

Castledown Business Centre Room Hire (to include the Innovation Suite when available)

Details	Meeting Room 1	Meeting Room 2
Size Capacity Facilities Charges £: Per hour Half Day 09:00-12:30 Full Day 09:00-17:00	10.14 sq m 4-6 people Round table, 4-6 chairs, WiFi, telephone & broadband access points <p align="right"> 10.00 26.00 50.00 </p>	10.40 sq m 6-8 people Round table, 6-8 chairs, white board, flip chart, WiFi, telephone and broadband access points <p align="right"> 12.00 30.00 60.00 </p>
Main Conference and Training Room		
Size Capacity Charges £: Per hour Half Day Full Day	Whole room	Half room
	62 sq m 60 people – theatre style 30 - boardroom 40 - cabaret	31 sq m 20 people – theatre style 18 – boardroom 20 – cabaret
	Facilities: TV/DVD/ceiling mounted and mobile projectors, connectors for laptop usage, white boards, flip charts, telephone and broadband access points	
	<p> 20.00 80.00 140.00 </p>	<p> 12.00 40.00 70.00 </p>
Charges £: Half Day Full Day	Whole Building (less separate glazed office area)	
	Facilities: Training room(s), main atrium, Innovation Suite, two meeting rooms, all AV equipment to support activities in each space, kitchen and toilets. The charge for the use of any AV equipment is inclusive.	
	<p> £150.00 £250.00 </p>	
Catering Charges Tea & coffee £1.00 + VAT (£1.20) per person Tea, coffee, biscuits £1.20 + VAT (£1.44) per person Buffet – price on application to Centre Coordinator depending on requirements		

For further details or to book please ring 01264 848310