

Room Hire Charges

Room Hire per session - morning or afternoon (evenings are extra)

Ground Floor Rooms

Hanham or Bankes Rooms

Voluntary Organisations	£35 per session (evenings £42)
Commercial Organisations	£45 per session (evenings £52)

Hanham & Bankes Rooms Together

Voluntary Organisations	£60 per session (evenings £70)
Commercial Organisations	£80 per session (evenings £90)

Wilson Room

Voluntary Organisations	£25 per session (evenings £32)
Commercial Organisations	£35 per session (evenings £42)

The Annex

Voluntary Organisations	£25 per session (daytime only)
Commercial Organisations	£35 per session (daytime only)

First Floor Rooms

Castleman Suite

Voluntary Organisations	£50 per session (evenings £60)
Commercial Organisations	£65 per session (evenings £75)

Second Floor Rooms

Computer Suite (12 PCs plus trainer PC) £35 per hour

Berners-Lee Room

Voluntary Organisations	£25 per session (daytime only)
Commercial Organisations	£35 per session (daytime only)

Use of Equipment (per session)

Screen	Free
Flipchart Stand	Free
Flipchart	£4
Slide projector	£5
OHP projector	£5
TV and DVD	£5
Digital projector	£15
Laptop	£15

Catering

A wide range of catering options are available:

- Filter coffee and tea are available at any time – £1 per cup or £1.20 with biscuits. Alternatives are available on request.
- Tea and coffee making facilities are available for groups using the Castleman Suite in the evening.
- Light lunches are £7.75 per head, but hot lunches and individual requests can be arranged according to budget.
- The kitchen can be hired by special arrangement.

Please note. It is not possible to bring in food or drink unless by prior arrangement.

Cancellation Charge

A cancellation charge may be made if less than 5 working days' notice is given. Every effort will be made to re-let the space.

Booking

A booking form should be completed for each booking. This is available from:

East Dorset Heritage Trust, Allendale House, Hanham Road,
Wimborne Minster, Dorset, BH21 1AS.

Tel: 01202 888992 Fax: 01202 888992 email: info@edht.org.uk
or by downloading it from our website www.edht.org.uk

Information Sheet

An Information Sheet is available which provides details of car parking including disabled facilities and a location map. Please ask at Reception or download it from our website www.edht.org.uk