**BOARDROOM/MEETING/HOT DESKING**

**PRICE LIST 2024**

Standard opening hours are 0900-1700. Earlier or later hours are available upon request and may incur an additional charge. A half day is 0900-1300 or 1300-1700.

LIMITED FREE CAR PARKING – Please advise at the time of booking the number of spaces required.

Charges are inclusive of unlimited tea and coffee, cooled filtered water, biscuits, flip charts, AV facilities via 65” flat screen, free Wi-Fi.

Finger buffets available from £8.25 per head. Please enquire at time of booking.

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| **BOARDROOM/MEETING/SEMINAR ROOMS** | **Per Day** | **Per ½ Day** |
| **Spitfire Suite** – Up to 10 people | **£180.00** | **£120.00** |
| **Lancaster Suite** – Up to 10 people | **£180.00** | **£120.00** |
| **Hurricane Suite** – Up to 24 people  Hot Desking / Coworking (inc. VAT) | **£340.00**  **£8 per day** | **£250.00**  **£40 per week** |
| The Hot Desking package includes use of The Portway Centre’s facilities, discounted rates for meeting room hire, coffee area for one-to-one meetings, unlimited tea and coffee, cooled filtered water, and free Wi-Fi.  Secretarial and administrative assistance is available and is quoted on a per project/time basis.  **CONDITIONS**  Part of an hour is a full hour.  Late payment fees are charged at 4% over base rate per annum – administration of late payment from £50.00 per correspondence inc. emails. A charge of £30.00 per invoice for interest charges on overdue payments will be levied. All prices are exclusive of VAT at the prevailing rate. | | |