



## Catering & Refreshments

Tea, Coffee & Biscuits at 50p per cup			
Arrival Time	Time of Mid Morning Break	Time of Lunch Break	Time of Afternoon Break
Number of attendees			

**Lunches - £6.00 per head**  
Please choose one of the following menus

Selection A <input type="checkbox"/>	Selection B <input type="checkbox"/>
Number	Number

<b>Selection A</b>
Selection of freshly made sandwiches, vegetable crudités & dip, fresh fruit basket & assorted cakes. Fresh orange & apple juice or water.

<b>Selection B</b>
Vegetarian hot soup with mixed bread rolls, cheeseboard selection with crackers, fresh fruit basket & assorted cakes. Fresh orange & apple juice or water.

<p><b>AV Equipment</b></p> <p><input type="checkbox"/> OHP/Screen     £10 (per session)</p> <p><input type="checkbox"/> Data Projector     £20 (per session)</p> <p><input type="checkbox"/> Flipchart     £5 (per session)</p>	<p><b>Photocopying</b></p> <p>5p per black copy     <input type="checkbox"/></p> <p>25p per colour copy     <input type="checkbox"/></p> <p><b>Laminating</b></p> <p>50p per sheet     <input type="checkbox"/></p> <p><b>Fax</b></p> <p>Costs vary depending on destination     <input type="checkbox"/></p>
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## **Room Tariff**

### **Conference Room**

(Suitable for groups up to 50)

Non KCC (commercial)	£25 per hour	To maximum of £150
KCC/Schools	£20 per hour	To maximum of £120
Voluntary Organisations	£15 per hour	To maximum of £90

### **Meeting Room**

(Suitable for groups up to 15)

Non KCC (commercial)	£15 per hour	To maximum of £90
KCC/Schools	£12 per hour	To maximum of £72
Voluntary Organisations	£10 per hour	To maximum of £60

### **Rooms available from 09.00am – 4.00pm**

Please note that room hire may be available beyond 4.00pm upon request.

Additional caretaking costs will apply.

### **Cancellations will be charged as follows:**

2-4 weeks	30% of room hire
3 days – 2 weeks	50% of room hire
Less than 3 days	75% of room hire + 100% of food/refreshments booked

**All bookings are subject to terms and conditions**