



Innovation Centre

For Campus Companies

SERVICE

Reception Facility (subject to prior notice)
times of operation from 8:30 to 5pm

**All costs exclude
20% VAT**

Boardroom	Half Day - £86.00	Full Day - £144.00
Max capacity - 16 delegates Plasma screen, conference phone and table top plugs/IT ports included.		

Meeting Room 1 & 3	Half Day - £57.00	Full Day - £80.00
Max capacity - 10 delegates Phone, table top plug/IT ports and USB charges included.		

Meeting Room 2 & 4	Half Day - £57.00	Full Day - £80.00
Max capacity - 10 delegates Phone, table top plug/IT ports and USB charges included.		

Conference Suite	1 section	2 sections	3 sections
Max Capacity: 55 delegates Can be split into 1, 2, 3 sections	Half -day	£57.00	£92.00
	Full day	£80.00	£144.00
		£190.00	

Meeting Room Facilities	
Display Screen	Complimentary
Flip Chart	Complimentary (subject to availability)
Hard Wired Wi-Fi	Free of Charge

Refreshments	
Hot water, tea bags sugar, milk, full flask of filtered Coffee (10 servings)	£18.00
Individually wrapped biscuits (per person)	£1.00

Item	Per	Price
Costa Filter Coffee (12 servings)	Jug	£19.00
Twinings Tea - Wrapped Pyramid Bags	Bag	£2.60
Nescafe Azera Sachets	Sachet	£1.10
Cafe Classic Hot Chocolate	Sachet	£1.10
Radnor Still Spring Water	Can	£1.10
Various Iced Coffee	Can	£3.50
Sanpellegrino Iced Tea	Can	£2.50
Flavours Borders Luxury Biscuits	Twin Pack	£1.00

Cancellation Charges

A booking which is cancelled within **2 weeks** of the event will be charged at **25%** of the room hire.

A booking which is cancelled within **1 week** of the event will be charged at **50%** of the room hire.

A booking which is cancelled within **48 hours** of the event will be charged at **75%** of the room hire.

A booking which is cancelled within **24 hours** of the event will be charged at **100%** of the room hire.

