

2018

Rooms Available for Hire	Max of number occupants	Voluntary/Community		Statutory Organisations		Private/Commercial	
		Groups		i.e Suffolk County Council		Profit making organisations	
		H Day or Evening	Full Day	H Day or Evening	Full Day	H Day or Evening	Full Day
Ground Floor							
Room 1	18*	£32	£47	£37	£52	£42	£58
Room 3	25*	£37	£57	£42	£62	£47	£68
Hall	80*	£47	£74	£56	£78	£57	£88
Coffee area		£12	£24	£12	£24	£12	£24
1st Floor (no lift, stairs only)							
Room 5 meet.	8*	£13	£18	£18	£25	£23	£27
Room 6	16*	£32	£47	£37	£52	£42	£57
Room 9	10*	£32	£47	£37	£52	£42	£57
Comnect 2	12*	£32	£47	£37	£52	£42	£57

* depending on usage/room set-up

See our Accommodation description sheet for details

Full day bookings are from 8.30am to 5pm or 1pm to 9.30pm.

Half Day bookings are 8.30am to 12.30pm or 1pm to 5pm.

Evening bookings are 6pm to 9.30pm - extra time is bookable by the hour after 9.30pm.

The kitchen area is available **FREE OF CHARGE** to groups and individuals using other charged facilities within the building.

Can be hired out at the cost of £12 for up to 4 hours.

FREE wireless connection throughout the buildings.

OPTIONAL SERVICES

- * £16 hourly hire rate available for a 2 hr max booking.
- * Photocopying Service at the extra charge of 12p per copy inc. VAT. Only black & white copies available.
- * Supply of refreshments at the small additional charge of £1.10 per person
- * Possibility of ordering fresh prepared buffets by local catering providers.
- * Any addition cleaning required will be charged to the hirer.

