

The Theatres Trust Room Hire rates 2016

(Valid from 01 July 2016)

| Hire rates (weekdays) | Meeting Room | Library |
|---|--|----------------|
| Day | £38 per hour | £30 per hour |
| Evening (from 6pm) | £45 per hour | £35 per hour |
| Corporate Supporter - Day | £28 per hour | £20 per hour |
| Corporate Supporter – Evening (from 6pm) | £32 per hour | £25 per hour |
| Charity – Day | £28 per hour | £20 per hour |
| Charity – Evening (from 6pm) | £32 per hour | £25 per hour |
| Evening Functions | £65p/hr (both rooms) – staffing in addition | |
| 10% discount regular hires/ TTT's discretion (40 hrs+ p/calendar yr – or more than 12 hires) | | |

| Hire rates (weekends) | Meeting Room | Library |
|---|------------------------------|----------------|
| Weekend | £45 per hour | £35 per hour |
| Corporate Supporter | £38 per hour | £30 per hour |
| Charity | £38 per hour | £30 per hour |
| Sundays (staff at time and a half + office cover) | Extra Sunday staff charge | |
| 10% discount regular hires/ TTT's discretion | | |

Equipment Hire charges

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|----------------------------|------|
| Projector & Screen | £15 |
| Projector, Screen & Laptop | £20 |
| Laptop only | £15 |
| Laser pointer | £3 |
| Flip charts | Free |
| Wi-fi | Free |

Photocopying

| | |
|-----------------------------|--------------|
| B&W single sided page A4 | 10p per copy |
| Colour single sided page A4 | 20p per copy |

Refreshments

| | |
|------------------------------------|----------------|
| Fairtrade Tea (1 litre flasks) | 80p per person |
| Fairtrade Coffee (1 litre flasks) | 85p per person |
| Biscuits | 55p per person |
| M&S Lunch Order Admin Charge | £10 |

N.B. All prices correct as at 01 July 2016

All charges exclude VAT