



TECHSPACE ONE

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 - £80.00

Full Day - £138.00

Max capacity - 16 delegates

Plasma screen, conference phone and table top plugs/IT ports included.

Meeting Room 1

Half Day - £46.00

Full Day - £70.00

Meeting Room 2

Half Day - £46.00

Full Day - £70.00

Max capacity - 8 delegates

Conference phone, table top plug/IT ports and USB charges included.

Meeting Room 1 & 2

Half Day - £86.00

Full Day - £160.00

Max capacity - 16 delegates

Conference phone, table top plug/IT ports and USB charges included.

Meeting Room Facilities

Display Screen Complimentary

Flip Chart Complimentary
(Subject to availability)

Internet

Hard Wired/ Wi-Fi Free of Charge

Refreshments

Hot water, tea bags £18.00
sugar, milk
Full flask of filtered Coffee
(10 servings)

Individually wrapped £1.00
biscuits
(per person)

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.

