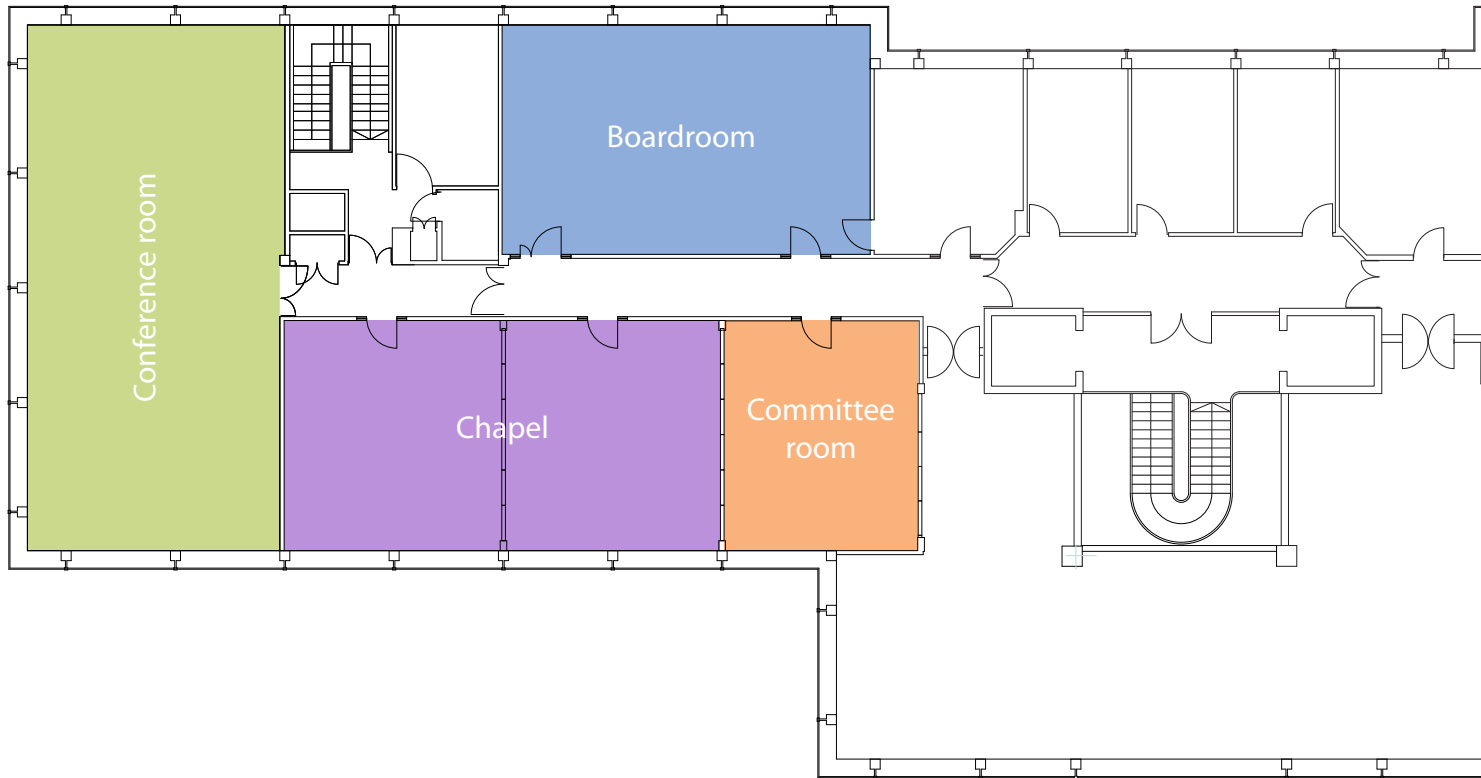


# Room Information Pack

## Room locations and dimensions



### Boardroom

Size - 33' x 20' (660ft<sup>2</sup>) This room lends itself to formal board meetings of 24 persons around an open square of tables. The boardroom also works well as a training room with an open "U" of tables.

### Chapel

Size - 40' x 20' (800ft<sup>2</sup>) The chapel room can be hired as one large room or separately as two smaller rooms. The chapel room accommodates 32 persons or two groups of 16 persons.

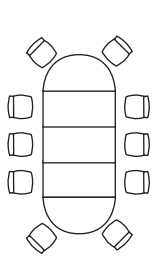
### Committee room

Size - 20' x 20' (400ft<sup>2</sup>) The committee room accommodates 16 persons comfortably. The committee room can be hired with the chapel room and can be joined to form one long room 20' x 60' (1200ft<sup>2</sup>) accommodating up to 48 persons.

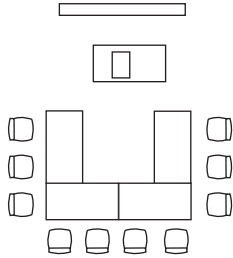
### Conference room

Size - 48' x 23' (1,100ft<sup>2</sup>) The Conference Room is ideal for lectures, demonstrations and large committee meetings. With windows on three sides, this room is exceptionally light and boasts spectacular views of the surrounding landscape. Used as a training room it can seat up to 36 persons around a large "U" shaped table. As a large board meeting up to 40 persons can be accommodated. Theatre-style seating will accommodate over 60 persons.

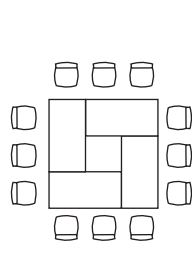
# Room layout suggestions and capacities



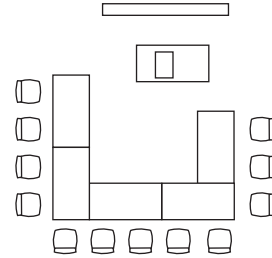
a. (10)



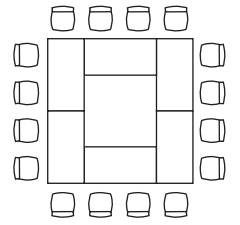
b. (10)



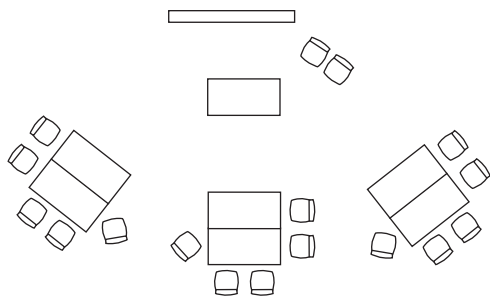
c. (12)



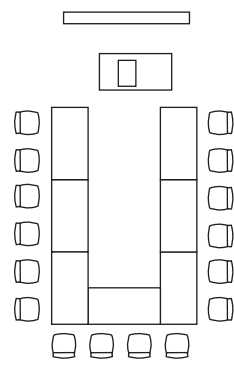
d. (12)



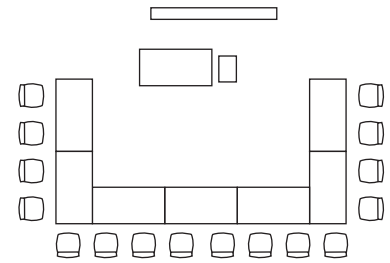
e. (16)



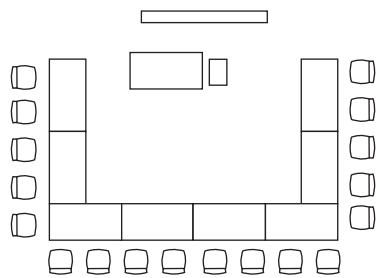
f. (15)



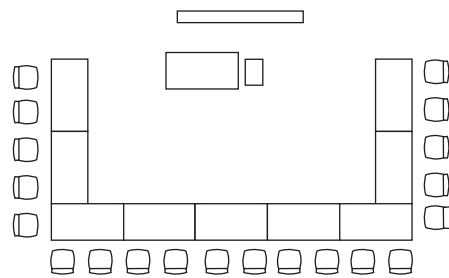
g. (16)



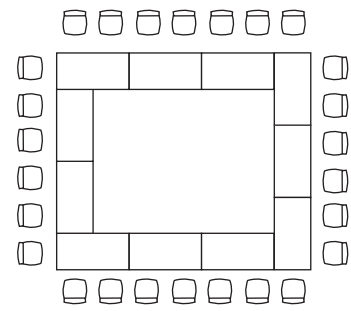
h. (16)



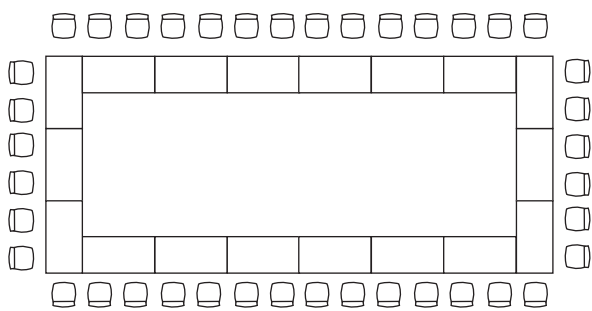
i. (18)



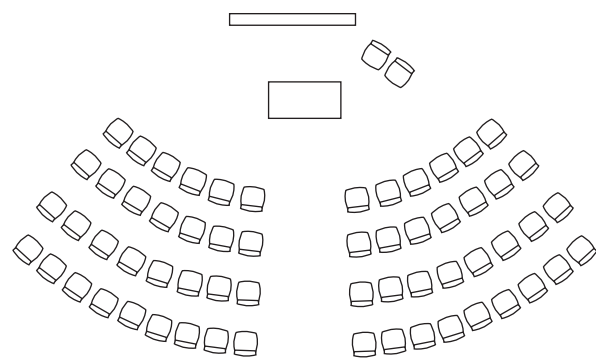
j. (20)



k. (26)



l. (40)



m. (60)



# Tariffs

## All-inclusive rates

### All-inclusive daily delegate rate: £21.00 +VAT\*

This includes; room hire, coffee on arrival, morning coffee, afternoon tea, lunch in the restaurant and the use of any equipment.

\*The provision of the all-inclusive rate is dependent on a minimum number of delegates, outlined in the table below.

Room rented	Minimum Numbers to qualify for all all-inclusive day rate of £21.00 + VAT
Committee room	10
Chapel	16
Boardroom	16
Conference room	20

The attendance of the delegate will incur this charge. There is no allowance made for meals and beverages not taken.

## Non-inclusive rates

Room rented	Room rented Tariff per day	Max. room capacity
Committee room	£120.00	16
Chapel	£240.00	32
Boardroom	£250.00	24
Conference room	£280.00	60

## Catering

	Price per person
Lunch in the restaurant	£8.50
Alternative catering and menus	Priced accordingly
Coffee	£1.20
Pastries	£1.00
Afternoon Tea	£1.20

Sittings in the restaurant are for 25 minute periods at either 12.30 pm or 1.30 pm by arrangement.

There are coffee lounge facilities available.

## Equipment hire charges

We have a selection of high quality training aids available at an additional charge for those selecting the non-inclusive rate.

Equipment rented	Tariff
Data Projector (booked in advance)	£ 50.00
OHP /screen	£ 12.00
Flip Chart	£ 12.00
TV and Video	£ 15.00
35 mm projector and screen	£ 12.00

Other equipment and services by arrangement.

## Invoices

All prices quoted are subject to VAT at the current rate. Payment is due on presentation of invoice; strictly 30 days nett otherwise we reserve the right to charge interest at 7.5%.

## Terms

A reservation is not confirmed until a completed booking form is received and a written or email acknowledgement given by Baptist House. Provisional booking dates will be held for 10 days from the date of the enquiry.

Full costs will be incurred if less than 24hrs notice to cancel is given. A 50% charge of the total cost of booking a room will be made if less than one week's notice is given. Baptist House will make an administration charge of 10% for cancellations. No allowance will be made for meals booked and not taken.

We suggest you keep a copy of the booking form details for your own records.

Baptist House reserves the right to modify the terms and tariff from time to time.

Baptist House Company Reg No 02366122 & VAT No 614731065

