

## Carmel College Hire Charges 2018 – 2019



### Non-Sporting Hire

Room	Recommended for:	Day 9am-5pm	1/2 Day 9am-1pm 1pm-5pm	Evening 6pm-9pm	Hourly rate/ additional hours charged at
John Caden Hall	Large conferences, lectures, seminars, theatre and musical productions – seats up to 400 theatre style and 150 cabaret style	£210.00	£150.00	£160.00	£45.00
John Caden Hall (Front only with stage)	The above space can be partitioned if a smaller area is required. Seats up to 200 theatre style	£150.00	£120.00	£120.00	£35.00
Conference Room	Meetings and training with groups of between 10 and 40 delegates.	£85.00	£65.00	£65.00	£20.00
Training Room	Meetings and IT based training with smaller groups – seats up to 12 delegates	£85.00	£65.00	£65.00	£20.00
Community Room	Meetings and training with smaller groups, boardroom layout - seats 24 max	£85.00	£65.00	£65.00	£20.00
Seminar Room	A more intimate room for smaller meetings and training – seats up to 8 delegates	£55.00	£40.00	£40.00	£15.00
*Specialist Classrooms	Ideal for running evening classes/courses. (Some equipment included upon request)	From £80.00	From £60.00	From £60.00	From £18.00
*Non – Specialist Classrooms	Ideal for running evening classes/courses.	£55.00	£40.00	£40.00	£15.00
*St Vincent's Atrium	Ideal reception area for large events in the JC Hall	£55.00	£40.00	£40.00	£15.00
*Upper Dining Room	Large area with tables for serving food	£85.00	£65.00	£65.00	£20.00
*Lower Dining Room	Smaller area with tables for serving food	£75.00	£55.00	£55.00	£16.00

\*only available evenings/Saturday/Sunday or during College holidays.

**PTO**

## Additional Charges

Item	Charge	Item	Charge
OHP	£20	Technician	£25 per hour
Projector/Multimedia	£5 set up costs	Printing/Photocopying	5p per copy
Lighting (John Caden Hall only)	£25 per hour set up costs (max £100)	Flip chart + pens	£10
Sound (John Caden Hall only)	£25 per hour set up costs (max £100)	Stage Extension	£10

Please note that the charges shown are exclusive of VAT. VAT will be added where applicable

There may be occasions when the hirer has additional requirements other than those listed above. Charges for these will be quoted on an individual basis on application to the College