



Sheffield Manor Lodge

Discovery Centre

197 Manor Lane Sheffield S2 1UJ

Venue Hire Charges 2010

Our Hire charge gives you exclusive use of 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 56

	Standard Rate Exc VAT	Voluntary Sector & Chamber of Commers Members Exc VAT	Local Community Group Exc 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 (inc Tea, Coffee. Water, buscuits)	£2.50pp
Buffets Lunches - we offer a choice to suit all budgets.	Buffet 1 = £6 pp Buffet 2 = £7.50pp Buffet 3= £10.50pp
Use of Integral AV Presentation System (inc Touch Screen PC, Digital Projector and Drop Down Screen) (Just bring your Powerpoint presentation on a USB stick)	£20 per day or part of day
Use of Screen Alone (ie client provided own projector etc)	£5per day or part of day
Use of Electric Extension Lead (if using own equipment)	£1 per day or part of day
Use of Flip Chart Stand (paper not included) .	£5 per day or part of day
Tour of Site - learn about the history of Sheffield Manor Lodge with a guided tour.	£3 per head (min 10 people)
Note - to keep wastage and hire costs down we do not normally supply consumables such as flip chart paper, marker pens, pens etc. We recommend that you bring your own. However, we can supply as chargable extras if booked in advance.	

- **Our Full Day Rate applies to bookings between 8.30 am - 5pm**
- **Half Day bookings rate applies to a morning or afternoon booking 8.30am-12.30 pm or 1-5pm**
- **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**
- **Cancellation charge applies if event cancelled within 10 working days of date**
- **Full costs are chargable if booking cancelled within 5 working days of event**



Sheffield Manor Lodge

Discovery Centre Booking Form

CUSTOMER DETAILS		Office Use Only		
Contact name				
Address 1				
Address 2				
Address 3				
Post Code				
Email				
Phone				
Fax				
Ref or PO Number				
DAY AND DATE REQUIRED				
Full Day				
Morning				
Afternoon				
Evening				
Start and Finish Times				
EVENT INFORMATION				
Type of Event (plse circle)	Meeting/Seminar/Conference/ Other- state in notes			
Room Layout (plse circle)	Theatre/Circle/Open U / Closed Square/Other- state in notes			
No Participants inc Speakers				
Title of Event (if known)				
CATERING				
	No. People	No. Servings	Times of Servings	
Basic Beverage Package eg teas/coffee				
Buffet 1				
Buffet 2				
Buffet 3				
EQUIPMENT/EXTRAS				
Integrated AV System - projector/screen etc				
Drop Down Screen Only				
Extention Lead only				
Flip Chart Stand				
Other - please list				
NOTES	TOTAL COST EXC VAT			
	VAT			
	TOTAL COST INC VAT			

Please return completed form : FAX 0114 267 7636

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