

Shrewsbury Training & Development Centre

2008/09 Booking Rates

Children and Young People's Services Directorate

Education Advisory Service

Shrewsbury Training & Development Centre

Racecourse Crescent, Monkmoor, Shrewsbury SY2 5BP

Tel: (01743) 232761 Fax: (01743) 356251

Email: shrewsbury-centre@shropshire.gov.uk

Manager: Pauline Edwards

Effective April 2008

	<u>Room 3</u>	<u>Rooms 1, 2, 4, 5 & 7</u>	<u>Seminar Room</u>
	Large	Medium	(max 8)
Morning, afternoon or twilight	£65	£55	£50
Full day	£120	£100	£80

Use of AV equipment included in the room hire charge.

Hot drinks and biscuits are charged at £1.10 per person per break.

Sandwiches, fruit and cake are bookable in advance @ £4.25 per person.

A finger buffet is bookable in advance @ £6.00 per person.

(Any food booked and then not required must be cancelled by 15:00 on the previous working day to avoid full charges being made)

Users also have access to telephone, fax and photocopying facilities. Photocopying will be charged @ 5p per copy.

Room 3 has disabled access and hearing loop facilities.

Centre Opening Times

Monday- Thursday

08:30- 17:00 (18:00 if there are twilight bookings)

Friday

08:30- 16:30 at the latest

Cancellation policy

Cancelled rooms will incur the following charges for room hire:

7 days notice or less 100%

8 to 13 days notice 75%

14 to 21 days 50%

22 to 28 days 25%

Above 28 days No charge

All bookings and cancellations must be confirmed in writing.

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