

Meeting Room Price List – from 1st April 2022

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 | £12.00 | £15.00 |
| Up to 10 people | £18.00 | £22.50 |
| Up to 15 people | £25.00 | £30.00 |
| Up to 20 people | £30.00 | £37.50 |

| Price for refreshments | |
|--------------------------|------------------|
| Tea, Coffee and biscuits | £1.50 per person |
| Juice | £2.50 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 **£15.00** half day, **£30.00** for all day meeting
(Please bring your own laptop with up to date antivirus software)

Flip Chart Paper per pad **£5.00**

Photocopying **10p** Black & White, Colour **20p**

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 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