

Meeting Room Price List – from 1st April 2024

Hertfordshire Community Foundation has one large ground floor room available for hire. The space is light, airy and wheelchair accessible. The room is available Monday to Friday from 9.30am to 4.30pm (later finish/start time available by arrangement) **Please ensure that the meeting host/chair arrives before the start time of the meeting**

Meeting Room	Charity Rate	Commercial / Statutory Body Rate
Per hour cost	£20	£25
Full day room hire cost	£120	£150

The AV equipment is included in the room price. It is a new system and very user friendly. The Yealink camera follows the voice of the person speaking in the room and will zoom in on them.

Price for refreshments

Choice of coffee and teas (including herbal varieties), fresh milk and sugars replenished regularly throughout the day.

Unlimited tea and coffee use for the full day	£2.50 per person
Unlimited tea and coffee use for the half day	£2.00 per person

Hospitality

We can recommend Bebo Catering for any food requirements and they deliver to site. Please click on the link below to make your selection.

<https://bebocafe.com/lunch-platters/>

New customers will be asked to pay a deposit of 50% of room hire costs, prior to the booking date.

- Flip Chart Paper per pad **£6.00**
- Photocopying **15p** Black & White, Colour **25p**

Parking

We have **NO ONSITE PARKING**. However, there is free public parking in Lemsford Road, 3 minutes' walk from the building. There is also 1 x disabled parking space on site which can be booked in advance. Please download our 'Directions to Foundation House' from our website which includes further information about parking and travel directions.

To book a room and for all other information:

Please go to our website www.hertscf.org.uk to download a booking form and email to:

ingrid.dossantos@hertscf.org.uk or office@hertscf.org.uk

If you wish to speak to someone, please contact Ingrid dos Santos on 01707 251351