

Hertfordshire Development Centre

Room Pricing and Layouts

All our rooms have been assessed as Covid-19 secure. Maximum capacities for each room have been reduced to allow for social distancing regulations. In line with the reduced capacity we have also decided to remove the half day and evening rates, while lowering the full day rate. This gives our cleaning team time to properly sanitize each room before the next booking arrives.

From September 2021 maximum capacity for each training room has been increased following consultation with Hertfordshire Public Health HCC Health and Safety. The table below shows maximum occupancy for each room. Under current guidelines we are operating at approximately three quarters capacity.

Available Layouts

For the time being, only the following layouts can be accepted. Please encourage trainers to speak with HDC staff before making any changes. We will explain the need for social distancing and do our best to accommodate the trainer's requests for that session.

Classroom

Our standard layout, rooms will be set as classroom if no other layout is requested. The room will be set with one chair/delegate per table, facing forward. Smaller numbers may allow for a single row of tables, while near maximum numbers for the room will require two or three rows.

Semi-circle of Chairs

Chairs only, no tables. Chairs will be placed with a one metre gap in all directions, in one or two rows depending on numbers.

Boardroom

A closed or u-shaped boardroom, set to allow social distancing between attendees. The one metre spacing can result in a very large table; we have a set of table top microphones available for hire, if required. Contact HDC to discuss options.

Room Pricing

The following reduced rates will be in place while the reduced capacity of our training rooms is required to keep delegates and staff safe, in a Covid secure environment. In line with the increased room capacity afforded by moving to a new one metre rule, the reduction in room rates will decrease from 01 September 2021, to approximately two thirds of the pre-covid rate.

Rooms are available to book on a per day basis only. The training centre opens at 08:00 Monday to Friday; there will be no access to rooms before this time. Consideration should be given to setup and preparation time for the trainer/s before the arrival of delegates and the start of your event. All events should be finished by 17:00. If your event is due to last less than a full day you will still be charged the single, full day rate.

Each room can safely accommodate two trainers in addition to delegates, with the exception of Cypress. The medium room will only allow space for one trainer at a time. Additional trainers will be asked to wait in the breakout area.

Room Name	Classroom	Semi-Circle	Boardroom	Room Charge
Ash	30	20	20	£230
Mulberry	18	12	8	£170
Laurel	24	14	10	£170
Spruce	20	12	8	£170
Sycamore	10	8	6	£110
Cypress	12	6	6	£130