



Price List (Effective 1st May 2017)

Can choose from one of the following billing options:

- 1) **All inclusive day delegate rate of £20 per head.** This option includes VAT, your room hire, equipment hire (subject to availability), 3 standard trolleys at times of your choosing and your choice of lunch from our premium sandwich, baguette or jacket potato lunch options. Minimum number of 10 delegates.
- 2) **Room hire plus extras.** Pay for your room hire at the hourly rate below and add any catering or equipment hire at the rates also detailed below.
- 3) Rooms and Equipment are VAT Exempt.

Room Hire Rates (per hour). £2.95 booking fee also payable.

Room	Floor	Business	Non-profit organisation	Registered Charity
Desborough Hall	Ground	£31.00	£22.00	£19.00
Scantabout	Ground	£16.00	£11.50	£9.30
The Quiet Room	Ground	£15.00	£11.20	£9.00
Allington	1st Floor	£16.00	£11.50	£9.30
Boyatt	1st Floor	£16.00	£11.50	£9.30
Nightingale	1st Floor	£18.00	£13.00	£10.80
Bishopstoke	2nd Floor	£15.00	£11.20	£9.00
Stoneham	2nd Floor	£15.00	£11.20	£9.00
Fair Oak	2nd Floor	£18.00	£13.00	£10.80

Equipment Hire Rates

Equipment	Rate per half day	Rate per full day
Flipchart & pens	Free	Free
Projector screen	Free	Free
DVD / VHS player & 37" TV	£9.20	£16.20
Data projector (exc laptop)	£18.50	£37.00
Portable PA system	£37.00	£37.00



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Catering Prices (per head).

Catering is subject to 20% VAT in addition. For descriptions, please see www.wellsplace.org.uk and click on the conference catering tab.

Catering Item	Price per head (exc VAT)
Breakfast options:	
- Cooked breakfast buffet	£4.60
- Continental breakfast buffet	£4.60
Lunch options:	
- Standard sandwich	£4.60
- Healthy sandwich	£4.60
- Premium sandwich	£8.50
- Jacket potato	£8.95
- Baguette	£8.50
- Premium buffet	£9.40
Coffee break refreshments:	
- Standard trolley (tea, coffee & biscuits)	£1.20
- Standard trolley (tea & coffee only)	£1.00
- Premium trolley (tea, coffee, juice, premium selection of biscuits)	£1.60
Extras:	
- Pastries / cakes	£1.00
- Jug of juice (per jug)	£1.80
- Fruit bowl (per person)	£0.95
- Individual bottles of water (0.5L)	£1.10
- Table bottles of still or sparkling water (0.75L)	£1.95
- Bowl of crisps (serves max 20)	£2.30