

Meeting Room Price List – from 1st April 2021

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 5 people	£10.00	£12.50
Up to 10 people	£15.00	£19.00
Up to 15 people	£20.00	£25.00
Up to 20 people	£25.00	£31.00

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.

****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 simone.deans@hertscf.org.uk or office@hertscf.org.uk

If you wish to speak to someone, please contact Simone Deans on 01707 251351
 Charity No. 1156082 Limited company registered in England under number 8794474