



Sheffield Manor Lodge

Sheffield Manor Lodge, Discovery Centre
197 Manor Lane , Sheffield S2 1UJ
Tel 0114 276 2828, Fax 0114 270 6271
Email : info@greenestate.org

Discovery Centre

Venue Hire Charges

Our Hire charge covers the cost of using the whole of the main floor of the Discovery Centre for meetings , seminars etc. Other activities by arrangement only .

The area includes the reception area and formal meeting area.

Maximum occupancy for fire safety is 55

Actual practical occupancy will depend on how space is to be set up.

	Standard Rate Exl VAT	Voluntary Sector Exl VAT	Community Group Exl VAT
Per Hour	£24.50	£19	£10.50
Half Day	£66	£49	£24
Full Day	£110	£93	£48

Optional Extras (exl VAT) - Please order at time of reserving room

Standard Beverage package per person per serving (i.e. tea, coffee, water, biscuits)	£2.50
Use of Integral Presentation System (touch screen PC, Digital Projector and Drop Down Screen) Can be used to show Powerpoint presentations or DVD's <i>Note - please put your Powerpoint presentation on a USB memory stick to make best use of this equipment.</i>	£30.00
Use of Screen alone (ie client provides own projector etc)	£6.00
Use of Flip Chart Stand	£5.00
Use of Electric Extension lead (if using own equipment)	£2.00
NOTE - to keep wastage and hire costs to a minimum we do not normally supply consumables such as marker pens, flip chart paper, note pads pens etc. We recommend that hirers bring their own. However, we can quote for your requirements if you wish at time of booking the room	

- Our Full Day Rate applies to bookings between 9am - 5pm
- Half Day bookings rate applied to a morning or afternoon booking
- Evening bookings are at the hourly rate
- Weekend bookings by arrangement only
- Please note a deposit may be payable upon request
- We reserve the right to request full payment before the day of hire.
- Bookings are taken at our discretion and we reserve the right to refuse bookings
- All Costs quoted exclude VAT



Sheffield Manor Lodge

Discovery Centre Booking Form

Please return to DC Bookings, Green Estate, Sheffield Manor Lodge, 115 Manor Lane , Sheffield S2 1UH

PHONE 0114 276 2828 FAX 0114 270 6271 Email : a.jones@greenestate.org

DATE REQUIRED			OFFICE USE ONLY
TIME SLOT REQUIRED			USE ONLY
Office Hours			
Full Day			
Morning			
Afternoon			
Evening Hours			
Weekend			
CONTACT NAME			
Organisation			
Address			
		Postcode	
Email			
Phone			Fax
CUSTOMER PO NO.			
TITLE OF EVENT			
No of Participants inc speakers			
Room Layout - see room plans			
EQUIPMENT REQUIRED			
Full Integral Presentation System			
Drop Down Screen Only			
Flip Chart Stand			
Extension Lead			
Other Extras			
CATERING REQUIRED			
Standard Beverage Package (No. of people inc speakers)		No. Servings	
Standard Cold Buffet (details on request)			
OFFICE USE ONLY - PRICE BAND			
Standard		Voluntary	
		Community	
		Total Cost exc VAT	
		VAT	
		Total Cost inc VAT	