



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

£132.00

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

Effective from 1st April 2025

Item	Per	Price
Costa Filter Coffee (12 servings)	Jug	£19.00
Twinnings 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.

