

**MEETING ROOMS – CHARGES - From FEB 2023**

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**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**

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**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**

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**Large Meeting Room: Rooms 1 & 2 can be combined to accommodate 40 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**

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**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**

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**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 booked from Santiago’s Café (on site cafe) email:** [Santiagosbristol@gmail.com](mailto:Santiagosbristol@gmail.com)

**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, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 help achieve its charitable aims.**

JJ/ February 2023 Reg Charity No: 1104408

[www.stjamespriory.org.uk](http://www.stjamespriory.org.uk)