



*St Michael's Centre*

Meeting Rooms & Retreat Space

**FEES & CHARGES FROM 1<sup>ST</sup> APRIL 2023 – Community, Local Non Profit Users**

**Week days Tues-Thurs\***

**\*Mon, Fri, Sat: Hire on a donation basis**

Meeting Room	Description	Capacity	Hourly Rates	Half Day 4 Hours	Full Day 8 Hours	Hourly Evening Rates (Min 3 hours & out by 11pm)
<b>Exclusive use of St Michaels Centre Rooms</b> (excludes church & Kings Meadow)	Full and exclusive use of both upper and ground floors including 2 meeting rooms, 2 breakout rooms, 1 refectory and 1 kitchen.		N/A	£145	£265	£35
<b>St Michaels Church</b>	Conference set up with online streaming capabilities. Chairs can be removed by prior arrangement to provide a larger open space.	75-120	N/A	£105	£198	£55
<b>Budbrooke Room</b>	Our largest meeting room with views of Kings Meadow.	60 seated	£22 Additional hours only	£88	£165	£22
<b>Full use of Upper Floor</b>	Seminar Room, 2 break out rooms and refectory		<b>ON REQUEST</b>			
<b>The Hamptons</b>	Seminar Room on upper floor	12 seated	£16.50	£66	£110	£16.50
<b>Warwick Room</b>	Smaller breakout room on upper floor	7 seated	£9.00	£36	£65	£8.00
<b>King's Meadow</b>	Gated private field added to hire of Budbrooke room		£22			
	Hire without facilities		£27.50			
	Field with access to the toilets		£33.00			
<b>Hatton Room</b>	Our kitchen is ideal for refreshment breaks.	This room is accessible to all those hiring the upper floor and is therefore not hired on an individual basis unless as part of a 'full use of the upper floor' booking.				
<b>The Open Door</b>	A café style meeting room with access to a kitchen	36 seated	£15.00 per hour for 1-2 hours, £13.75 per hour for 3+ hours. Users can serve themselves drinks on a 'Pay what you Feel (PWYF)' basis or a delegate rate of £2.50 for bottomless drinks. *Where an event charges users a fee to include refreshments, or a meeting states refreshments will be provided the delegate rate must be paid.			

## **Refreshments and Catering**

<b>Service</b>	<b>Budbrooke Room Only</b>
<b>Morning or Afternoon</b>	We have a newly installed coffee machine and offer a delegate rate of £1.50 per person for unlimited use. Hot water and tea will be supplied for non-coffee drinkers.
<b>Full Day 8.30am – 4.30pm</b>	We have a newly installed coffee machine and offer a delegate rate of £3.00 per person for unlimited use. Hot water and tea will be supplied for non-coffee drinkers.
<b>Self-Service</b>	We are able to provide access to Hot Water Only should Hirers wish to bring their own tea/coffee/milk/sugar and paper cups.
<b>Catering</b>	We can recommend local catering groups. We are also happy for you to make your own arrangements for catering.
<b>Biscuits</b>	On request, we can provide biscuits. 50p per pack (each pack contains 2 biscuits).

We are happy to offer a refreshment service, for Hirers using **The Hamptons** we provide access to the **Kitchen** and Pump Pots of Coffee Tea (serving 8 – 10 people) at £12 per pot. Or you may wish to bring your own tea/coffee/milk and paper cups at no charge.  
Tea/Coffee will be served in compostable paper cups.

Should you prefer to use our mugs, these are available free of charge but we do ask that these are washed up and put away at the end of the session.