

MEETING ROOMS – CHARGES (excluding VAT) - From JAN 2017

Meeting Room 1

Accommodates 40 people with overflow space for breaks and informal networking.
Easy access to Café .

£100 for up to a half day 08.45 – 12.45; 13.00 – 17.00

£200 for up to a full day 08.45 – 17.00

Meeting Room 2

Accommodates 12 people with overflow space for breaks and informal networking.
Easy access to Café.

£70 for up to a half day 08.45 – 12.45; 13.00 – 17.00

£140 for up to a full day 08.45 – 17.00

Large Meeting Room: Rooms 1 & 2 can be combined to accommodate 60 people.
Easy access to Café.

£150 for up to a half day. 08.45 – 12.45; 13.00 – 17.00

£300 for up to a full day 08.45 – 17.00

Meeting Room 3: A 17th Century Period Room

Accommodates up to 20 people with overflow space for breaks and informal networking.
Easy access to Café.

£100 for up to a half day 08.45 – 12.45; 13.00 – 17.00

£200 for up to a full day 08.45 – 17.00

Additional Equipment:

Flipchart Stand, paper & pens: £10.00. Projector: £10.00 ; Screen £10.00. WIFI - Free

Tea/Coffee and biscuits provided at additional charge of £2.50 per person per Booking.
Lunches can be arranged to order.

ANY FOOD / DRINKS CONSUMED ON THE PREMISES MUST BE PURCHASED FROM THE CAFÉ.

BOOKING FORMS MUST BE COMPLETED AND RETURNED BEFORE A BOOKING IS CONFIRMED.

A £30.00 Fee will be charged for all cancellations made within 14 days of the Booking.

St James Priory is a Charity and relies on revenue from the Meeting Rooms and Café to achieve its charitable aims.