

GTA Room Hire 2018 Rate Card

Room name		Room 1	Room 2	Room 3	Room 4 (L-shaped)	Morningside House
Dimensions (length x width)		8.5m x 6.5m	6.5m x 5.2m	7m x 6.3m	3m x 3.5m (narrow) 5.2m x 5.9m (wide)	8.5m x 4.5m
Room size		55.25m ²	33.8m ²	44.1m ²	25.4m ²	38.25m ²
Capacity	Theatre style	35	18	20	14	20
	Classroom style	25	10	12	8	16
	Boardroom style	18	14	14	12	14
	U-shape style	16	12	14	n/a	n/a
Facilities	Wifi	Yes	Yes	Yes	Yes	Yes
	Air conditioning	Yes	Yes	Yes	Yes	Yes
	Natural daylight	Yes	Yes	Yes	Yes	Yes
Room pricing						
Full day *	09:00-17:00	£200	£150	£180	£125	£150
Half day *	(am or pm)	£125	£105	£125	£90	£105
Flexible use	Evenings/ weekends/ hourly sessions	EPOA and subject to availability				

The above timings can be reviewed dependent on room availability.

*Prices include free use of 1 x laptop, 1 x LCD projector, 1 x flipchart

Extras

Catering / refreshments	
Tea/coffee	£1.50 per cup
Tea/coffee & biscuits	£1.95 per cup
Tea/coffee - unlimited	£4.50 per person
Catering	EPOA*

*Please advise us of your requirements at time of booking

Additional equipment pricing (per session)	
LCD Projector	£75
Video camera (including microphone & tripod)	£75
Laptop (x12 available for hire)	£50
Flipchart, paper & pens	£15

To book a room for your event, please complete the booking form overleaf.

If you would like to discuss your booking please **email admin@gta.gg or call us on 01481 721555**

GTA Room Hire Booking Form

Please complete all fields

Name: _____

Organisation: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Booking details

Date room required: _____ Time room required: _____

No. of attendees: _____

Room Layout

U-Shape Classroom Theatre Boardroom Cabaret Other

Equipment

1 x Laptop, 1 x LCD Projector, 1 x Flipchart (free use included in rate card price)

Additional Laptop(s) Additional Flipchart(s) Video Camera, Tripod, Mic Speakers

Refreshments

Tea/coffee Tea/coffee & biscuits Tea/coffee - unlimited

Catering*

Budget per head: _____ No. of people: _____

Dietary requirements: _____

**Please contact us to discuss your requirements*

Special arrangements / access requirements

Terms & Conditions

Please complete this room booking form and return it, either to the address below or via email. Reservations are subject to written acceptance and confirmation. All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the date room required. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to the date room required.