

MEETING ROOMS – CHARGES (excluding VAT) - From JAN 2020

Meeting Room 1

Accommodates 40 people with overflow space for breaks and informal networking.
Easy access to Café .

£100 for up to a half day 08.45 – 12.45; 13.00 – 17.00

£200 for up to a full day 08.45 – 17.00

Meeting Room 2

Accommodates 12 people with overflow space for breaks and informal networking.
Easy access to Café.

£70 for up to a half day 08.45 – 12.45; 13.00 – 17.00

£140 for up to a full day 08.45 – 17.00

Large Meeting Room: Rooms 1 & 2 can be combined to accommodate 60 people.
Easy access to Café.

£150 for up to a half day. 08.45 – 12.45; 13.00 – 17.00

£300 for up to a full day 08.45 – 17.00

Meeting Room 3: A 17th Century Period Room

Accommodates up to 20 people with overflow space for breaks and informal networking.
Easy access to Café.

£100 for up to a half day 08.45 – 12.45; 13.00 – 17.00

£200 for up to a full day 08.45 – 17.00

Additional Equipment:

Flipchart Stand, paper & pens: £10.00 Projector: £10.00 Screen £10.00. WIFI – Free.

Tea/Coffee and biscuits provided at additional charge of £2.50 per person per Booking.
Lunches can be arranged to order.

PLEASE NOTE:

ANY FOOD / DRINKS CONSUMED ON THE PREMISES MUST BE PURCHASED FROM THE CAFÉ.

Our Charity relies on the income from the Meeting Room Hire and the food that we provide to fund our work with vulnerable people and to maintain the historic St James Church,

BOOKING FORMS MUST BE COMPLETED AND RETURNED BEFORE A BOOKING IS CONFIRMED.

**A £30.00 Fee will be charged for all cancellations made within 14 days of the Booking.
No Notification and No Attendance on date booked will be charged the full rate.**

PLEASE CONTACT FOR CHARGES FOR HIRE OF THE CHURCH – info@stjamespriory.org.uk

St James Priory Project is a Charity and relies on revenue from the Meeting Rooms and Café to achieve its charitable aims.