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Room hire rates 2011	Full Day £	Half Day £
Garnett Room up to 70 delegates	1,250	750
Hyde Room up to 25 delegates	600	350
Boardroom up to 12 delegates	600	350
Charter Room up to 12 delegates	600	350

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Discount on room hire is available for partners 20% and registered charities 10%.  
The venue provides access for people with disabilities.  
The venue is a non-smoking area.  
All rooms are individually air-conditioned.

## Venue facilities

All the items listed below are included in your room hire charge:

- Wireless internet access
- Interactive whiteboard
- Projector and laptop
- Wide screen TV
- DVD Player
- Lectern with integrated PA system (Garnett room only)
- Telephone
- Stationery
- White Board and pens
- Technical support

## Venue services

Additional services available

Flip Chart and pens @ £15.00

Unlimited tea, coffee and water: Half day @ £3.00 per delegate. Full day @ £5.00 per delegate

The venue is licensed and provides full catering facilities, see separate menu.

Video Conferencing facility – upon application

We also have an Internet café where you can access your e-mails and browse the Internet.

## Session times

Full Day	09.00 to 18.00
Morning (Half Day)	09.00 to 13.00
Afternoon (Half Day)	14.00 to 18.00
Evening	19.00 to 23.00
Weekends	As above

**For bookings or further information please contact Marie-Claire Kennedy on 020 7976 3521 or email: [mckennedy@theworkfoundation.com](mailto:mckennedy@theworkfoundation.com)**