

Centre 404 Venue Hire

1. Capacity

Hall – 50 people

Rooms A&B – 20 people (when used as one room)

Garden Room – 20 people

Garden – 100 people (when used in conjunction with other basement activity areas, not in addition to)

Charges for venue hire

Room	Voluntary organisations & Service users			Commercial Bookings / Non-Service Users		
	Per Hour	Half day	Whole day	Per Hour	Half day	Whole day
Hall		£70	£140		£90	£180
Hall & Kitchen		£80	£160		£100	£200
Garden Room		£70	£140		£90	£180
Garden Room & Patio		£80	£160		£100	£200
A or B	£10	£30	£60	£20	£60	£120
A and B	£20	£60	£120	£25	£80	£160
Hall Kitchen and Garden Room		£150	£300		£220	£440
Whole of Basement including garden		£200	£400		£300	£600
Garden (including reception lobby at weekends for use of toilets)	£15	£50	£100	£30	£100	£200

Half day = 4 hours or below

Whole day = between 4 and 8 hours

- Those rates are including of VAT and equipment (laptop, flipchart, projector, screen, speakers, chairs and tables, cooking equipment if required , crockery)
- There are two separate price brackets depending on who is booking:
 - 1) Voluntary Organisation (e.g. another charity)

 - 2) Commercial/Statutory/Individual or family not known to Centre 404 (e.g. corporate businesses, council, etc.)

For the service users or their families the Voluntary Sector Rate should be always offered at first. If they are on tight budget we are happy to consider 10% discount, depending on the budget.

Other charges that may apply:

- All weekend bookings - £50 for opening/cleaning (floor, surfaces) and closing
- Week days bookings - £20 for setting up
- additional fee of £20 for cleaning service may apply during the week days
- Tea, Coffee, juice and biscuits can be provided for meetings at the following cost: less than 10 people £10, 10-20 people £20, 20-40 people £30, 50+ people £50