wash up before leaving NFCA.
- The kitchen, which is on the ground floor, has an under counter fridge for food storage and a microwave is available.

Our staff will be on hand during your event to ensure that every aspect runs as smoothly as possible from the moment you arrive.