

The Beacon - Rate Card (inclusive of VAT)

From 1 April 2016

Room

The Ridgeway	£ 48 per hour
The Lockinge	£ 24 per hour
The Challow	£ 15 per hour
The Hanney	£ 15 per hour
The Sparsholt	£12 per hour

Equipment & Technical Fees

Public Address System (mobile)	£24.00 per day
Flip chart with paper and pens	£6.50 per day
Projector & Screen (downstairs)	£36.00 per day
16' X 9' Screen & Projector (Ridgeway only)	£75.00 per day
Wireless Conference System	£85.00 per day
Ridgeway technical surcharge (half day)	£45.00
Ridgeway technical surcharge (full day)	£65.00
Lighting pre-rig	£40.00
Technician (minimum 4 hours)	£20.00 per hour

If you require further technical support for your event, our sound and lighting technician will be happy to discuss your individual requirements.

Refreshments

Tea/coffee	£1.10 each
Twinpack biscuits	£1.00 each
Orange juice (500ml)	£1.20
Orange juice (per jug)	£3.50
Bottled mineral water	£0.90 each

Cancellation Charges

All Cancellations **MUST** be confirmed in writing. Charges will be applied from the date the cancellation letter is received and will be made where the cancellation fee exceeds the deposit.

7 days or less written notice	100% of full charges
8 to 31 days written notice	50% of full charges
32 to 60 days written notice	10% of full charges
Over 60 days written notice	No cancellation fee

Multi Booking Discount

An awarded discount will only be applied to normal room hire charges (not equipment hire)

12 – 23 Bookings per annum	10%
24 – 47 Bookings per annum	15%
48+ Bookings per annum	20%

Kitchen / Bar Hire

Kitchen hire - Plus a £100 refundable deposit	£50
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We welcome the opportunity of discussing your requirements

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