

MEETING ROOM & CONFERENCE HIRE PRICE LIST

Room	Size	Hour Rate	Morning or afternoon only (9am-1pm or 1-5pm)	Day Rate (any time in-between 9-5pm)
Meeting Room	Up to 30 people 20 with tables	£35	£120	£215
Small Activity Room	Up to 15 people 10 with tables	£35	£120	£215
Activity Room	Up to 50 people 35 with tables	£45	£150	£270
Monday – Thursday: 9am – 5pm (subject to availability) Friday: 9am – 3pm (subject to availability)				

- WiFi available throughout the building
- Equipment – please bring your own equipment, if required
(Flip chart stand, Projector screen available for use)
- Tea & Coffee (including biscuit) £2 per head per serving
- Bottles of still or sparkling water – £2 per 1ltr bottle or £1 per small bottle
 - Cartons of Fresh juice £2
- Lunch requirements: Buffet menu is available or Individual sandwiches can be pre ordered on arrival in our onsite café and served in the meeting room, if required
(Please inform us of any special dietary requirements, in advance)
 - Free Parking available
- Evening bookings - please ask for more information

Discounts may be negotiated for Room Hire prices for Registered Charities and long-standing regular bookings.

Please address any enquiries to:

Pottery Bank Community Centre Ltd:

Address: Yelverton Crescent, Walker, Newcastle upon Tyne, NE6 3SW

Tel: 0191 224 2349

Email: info@potterybankcc.co.uk

<https://new.potterybankcc.co.uk/>

Charity No: 1150674

Company No: 8172955