

Meeting Room Price List – from 1st April 2019

Hertfordshire Community Foundation has one large ground floor room available for hire. The space is light, airy and wheelchair accessible.

Rooms are available Monday – Friday from 9.30am to 4.30pm*

**later finish/start time available by arrangement*

Meeting Rooms – price includes a Reception Service*	Charity Price (per hour)	Commercial / Statutory Body (per hour)
Up to 4 people	£8.00	£11.00
Up to 8 people	£15.00	£19.00
Up to 12 people	£19.00	£22.00
Up to 20 people	£22.00	£27.00

Price for refreshments	
Tea, Coffee and biscuits	£1.25 per person
Juice	£2.00 per Litre

NEW CUSTOMERS WILL BE ASKED TO PAY A DEPOSIT OF 50% OF ROOM HIRE COSTS, PRIOR TO THE BOOKING DATE.

Hire Equipment

Projector & Screen **£10.00 half day, £25.00** for all day meeting
(Please bring your own laptop with up to date antivirus software)

Flip Chart Paper per pad **£3.00**

Photocopying **8p** Black & White, Colour **18p**

Conference Telephone **£2.50**

(Callers MUST ring in. If you wish, the Foundation can set up a conference call)

Parking

We have **NO ONSITE PARKING**. However, there is free public parking in Lemsford Road, 5 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.

Reception Service

The prices above include a reception service: meeting and greeting your guests, signing them in and directing them to the meeting room. ***If you wish to provide your own reception service, please ensure that the meeting host/chair arrives before the start time of the meeting.***

To book a room and for all other information:

Please go to our website www.hertscf.org.uk Download a booking form and email to sarah.tisdall@hertscf.org.uk or office@hertscf.org.uk

If you wish to speak to someone please contact Sarah Tisdall on 01707 251351
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