



The Beacon - Rate Card (inclusive of VAT)

From 1 April 2017

Room

The Ridgeway	£ 49.00 per hour
The Lockinge	£ 24.50 per hour
The Challow	£ 15.30 per hour
The Hanney	£ 15.30 per hour
The Sparsholt	£12.00 per hour

Equipment & Technical Fees

Ground Floor Rooms	
Public Address System (mobile)	£25.00 per day
Flip chart with paper and pens	£6.50 per day
Laptop, Projector & Screen (Hanney & Lockinge only)	£36.00 per day
Ridgeway	
16' X 9' Screen with Laptop & Projector	£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)	£21.00 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	£1.15 each
Twinpack biscuits	£1.10 each
Orange juice (500ml)	£1.25
Orange juice (per jug)	£3.60
Bottled mineral water	£1.00 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%

Catering

Kitchen Hire – plus £100 refundable deposit	£50
Catering service form available on request	

We welcome the opportunity of discussing your requirements
 The Beacon, Portway, Wantage, Oxon, OX12 9BX Tel: 01235 763456

Email: beacon.wantage@whitehorsedc.gov.uk

Website: www.beaconwantage.co.uk