



The Portway • Centre Limited

BOARDROOM/MEETING/HOT DESKING
PRICE LIST 2025

EXISTING TENANTS receive a 20% discount on Boardroom/Meeting room charges

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 WiFi.

Sandwich lunch available from £10.00 per head, minimum 8 people. Please enquire at time of booking.

Should you need to cancel your booking, we will require 48 hours notice.

BOARDROOM/MEETING/SEMINAR ROOMS

		Per Hour	Per Half Day	Per Day
Boardroom	Up to 24 people	£50.00*	£200.00	£300.00
Meeting Room	Up to 10 people	£30.00	£120.00	£180.00

Prices are exclusive of VAT. *Minimum of 2 hours.

HOTDESKING – WELLINGTON SUITE

For just **£10 per day** including VAT the hotdesking package includes use of The Portway Centre's facilities, discounted rates for meeting room hire, coffee area for one-to-one meetings, tea, coffee and biscuits, cooled filtered water and WiFi. Or receive 12 sessions for the price of 10 with our loyalty card. The hotdesking suite is designed for quiet working.