

FULL DAY		Charity sector		Private sector & hourly		Room capacities		
Floor	Room	Tenant rate	Charity	Private	Hourly (Stand alone)	Cabaret	Boardroom	Theatre
Ground	Conference Room	£531.25	£625.00	£905.00	£135.00	45	25	90
Ground	Meeting Room 1	£199.75	£235.00	£340.00	£50.00	-	10	16
Ground	Meeting Room 2	£199.75	£235.00	£340.00	£50.00	-	10	16
Ground	Meeting Room 1/2	£340.00	£400.00	£580.00	£85.00	20	15	40
Ground	Meeting Room 3	£212.50	£250.00	£365.00	£55.00	-	10	20
Ground	Meeting Room 1A	£212.50	£250.00	£365.00	£55.00	-	12	20
Third	Meeting Room 4	£369.75	£435.00	£630.00	£95.00	25	24	40
Third	Meeting Room 5	£369.75	£435.00	£630.00	£95.00	25	24	40
Third	Meeting Room 6	£369.75	£435.00	£630.00	£95.00	25	24	40
Third	Meeting Room 4/5	£663.00	£780.00	£1,135.00	£170.00	50	48	80
Third	Meeting Room 5/6	£663.00	£780.00	£1,135.00	£170.00	50	48	80
Third	Meeting Room 4/5/6	£990.25	£1,165.00	£1,700.00	£255.00	75	62	120
HALF DAY		Charity sector		Private sector & hourly		Room capacities		
Floor	Room	Tenant rate	Charity	Private	Hourly (extention)	Cabaret	Boardroom	Theatre
Ground	Conference Room	£306.00	£360.00	£520.00	£80.00	45	25	90
Ground	Meeting Room 1	£119.00	£140.00	£205.00	£30.00	-	10	16
Ground	Meeting Room 2	£119.00	£140.00	£205.00	£30.00	-	10	16
Ground	Meeting Room 1/2	£195.50	£230.00	£335.00	£50.00	20	15	40
Ground	Meeting Room 3	£131.75	£155.00	£225.00	£35.00	-	10	20
Ground	Meeting Room 1A	£131.75	£155.00	£225.00	£35.00	-	12	20
Third	Meeting Room 4	£199.75	£235.00	£340.00	£50.00	25	24	40
Third	Meeting Room 5	£199.75	£235.00	£340.00	£50.00	25	24	40
Third	Meeting Room 6	£199.75	£235.00	£340.00	£50.00	25	24	40
Third	Meeting Room 4/5	£369.75	£435.00	£630.00	£95.00	50	48	80
Third	Meeting Room 5/6	£369.75	£435.00	£630.00	£95.00	50	48	80
Third	Meeting Room 4/5/6	£569.50	£670.00	£970.00	£150.00	75	62	120

Contact
Bookings@aplaceforchange.co.uk
07525 908039
020 3572 5472

Timings
AM time slot ~ 9:00 - 12:30
PM time slot ~ 13:30 - 17:00
Whole day ~ 9:00 - 17:00

To note
~ Early access available from 8:00
~ Late open fees from 18:00
~ Hourly bookings **only available 48 hours** before event date

Cancellation
30 - 45 days before booking - **10%**
15 - 30 days before event - **50%**
Within 14 days of event - **100%**

***All confirmed bookings** with 45+ days between the booking date will be charged a **5%** admin fee.