

**GREYFRIARS OUTREACH LTD – SCALES OF CHARGES FOR
 CONFERENCES – FROM 1 JAN 2020**

| Item | Basic Charge | Extras | Comment |
|------------------------------------------------------------------------------|---------------------|-----------------------------|----------------------|
| Exclusive use of Kirk sanctuary for a weekday conference. 250 delegates max. | £620.00 – | £110/hr for additional time | Week days 0900-1700 |
| Weekends – Sat | Sat £520.00 | | Saturday 0900 - 1600 |

Optional additional charges:

Removal to storage of all Kirk chairs: £230.00.

Self-help use of Kitchen for refreshments and light snacks: £100.00.

3m x 2m screen and rear/front view projector available for hire: £130.00 (own laptop required).

Sound system included for basic set-up (one mic – either radio or wired) – not manned. £130.00.

Sound system and AV system with technician support: £170/day (in addition to hire of equipment).

Break out room available (max 30 people) £50.00



Please note:

Guest Wi-Fi is available throughout the building and included in the hire charge.

Set-up time by negotiation and a separate charge may be required if outside office working hours.

Up to 20 trestle tables can be used as required at no extra charge.

The Kirk does not possess any exhibition stands.

Catering for meals-snacks-refreshments can be arranged on request.

Additional conference space and break out hall available on request.