



Band A: Registered charities up to £1,000,000 annual income

Band B: Registered charities up to £5,000,000 annual income

Band C: Registered charities over £5,000,000 annual income and not for profits

Commercial: All other organisations

Room Hire Rate	Half Day			
	A	B	C	Commercial
Auditorium	n/a	£600	£900	£1,200
Conference Room	n/a	£135	£270	£270
Action Rooms (each)	n/a	£60	£120	£120
Atrium only (subject to availability)	n/a	£300	£600	£600

Room Hire Rate	Full Day			
	A	B	C	Commercial
Auditorium	£600	£1,000	£1,500	£2,000
Conference Room	£135	£200	£340	£450
Action Rooms (each)	£60	£100	£150	£200
Atrium only (subject to availability)	£300	£500	£750	£1,000

Room Hire Rate	Evening			
	A	B	C	Commercial
Auditorium	n/a	£700	£1,050	£1,400
Conference Room	n/a	£158	£236	£315
Action Rooms (each)	n/a	£70	£105	£140
Atrium only (subject to availability)	n/a	£350	£525	£700

Room Hire Rate	Saturday or Sunday			
	A	B	C	Commercial
Auditorium	£720	£1,200	£1,800	£2,400
Conference Room	£160	£270	£405	£540
Action Rooms (each)	£75	£120	£180	£240
Atrium only (subject to availability)	£360	£600	£900	£1,200

Please note:

- Raked seating in the Auditorium carries an extra £150 set-up charge
- Cabaret seating in the Auditorium carries an extra £50 charge for tablecloth laundry
- To erect or dismantle the partition wall in the Auditorium during an event carries an extra £25 charge

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REFRESHMENTS

Provided by Amnesty International UK

Freshly brewed coffee, and a selection of English and herbal teas	£1.40	per person per serving
Freshly brewed coffee, a selection of teas and biscuits	£1.80	per person per serving
Fruit juice	£0.90	per person per serving
Mineral water (still or sparkling)	£0.80	per 500ml plastic bottle
Hot water only	£0.30	per person per serving
Tap water	FREE	

DRINKS RECEPTION

Red or white wine	£10.00	per bottle
Beer	£3.00	per bottle
A selection of crisps and nuts	£1.50	per person per serving
Fruit platter	£1.25	per person per serving

CATERING

Provided by Limoncello Catering

Our preferred caterer is a local company, Limoncello. Food is their passion and they source local and high quality ingredients. They are committed to using environmentally friendly and sustainable resources. They also cater for dietary requirements – just speak to a member of our team when booking an event.

Selection of sandwiches (1.5 rounds per person) and fresh fruit platter	£6.25 (ex VAT)	per person per serving
Selection of sandwiches (1.5 rounds per person) and assorted cakes	£6.25 (ex VAT)	per person per serving
Selection of sandwiches (1.5 rounds per person), fresh fruit platter and assorted cakes	£7.95 (ex VAT)	per person per serving
Selection of sandwiches (1.5 rounds per person), 3 savoury canapes, fresh fruit platter and assorted cakes	£9.75 (ex VAT)	per person per serving

Limoncello can also provide hot buffet lunches and canapes – just ask for more details.

If you wish to use a different company, proof that they are registered with the Food Standards Agency must be sent to the Duty Manager at least two weeks in advance of the event.

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TECHNICAL SUPPORT

Only for the Auditorium

The Auditorium is always set-up for events prior to your arrival. Everyone who hires the Auditorium is given a pre-event briefing on how to operate the PA system and the PC – this is usually very simple to do and most clients are happy with this option.

However, if you are planning something more complicated, then you may want the Duty Manager to operate the equipment for you.

WEEKDAY

Half day (up to 4 hours)	£150
Full day (up to 8 hours)	£250
Evening (up to 4 hours)	£200

WEEKEND

Half day (up to 4 hours)	£175
Full day (up to 8 hours)	£300

If you are using our mics in the Auditorium, then we can also provide an audio recording of your event for £10.

EQUIPMENT HIRE

All rooms (except the Atrium) come fully equipped with a flipchart, a flipchart pad, marker pens, a PC, speakers, and a projector with a projector screen (or a large LCD TV).

However, we can also provide additional equipment to hire for the following charges:

Extra laptop	£50	each
Portable projector	£50	each
Extra speakers (70cm x 45cm)	£50	each
Extra flipchart	£10	each

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EXTRA CHARGES

PRINTING/PHOTOCOPYING

A4 black and white	£0.10	per sheet
A4 colour	£0.15	per sheet
A3 black and white	£0.15	per sheet
A3 colour	£0.20	per sheet

PERISHABLES

If you are providing your own refreshments or catering and have forgotten the essentials, we can supply you with our own (subject to availability)

Amnesty branded paper cups	£0.15	each
Amnesty branded napkins	£0.10	each
Paper plates	£0.15	each
Wooden stirrers (1000)	£15.00	per box

EXTRA SECURITY

For certain events held in the Auditorium, we may need to hire extra Security to ensure the safety of those within the building. You will be notified at the time of booking if it is likely that your event will need this. Security guards cannot be hired on an hourly basis.

Full day (8 hour shift)	£200.00
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