

ABINGDON GUILDHALL RATE CARD

1st April 2009 – 31st March 2010

Room

Abbey Hall	£44 per hour
Abbey Hall Party Package	£395
Council Chamber	£22 per hour
Council Chamber Party Package	£315
Royse Room	£22 per hour
Royse Room Party Package	£315
Abbey Room	£13 per hour
Bear Room	£13 per hour
Fitzharrys Room	£11 per hour
Dressing Rooms	£11 per hour

Opening Hours

Tuesday to Saturday 8.30am – 10.00pm (subject to variation)

Bookings on Bank Holidays, Sundays and Mondays beyond 10.00pm Tuesday to Saturday are charged at **£104.00 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 (Abbey Hall only) Fixed for 4 hours	£40 per day
Screen	£5 per day
Lecturn	free
Portable Induction Loop	free

Refreshments

Fairtrade Tea/Coffee	£0.85 each
Fairtrade Twinpack Biscuits	£0.50 each
Fairtrade Bottled Apple/Orange Fruit Juice	£1.00 each
'Thirsty Planet' Bottled Still Mineral Water	£0.55 each

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. **Please note: Deposits are non-refundable.**

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

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

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