

The Theatres Trust Room Hire rates

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

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 charges exclude VAT