



Room Hire Charges (Applicable at 1st January 2013)

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

Ground Floor Rooms

Hanham or Bankes Rooms

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

Hanham & Bankes Rooms Together

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

Wilson Room

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

First Floor Rooms

Castleman Suite

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

Wyatt Room

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|--------------------------|--------------------------------|
| Voluntary Organisations | £20 per session (evenings £27) |
| Commercial Organisations | £30 per session (evenings £37) |

Second Floor Rooms

Computer Suite (11 PCs plus trainer PC) £35 per hour

Berners-Lee Room

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

Use of Equipment (per session)

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|------------------------------|------|
| Screen | Free |
| Flipchart Stand | Free |
| Flipchart | £4 |
| Slide projector | £5 |
| OHP projector | £5 |
| TV and DVD | £5 |
| Digital projector | £15 |
| Laptop | £15 |
| Internet access in all rooms | £5 |

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.
- Tea and coffee making facilities will be available for groups using the Castleman Suite in the evening.
- Light lunches are £7.50 per head, but hot lunches and individual requests can be arranged according to budget.
- The kitchen can be hired for independent events.

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 visit www.edht.org.uk