

# The Guildford Institute room Hire Pricelist 2019

## Assembly Room



Please note a Restaurant runs in the Assembly Room from Monday-Saturday, room is not available until 3pm.



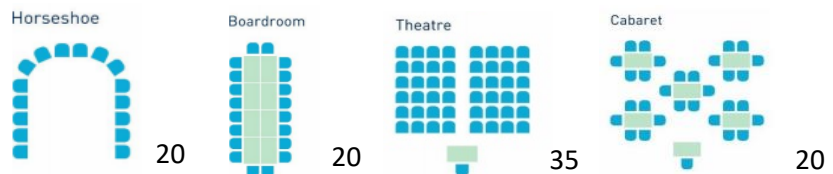
	Standard Users	Registered Charity
<b>Enlarged Room</b>	£	£
Day (9am to 5pm)	179	133
Half Day/Evening (up to 4 hours)	108	79
Session (up to 2.5 hours)	69	47
<b>Original Room</b>		
Day (9am to 5pm)	149	113
Half Day/Evening (up to 4 hours)	90	69
Session (up to 2.5 hours)	58	42

## Old Billiard Room



	Standard Users	Registered Charity
	£	£
Day (9am to 5pm)	149	113
Half Day/Evening (up to 4 hours)	90	69
Session (up to 2.5 hours)	58	42

## The Studio



	Standard Users	Registered Charity
	£	£
Day (9am to 5pm)	149	113
Half Day/Evening (up to 4 hours)	90	69
Session (up to 2.5 hours)	58	42

## Lecture Room

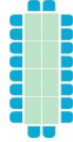


Horseshoe



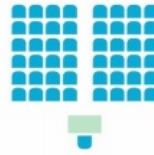
15

Boardroom



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Theatre



25

Cabaret



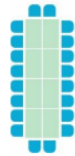
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	Standard Users	Registered Charity
	£	£
Day (9am to 5pm)	149	113
Half Day/Evening (up to 4 hours)	90	69
Session (up to 2.5 hours)	58	42

## Conference Room



Boardroom



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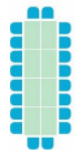
Please note that the Conference Room is almost permanently set up as a Boardroom. There is reduced scope to set it up in another way – although it is possible.

	Standard Users	Registered Charity
	£	£
Day (9am to 5pm)	108	79
Half Day/Evening (up to 4 hours)	69	47
Session (up to 2.5 hours)	42	32

## Historic Library



Boardroom



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Please note that the Library is available all day Monday, after 3pm Tuesday-Friday and after 2pm on Saturdays.

	Standard Users	Registered Charity
	£	£
Day (9am to 5pm)	108	79
Half Day/Evening (up to 4 hours)	69	47
Session (up to 2.5 hours)	42	32

**\*Please note that a supplement on the meeting room tariff may be required for Saturdays and for periods when the Institute would normally be closed. Caretaking after 9.30pm must be prearranged and will incur an additional charge of £13 per hour or part thereof.**

## Audio Visual Equipment

	Standard Users	Registered Charity
	£	£
Flipchart, Paper and Pens	13	10
Music Centre	13	10
Piano	13	10
DVD/VCR and Monitor	25	18
<b>Digital Projector and Screen:</b>		
Per day	60	45
Per half day	35	25
Per 2.5 hour session	20	15
<b>Laptop:</b>		
Per day	50	37
Per half day	25	18
Per 2.5 hour session	15	11

## Refreshments



Drinks	£
Tea, Filter Coffee and biscuits	2.50 per head, per serving
Bottled Still and Sparkling Water – 1.5 litres	2.00 per bottle
Bottled Still and Sparkling Water – 500ml	1.20 per bottle

Breakfast and Lunch	£
Pastries and Fruit on arrival	4.50 per head
Sandwich Lunch, including crisps, biscuits and fruit	7.50 per head

A full luncheon service is available in the onsite Restaurant on weekdays between 12 noon and 2pm.

**\*Please note refreshments must be booked in advance.**

## Room booking conditions:

1. In the event of a cancellation the Institute reserves the right to charge a 25% cancellation fee. In the event of a cancellation with less than 7 days' notice, the Institute reserves the right to charge the full cost if room(s) cannot be re-let.
2. The Hirer(s) must leave the room tidy and depart at the agreed time.
3. The Hirer(s) is/are responsible for any damage to Institute property incurred because of their usage. Please do not affix items to the walls.
4. The Institute reserves the right to change the room booked for an alternative and will inform the Hirer(s) of this in advance where possible.
5. All alcohol consumed on the premises must be purchased from the Institute to comply with the licensed premises regulations. Alcohol may not be served after 10.30pm; there is a 30-minute 'drinking up' time. Food and drink must not be consumed in the meeting rooms, unless with prior consent.
6. Smoking is strictly forbidden on the premises. Matches, candles etc. may not be used.
7. Please notify the Institute if you intend to play live or recorded music, DVD, CD, film, etc., as a fee will be levied on behalf of the Performing Rights Society. This fee is currently set, by the Performing Rights Society, at £11.88 (£9.90 + VAT) per session.
8. All portable electrical equipment owned by the Institute is tested on a regular basis. If you intend to bring in your own electrical equipment, please make sure that this is certified as having been tested during the last 12 months.
9. The Institute does not accept responsibility for any personal possessions brought on to the premises. Please ensure that you safeguard your valuables.
10. Hirers are responsible for obtaining all necessary permissions (e.g. DBS checks) required to run their activities.
11. Due to staffing levels, we are not able to guarantee first aid support – particularly at evenings and weekends. There will always be someone on hand who can telephone the emergency services if required.