



STOWE CENTRE

DAY TIME - HIRE CHARGES

VOLUNTARY SECTOR/COMMUNITY GROUPS/ LOCAL RESIDENTS

Room	Mon-Fri
Hall and Kitchen 9am to 5pm - 150 people	£40.00 per hour
Hall and Kitchen 5pm to 9pm - 150 people	£75.00 per hour
Basement meeting room 9am to 5pm – 10 people	£15.00 per hour
Basement Meeting Room 5am to 9pm – 10 people	£20.00 per hour
Ground Floor Meeting Room 9am to 5pm – 8 people	£15.00 per hour
Ground Floor Meeting Room 5pm to 9pm – 8 people	£20.00 per hour
Ground Floor Training Room 9am to 5pm – 30 – 40 people	£30.00 per hour
Ground Floor Training Room 5pm to 9pm – 30 – 40 people	£40.00 per hour
First Floor Meeting Room 9am to 5pm – 20 people	£20.00 per hour
First Floor Meeting Room 5pm to 9pm – 20 people	£25.00 per hour

- All prices quoted are non-negotiable.
- Deposit must be paid in cash and within 5 working days of enquiry. After this time, details will be wiped out from the calendar.
- Booking form must be filled in on the day of deposit payments.
- Deposit would be refunded on Wednesday after the event.
- The booking fee must be paid in full one month before hire date.
- If booking is cancelled within 10 working days of hire date, no monies will be refunded.

Main contacts:

Reception: 020 7266 8220 / 8221

Vesna Milojevic (Facilities & Finance Manager) vesna@pdt.org.uk