



FELAW MALTINGS ROOM HIRE
Please use CAR PARK No 2 in Mather Way
(marked on ground near to barrier)



AIR-CONDITIONED CONFERENCE ROOM

CAPACITY: Theatre style (chairs) 40
 (According to layout) Boardroom/seminar/meeting (table & chairs) 15/20
EQUIPMENT: Flip charts, normal overhead projector and screen
CATERING: Tasty Fill Catering Ltd, Felaw Maltings. Tel: 01473 689977

		<u>Members</u>	<u>Non-Members</u>
Half days*	8.30 am – 1.00 pm or 1.00 pm – 5.00 pm	£50.00	£100.00
<i>*(If half day exceeded full day rate applies)</i>			
All day	8.30 am – 5.00 pm	£95.00	£190.00

ROOM HIRE - NO VAT

TO BOOK A MEETING:-

Amanda Ankin or Rowena Hughes

Tel: 01473 680600 Fax: 01473 603888

Email: amanda@suffolkchamber.co.uk

CONDITIONS OF HIRE

At the conclusion of the hire, it is the responsibility of the hirer to leave the premises in a clean and tidy condition. Any damage to the premises, furniture or fittings, is the responsibility of the hirer and any repairs/replacements will be billed accordingly. Please make sure that the premises are vacated on time at the end of the hire. Hirers should also be aware that they are responsible for the behaviour of any visitors or guests.

CANCELLATION POLICY

£10.00 per day booked is payable if you give less than 31 days notice.

Full room hire fee is payable if you give less than 7 days notice.