

**MEETING ROOMS – CHARGES (excluding VAT)****Jan – June 2022****COVID SAFE**

**We are unable to provide food catering at present.  
Please make your own arrangements for Lunch.**

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**Meeting Room 1 (Old 1 & 2 combined)**

Accommodates 50 people with overflow space for breaks and informal networking.

£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 3: A 17<sup>th</sup> Century Period Room**

Accommodates up to 15 people with overflow space for breaks and informal networking.

£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 &amp; pens: £10.00    Projector: £10.00    Screen £10.00.    WIFI – Free.

Tea/Coffee provided at additional charge of £2.50 per PERSON PER SERVING.

**PLEASE NOTE:**

Our Charity relies on the income from the Meeting Room Hire to fund our work with vulnerable people and to maintain the historic St James Church,

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**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.  
No Notification and No Attendance on date booked will be charged the full rate.****PLEASE CONTACT FOR CHARGES FOR HIRE OF THE CHURCH – [info@stjamespriory.org.uk](mailto:info@stjamespriory.org.uk)****St James Priory Project is a Charity and relies on revenue from the Meeting Rooms to achieve its charitable aims.**