



space to meet... space to think...

## Conference Suite

Whole Day / Half Day

Room 1	£284.00 / £213.00
Room 2	£194.00 / £145.00
Room 3 - Break out area	£75.00 Free with Buffet
Room 4	£194.00 / £145.00
Rooms 1 and 2	£440.00 / £330.00
Rooms 1, 2 and 3	£522.00 / £391.50

## Catering Charges

Buffet 1	£7.95 per person
Buffet 2	£8.95 per person
Buffet 3	£9.95 per person
Buffet 4	£3.50 per person
Buffet 5	£5.50 per person
Tea / Coffee on arrival	£0.90 per person
Tea / Coffee and Biscuits	£1.25 per person

Scale of charges from 1st April 2008 - 30th September 2009

Room Hire Monday to Friday only

### Terms and Conditions

Half day rates will be charged at a 25% reduction off the whole day rate. A 50% charge of the total cost of the Room Hire Booking will be made if a cancellation is not received within 10 working days of the date of the hire. The full charge for catering will be made if a cancellation is not received within 48 hours of the date of the hire. A charge of 25% of the total Food Cost will be made if the cancellation falls in the period of 5 working days to 48 hours prior to the booking. The full cost of any damage or breakages inclusive of any consequential financial losses which such damage may incur whilst repairs or replacement of equipment is arranged, will be charged to the Hirer.

Please note that all Staffordshire Fire and Rescue Service premises are completely smoke free, this includes all buildings and outside areas, including car parks.