

STRICKLANDGATE HOUSE – KENDAL

Telephone: 01539-742600

Hire Charges for Conference and Meeting Rooms

Now with FREE Wi-Fi Internet !

Conference Room

Our light and airy conference room seats up to 30 boardroom style and 70 theatre style. It also has excellent acoustics with many power points.



Facilities include:

- Digital Projector and lap-top (if required or bring your own) for Power-Point presentations. Microphone.
- Wireless and wired Internet.
- Hearing Loop system (via microphone).
- Flip Charts.
- Ground-Floor Disabled-Friendly access and toilet facilities.

Charges:

	External Organisation	Reg. Charity
One Session	£80	£68
Two Sessions	£150	£127.50
Three Sessions	£200	£170
Evening Only	£50	£50

Charges are per session (or part session) as below:-

Session 1: 9:00 am – 1:00 pm. Session 2: 1:00 pm – 5:00 pm. Session 3 5:00 pm – 9:00

Meeting Room

(up to 12 people boardroom style).



Facilities:

- Wireless Internet.
- Flip Charts.
- Ground-Floor Disabled-Friendly access and toilet facilities.
- Digital projector and screen.

Charges:

	External Organisation	Reg. Charity
One Session	£45	£35
Two Sessions	£90	£70
Three Sessions	£115	£105
Evening Only	£40	£30

Charges are per session (or part session) as below:-

Session 1: 9:00 am – 1:00 pm. Session 2: 1:00 pm – 5:00 pm. Session 3 5:00 pm – 9:00

Catering:

Tea/Coffee: £1.00 per person/per serving.

Tea/Coffee & Biscuits: £1.25 pp/ps

Standard Buffet Lunch (*) £6.00 pp. Light lunch £4.75

(*) Note only food provided through us may be consumed on the premises.

Please enquire about bookings and Terms and Conditions.

Booking Terms & Conditions

At Stricklandgate House we pride ourselves on offering high quality meeting and conference facilities at competitive rates with all proceeds being used for the benefit of over 20 local charities. We aim to provide a warm and comfortable environment, with friendly staff who understand how important a successful meeting can be to your business or organisation. Catering can be arranged with prior notice but only food provided through Stricklandgate House may be consumed on the premises. Full disabled access and toilet facilities are available.

Please read the following conditions carefully.

- **Once booked cancellation charges will apply (see below).**
- **Provisional numbers of attendees including those for refreshments and lunches should be notified in advance. Final numbers should be advised no later than two days before the date of the meeting. A minimum catering charge may be applied to cover staff costs for smaller numbers. If a significantly smaller number of delegates arrive than the number booked the original number booked will be charged for.**
- **Normal access to the building should be via the front door into Reception. For fire safety reasons delegates will be asked to tick in and out. Reception is staffed from 9:00 to 16:30 at which time the front door is locked. Access after 16:30 is by agreement and via the automatic doors at the rear of the building.**
- **Please make sure that a register of all delegates is kept for the duration of the meeting in case of emergency evacuation and please make sure that all delegates are familiar with Fire Escape routes and procedures.**
- **If the Fire Alarm sounds please vacate the room safely and muster in the car-park to the rear of the main building. A copy of the attendance list should be provided to the Fire Warden (usually the Centre Manager or his deputy). DO NOT re-enter the building for any reason unless advised that it is safe to do so.**
- **Stricklandgate House is *not* able to provide free parking. There are council pay-and-display car parks to the rear of the building (free after 6pm). Please do not park in bays marked for Tenant organisations, as access is required at all times.**
- **Invoices for meetings will be sent within two weeks and prompt settlement within 28 days from the date of your meeting is appreciated.**

Technology.

For powerpoint presentations in the Conference Room you can use your own laptop (not if your laptop *only* has a USB connection though) or ours (please book in advance). Both link into our digital projector and display onto a screen. We offer wired and wireless internet access – if you want to use wi-fi please ask for the passkey.

Insurance.

Stricklandgate House Trust have Public Liability and Property insurances. Anyone hiring a meeting room at Stricklandgate House should have in place their own Public Liability Insurances and if clients are bringing property into Stricklandgate House and if insurance is required it is expected that this will be arranged *by the client*. In the event of cancellation by the client charges will apply and insurance to cover this eventuality should be considered by the client.

Scale of cancellation charges.

1. Under 7 inc days the full rate will apply,
2. Between 7 and 14 days inc 75% of the full rate will apply.
3. Between 14 and 28 days inc 25% of the full rate will apply.
4. Over 28 days no charge will be made.