



Price List (Effective 1st May 2019)

Can choose from one of the following billing options:

- 1) **All inclusive day delegate rate of £21.60 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	£32	£23	£19.50
Scantabout	Ground	£17.50	£12.50	£10
The Quiet Room	Ground	£16.30	£12.20	£9.80
Allington	1st Floor	£17.50	£12.50	£10
Boyatt	1st Floor	£17.50	£12.50	£10
Nightingale	1st Floor	£19.50	£14.10	£11.70
Bishopstoke	2nd Floor	£16.30	£12.20	£9.80
Stoneham	2nd Floor	£16.30	£12.20	£9.80
Fair Oak	2nd Floor	£19.50	£14.10	£11.70

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	£10	£17.60
Data projector (exc laptop)	£19.60	£39
Portable PA system	£39	£39



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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)
<i>Lunch options:</i>	
- Standard sandwich	£4.95
- Healthy sandwich	£4.95
- Premium sandwich	£8.95
- Jacket Potato Lunch	£8.95
<i>Coffee break refreshments:</i>	
- Standard trolley (tea, coffee & biscuits)	£1.30
- Standard trolley (tea & coffee only)	£1.10
- Premium trolley	£1.75
<i>Extras:</i>	
- Pastries / cakes	£1.10
- Jug of juice (per jug)	£1.90
- Fruit bowl	£1.05
- Individual bottles of water (0.5L)	£1.20
- Table bottles of still or sparkling water (0.75L)	£2.10
- Bowl of crisps (serves max 20)	£2.45

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