

TERMS AND CONDITIONS OF HIRE:

Room Set up

All our rooms are self servicing – which means we provide chairs and tables that need to be set up in the style you require by your course organisers and broken down at the end of your booking.

Please ensure you have added time to your booking to account for this.

All rooms must be left as found. Should the room not be returned to the as found state your booking will incur a 1 hour additional charge?

Due to our fire regulations all rooms have a maximum number of users please ensure you are aware of the capacity of the room used and do not exceed this recommended number.

Catering

No outside catering is allowed in the building – do you require catering for your event?

If yes, would you like to receive by email a catering order form? Catering charges will appear on the room hire invoice.

Equipment

We are able to provide equipment for your event. These items need to be booked in advance and some carry a small cost

Our free items include:

Flip chart stand

Presentation Screen

OHP

Data Projector – You must provide your own laptop, we have the correct associated leads

TV – with in built DVD and Video

PA System and microphones

Our charged items

Video edit suite

You need to preorder

pens and paper from us – a3 flip charts are £5 and marker pens are

£1.50

Photo copying – We do not offer a bulk photocopying service but can offer up to 50 copies charged at 10p/copy.

Parking

InSpire has one allocated parking bay that is hireable

on a daily basis for users of InSpire

at £10/day

There is one disabled parking bay for blue badge holders available on a first come first served basis.