



# VANGUARD HOUSE

## 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 - £75.00

Full Day - £132.00

Max capacity - 12 delegates

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

#### Meeting Room 1 & 2

Half Day - £46.00

Full Day - £70.00

Max capacity - 6 delegates

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

#### Meeting Room Facilities

Display Screen	Complimentary
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Flip Chart	Complimentary (subject to availability)
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#### Internet

Hard Wired	Free of Charge
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Wi-Fi	Free of charge
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#### Refreshments

Hot Water	
Tea bags	£18.00
Sugar	
Milk	
Full flask of filtered Coffee (10 servings)	

Individually wrapped biscuits (per person)	£1.00
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Effective from 1<sup>st</sup> April 2025

## 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.

