

Equipment/office services charges from 1st June 2017

Equipment	Cost per session
Laptop	£10.00
Smartboard projector (Main Hall & Room 3)	£10.00
Smartboard plus laptop	£15.00
Digital projector (Room 1 & Room 2)	£10.00
Digital projector with laptop	£15.00
Small PA, mic + speakers	£10.00
Combined TV/VCR (small)	£5.00
Hot water heater with cups	£5.00
Flipchart stand	Included in room hire
Flipchart paper + pens	£6.00
Access to Global Café Wi-fi	free
Use of induction loop (Hall & Room 3)	Included in room hire
Office Services (Available during office hours (9.30 a.m. – 5.30 p.m. Mon-Fri, other times by arrangement)	
Photocopying and printing	
A4 black & white	4p per sheet
A4 colour	25p per sheet
A3 black & white	4p per sheet
A3 colour	25p per sheet
Refreshments	
Tea and coffee – half day, per person	£1.00
Tea and coffee- full day, per person	£2.00
Fair trade cookies (pack of 8)	£1.85

All prices include VAT @ Standard rate