

Hertfordshire Development Centre

Room hire charges from 1st April 2016

Type of room	No. of rooms	Room capacity (max. no. of delegates)	Half day* price per room (Mon to Fri)	Full day price per room (Mon to Fri)	Half day* price per room (Saturday)	Full day price per room (Saturday)
The Oak room (conference hall)	1	300	£220.00	£365.00	£330.00	£545.00
Ash training room	1	80	£170.00	£285.00	£260.00	£430.00
Large training rooms	8	50	£125.00	£210.00	£190.00	£315.00
Medium training rooms	7	30	£95.00	£155.00	£140.00	£235.00

Please note that all room and requirement hire charges are subject to Terms and Conditions.

All prices quoted are exclusive of VAT. For all non-HCC customers, VAT at the current government rate at the time of the event will be added to the final invoice.

* A half day is a booking either between 08:00 and 12:30 or 13:00 and 17:30. Any booking which goes through 13:00 will be charged as a full day.

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Equipment hire charges from 1st April 2016

Description	Unit price per day	No. available for hire
Equipment available for hire at Hertfordshire Development Centre:		
CD player	£10.00	1
Digital camera	£15.00	2
Laptop speakers (x2)	£10.00	3
LCD projector only	£30.00	5
Flip chart with pens	£7.50	3
Flip chart pad only	£5.00	
Mobile projector / laptop unit	£45.00	1
PA system (for up to 50 people)	£60.00	1
Portable screen	£15.00	2
Quizdom voting system	£100.00	3
Video camera	£15.00	2
Video / DVD player	£15.00	2
Visualiser	£20.00	2
Headphones with microphones	£2.50	20
Laptop computer	£15.00	30
Laptop computer (TW3 enabled)	£15.00	20
Portable desk top speaker system (with 16 microphones)	£100.00	1
Portable interactive whiteboard / projector / laptop	£50.00	1
Dedicated technical support from an audio visual technician at HDC:		
Half day (max. 4 hours)	£75.00	
Full day (max. 8 hours)	£150.00	
Monday to Friday - after 5pm	£30.00 per hour	
Delivery and / or collection of equipment + van hire if required	£55.00 plus mileage	