



2020 TARIFF
Day Conferences
and
Meeting Room Hire

Terms and Conditions

- A provisional booking must be confirmed with a **booking form and a non-refundable deposit of 50% of the room hire charge within four weeks** otherwise the booking is no longer secure and the dates may be offered to another group.
- Full fees (including catering charges if applicable) will be charged for cancellations made **less than 4 weeks** before the date of the visit.
- The balance of the fees is before or on the day of your visit, payable by cheque or BACS.
- By returning the booking form you are agreeing to pay the fees as set out and the cancellation fee if applicable as set out above.
- Groups will be liable for the cost of any damage caused to the centre and property therein.
- We recommend that group leaders or organisations take out insurance cover for damage or personal injury sustained whilst on the premises and the possibility of cancellation charges.

NB. We reserve the right to modify prices in the event of a significant rise in the cost of living or external factors beyond our control.
Prices include VAT where applicable.

There are 2 meeting rooms at Letton that can be hired for a full or half day.

A half day is either 9:00-13:00 or 13:00-17:00.

A full day is 9:00 -17:00

Evening hire may be available, please contact the office.

Evenings rates will vary according to requirements.

	Room Hire Charges	
	Half Day	Full Day
Library	£90	£140
Drawing Room	£80	£125
Library and Drawing Room	£140	£220

The Library

The Library has a maximum capacity of 80 if set up with chairs facing a single speaker or can be laid out as a more relaxed meeting room for up to 40.

The Drawing Room

The Drawing room has a raised dais at one end and can hold 60 facing this in a theatre style arrangement or 30 in a more relaxed style.

The Library and Drawing room can be hired together at a reduced rate as above.

Projectors and screens are available in either of the meeting rooms. Please request them when making your booking.

Wif-fi is available in both meeting rooms and access is included in your room hire charge.

Catering

Full Catering can be provided for your meeting at a cost of £10 per person.
This includes:

Tea, Coffee and biscuits on arrival

A hot or cold lunch 2 course lunch - please contact the office for our current menu options

Tea, coffee and cakes mid-afternoon

If you have specific requirements or would like to discuss building a more bespoke Catering package please contact our office to discuss.

Activities

The below activities are available to be booked in advance.

Go Karting Sessions will require some members of the group to assist in marshalling the track. A maximum group size of 20 is suggested per hour.

Archery and Air Rifles is provided by an external, fully trained coach.
Groups of a maximum of 20 at any one time.

ACTIVITIES	
Must be booked in advance	Cost
Go Karting Session Available 9am - 1pm Monday to Friday	£130.00 per hour
Archery or Air Rifles	Please enquire - Subject to availability