

Meeting Room Price List – from 1st April 2023

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 Room	Charity Price (per hour)	Commercial / Statutory Body (per hour)
Up to 5 people	£12.50	£15.50
Up to 10 people	£18.50	£23
Up to 15 people	£26.00	£32.00
Up to 20 people	£31.00	£38.50

Price for refreshments	
Tea, Coffee and biscuits	£1.80 per person
Juice	£2.80 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 **£18.00** half day, **£35.00** for all day meeting
(Please bring your own laptop with up to date antivirus software)

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.

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 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
Charity No. 1156082 Limited company registered in England under number 8794474

All breakages will be charged to the hirer.

All prices apply until 31/03/22 (Please make sure you have an up to date price list before booking)