

mabledon suite conference facilities

General rates of hire from 1 May 2011

The Mabledon Suite consists of five conference rooms plus a kitchen. The Deacon and Grantham rooms can be used individually or as one large room (with the partition removed).

| | DEACON | GRANTHAM | SHAFTESBURY | SANDOZ | HERMITAGE | DEACON AND GRANTHAM |
|----------------------------------------|--------|----------|-------------|----------|-----------|----------------------------|
| Approx. square footage | 900 | 600 | 230 | 300 | 170 | 1500 |
| No of delegates: | | | | | | |
| - theatre style | 60 | 42 | 20 | 25 | n/a | 100 |
| - boardroom | 30 | 24 | 10 | 12 | 6 - 8 | 36 |
| - café style | 30 | 24 | n/a | n/a | n/a | 48 |
| - classroom | 24 | 16 | 8 | 10 | n/a | n/a |
| Charges (weekdays, 9am - 5pm) | | | | | | |
| - morning or afternoon (4 hrs) | £94 | £71 | £47 | £54 | £35 | £148 |
| - full day (8 hrs) | £146 | £110 | £73 | £83 | £55 | £229 |
| - hourly rate | £32 | £24 | £17 | £19 | £12 | £51 |
| Facilities: | | | | | | |
| - data projector | YES | YES | NO | NO | NO | SEE INDIVIDUAL ROOMS |
| - hearing loop | YES | NO | NO | NO | NO | |
| - plasma screen with laptop connection | NO | NO | YES | YES | NO | |
| - air conditioning | YES | YES | YES | YES | YES | |
| - lectern (booked in advance) | YES | YES | NO | YES | NO | |
| - flipchart | YES | YES | BOOKABLE | BOOKABLE | BOOKABLE | |
| - whiteboard | NO | NO | YES | NO | NO | |
| - Freeview television feed | YES | NO | NO | NO | NO | |

All rates are **inclusive of VAT** and include use of the kitchen facility, which is equipped with a water cooler, coffee machine, boiling water supply, crockery, fridge/freezer, dishwasher, hob, microwaves and ovens. These facilities may need to be shared if the hirer does not have sole occupancy. Tea, coffee, sugar and milk are included in the hire charges.

CPAS has plenty of car parking, which is made available on a 'first come, first served' basis.

More detailed conditions of hire are provided on the reverse. Please enquire about discounts for charities.

**For more information, to make a booking or to view the
Mabledon Suite, please contact the reception team on
01926 458458 or info@cpas.org.uk.**

Church Pastoral Aid Society
Athena Drive, Tachbrook Park, WARWICK CV34 6NG
T 01926 458458 E info@cpas.org.uk W www.cpas.org.uk

A company limited by guarantee, registered in England no 2673220, VAT no 243227191
Registered charity no 1007820 (England and Wales) and SCO39082 (Scotland)



Revised April 2010

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Terms and conditions of hire

We are pleased to welcome visitors to the CPAS building and trust the facilities of the Mabledon Suite meet your needs. If you have queries or problems at any time, please contact the reception team on 01926 458458 or by e-mail info@cpas.org.uk.

Availability

Bookings can normally be made for any period between 8.30am and 5pm, Monday to Thursday, and 8.30am to 4.30pm on Fridays. It is not normally possible for a booking to commence before 8.30am; the front door is locked at 5pm, so please ensure you clear the building before then. However, if you have any special timing requirements, please contact us and we will do our best to accommodate your needs. This includes weekend bookings.

Booking arrangements

Bookings can be made by telephone or e-mail and we will confirm the details by e-mail. We accept cancellations up to fourteen days before the commencement of the booking. Cancellations made three days or less before the commencement of the booking will incur full charges; cancellations made between three and fourteen days before the commencement of the booking will incur 50% charges. There are no charges for events cancelled more than fourteen days in advance.

Charges

Where possible, and when it does not conflict with other bookings, changes to the booked timings will be accommodated. CPAS reserves the right to make an additional charge when a booking commences earlier than arranged or overruns the agreed finishing time.

Charges are normally reviewed in March each year, with any changes being implemented from 1 May. Regular users will be notified four weeks in advance of any changes and have the right to cancel without penalty any existing bookings affected by any change in charging rates.

Equipment

The room(s) will normally be set out according to your requirements (if communicated to CPAS in advance). Each room is made available with different audio-visual and other equipment (see Rates of Hire overleaf for exact details).

Catering

Tea, coffee, sugar and milk are included in the room hire. Supplies are kept in the conference kitchen. A water cooler is provided outside the Deacon/Grantham rooms. Crockery and glassware are provided and, once used, should be stacked in the dishwashers in the kitchen. It is the hirer's responsibility to ensure the conference room(s) is cleared of crockery and glassware and the kitchen is left in a tidy state.

CPAS does not provide catering and you may have food provided by an outside caterer of your choice. Any rubbish (leftover food, disposable plates, napkins, etc.) should be disposed of before departure. Do not leave food uncovered.

Loss or damage

CPAS can not be held responsible for the loss of any items left in the building during or after the period of hire. The hirer is responsible for the repair costs of damage to any part of the premises or their contents, which occur as a result of the hire. This includes any cleaning costs arising from the spilling of food or drink.

Miscellaneous

You will need written consent for alcohol to be brought into the building. Following the recent change in legislation, no smoking is permitted in the building. Please smoke at the rear of the building by the cycle shelter (fire escape door at the bottom of the stairs).

There is no guarantee of car parking spaces but visitors may use any vacant upon arrival.

Visitors are not permitted to fix items to painted walls.