

THE AMORY CENTRE

Room Charges and facilities (from April 2013)

Rooms are charged on an hourly or daily basis. Agencies and individuals requiring a long term regular booking will need to discuss this with the Booking Advisor and formalised with the South Molton Town Council. An account will be set up and will then be invoiced accordingly. If a room is booked and not used, it will be charged at the room rate, unless the Bookings Assistant is notified **a full 24 hours in advance**.

In the case of all bookings, it will be necessary for a Bookings Form to be completed and returned to the Booking Advisor duly signed. A completed bookings form is required for all bookings; the booking is only made provisionally at first contact.

For hire of rooms the following rates apply

Day Time:

- Consultation Rooms are £5 per hour or £30 per day [9am – 5pm] *
- Meeting Rooms are £10 per hour or £60 per day [9am - 5pm]*

Evening Hire:

- The Consultation Rooms are £10 per hour *
- Meeting Rooms are £15 per hour *

Evening and weekend hire is now available please contact the Amory Centre Bookings Assistants for further details and charges.

It may be possible for agencies/individuals to claim back the VAT charged but this would need to be undertaken via their own intervention and is not the responsibility of the Centre staff.

Rooms can be prepared for use but this will require details on anticipated numbers attending and specific room layout requirements to be provided at the time of booking

If the use of the computer that is in any of the Consultation Rooms is required a charge of £15 per annum to cover administration costs will be made to agencies on a licence and the RFO will set it up for you. If it is to be used on a daily basis a £5 administration charge will be made. Please inform the Booking Advisors if this is required at time of booking. Media equipment is available in both The Oak and Beech Rooms.

Refreshments as below are available, and should be stated on the bookings form, so that the Booking Advisor can arrange for them to be ready in the room.

- Tea and coffee only; charged at 40p per cup *
- Tea, coffee, with selection of danish pastries and cakes charged at £1.25 *

*** ALL THE ABOVE PRICES ARE SUBJECT TO VAT @ 20%**

If a buffet is required, it will need to be bought in from an external source and will not be the responsibility of the Centre to arrange. However, if plates are required from the Centre, there will be a service charge for this. A list of local suppliers is available on request

The Centre staff are keen to support the needs of those hiring the facilities and further information can be provided by the Bookings Advisor on 01769 572501.