

Hire Rates - Single Hire

Meeting Room and Events Terrace

	One space		Both spaces	
	Hourly	Full Day	Hourly	Full Day
COMMUNITY	£16	£96	£24	£144
CHARITY	£30	£180	£45	£270
STANDARD	£40	£240	£60	£360
COMMERCIAL	£50	£300	£75	£450

For repeat hires (2 or more bookings within 6 months), we offer 25% discount—see separate cost sheet.

Hire Rates – Repeat Hires

Meeting Room and Events Terrace

	One space		Both spaces	
	Hourly	Full Day	Hourly	Full Day
COMMUNITY	£12	£72	£18	£108
CHARITY	£23	£135	£34	£203
STANDARD	£30	£180	£45	£270
COMMERCIAL	£38	£225	£56	£338

Repeat Hires discount applies to 2 or more bookings within 6 months.

If a single booking is made, and a second booking is made subsequently, the discount will be applied to the second booking only (i.e. no refund to original full price booking).

Hire Rates – Definitions

Rate

Examples

COMMUNITY

Individuals running private meetings, community groups without funding etc.

CHARITY

Charities, voluntary organisations, social enterprises, individuals running for-profit classes with discounted rates etc.

STANDARD

Public sector organisations, universities, housing associations, individuals running for-profit classes, private parties etc.

COMMERCIAL

Private sector businesses, film hire etc.

Payment and Cancellation policy

- Due to staff working patterns, bookings usually require at least 7 days' notice to be received and processed.
- Payment is due within 14 days of invoicing, or 7 days in advance of the hire (whichever is sooner).
- If your plans or requirements change, please let us know as soon as possible and we will do our best to accommodate your needs.
- We require cancellation notice of 7 days for bookings of 4 hours or less to receive a full refund.
- We require cancellation notice of 14 days for bookings of more than 4 hours to receive a full refund, or 7 days to receive 50% refund.
- We reserve the right to cancel bookings and/or not accept future bookings when payments are made late or remain outstanding.
- Please see the Woodlands Hires Handbook for full details and terms of hires.