

WANTAGE CIVIC HALL RATE CARD

1st April 2009 – 31st March 2010

Room

King Alfred Suite	£44 per hour
King Alfred Suite Party Package	£395
Ridgeway Suite	£22 per hour
Ridgeway Suite Party Package	£315
Icknield Room	£13 per hour
Segsbury Suite	£13 per hour
Waylands Room	£11 per hour

Opening Hours

**Monday to Saturday 8.30am – 10.00pm and Sunday 9.00am – 1.30pm
(subject to variation)**

Bookings on Bank Holidays, Sundays and beyond 10.00pm Monday to Saturday are charged at **£104 per hour**. Subsequent rooms hired are charged at the normal hourly rate.

Equipment

TV and Video/DVD	£15 per day
OHP/Slide Projector & Screen	£15 per day
Powerpoint Presentation Projector & Screen	£28 per day
PA System inc Microphones	£20 per day
Flip Chart with Paper and Pens	£5 per day
Theatre Lighting (King Alfred Suite only)	£40 per 4 hours
Screen	£5 per day
Clavinova	£10 per day
LARES Sound System (PA System must also be hired)	£15 per day
Lecturn	free
Induction Loop in King Alfred Suite/Portable Induction Loop	free

Refreshments

Fairtrade Tea/Coffee	£0.85 each
Fairtrade Twinpack Biscuits	£0.50 each
Fairtrade Bottled Apple/Orange Fruit Juice	£1 each
'Thirsty Planet' Bottled Still Mineral Water	£0.55 each

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Cancellation Charges

All Cancellations **MUST** be confirmed in writing. Charges will be applied from the date the cancellation letter is received and will be made where the cancellation fee exceeds the deposit.

28 days or less written notice	100% of full charges
29 to 60 days written notice	50% of full charges
Over 60 days written notice	No cancellation fee

Please note: Deposits are non-refundable

Multi Booking Discount

An awarded discount will only be applied to normal room hire charges (not premium hire charges, catering or equipment hire)

12 – 24 Bookings per annum	10%
24 – 48 Bookings per annum	15%
48+ Bookings per annum	20%

We look forward to the opportunity of discussing your requirements

Wantage Civic Hall, Portway, Wantage, Oxon OX12 9BX
Tel: 01235 763456 Fax: 01235 764696



e-mail: wantage.civic@whitehorsedc.gov.uk website: www.whitehorsedc.gov.uk

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