



BRINKWORTH HOUSE

BRINKWORTH HOUSE, BRINKWORTH · SWINDON, WILTSHIRE · SN15 5DF
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Meeting Room & Conference Tariff (VAT is applicable on all rates)

Hot Desking (single desk)

Hourly	Day	Half-Day
£4.99	£40	£20

Note : Hot Desking hours may be purchased up front at a discounted rate.

Small Meeting Rooms (4-8 people)

Hourly	Day	Half-Day
£7.50	£45	£25

Large Meeting Rooms (8+)

Hourly	Day	Half-Day
£10	£50	£30

Note : Large rooms may be arranged in boardroom or theatre styles – please confirm on booking.

General Notes

1. Broadband access is available for all persons booking meeting rooms through a wireless hotspot. Please enquire when booking about the technical requirements.
 2. Additional equipment like overhead projectors, LCD projectors, TV or video can be provided at additional cost, LCD projectors charged out at £10.00 per hour rental. Please give details of requirements when booking the rooms.
 3. Buffet Lunches can be arranged if required – please give details of your requirements when booking.
 4. Access to printer, fax and photocopier are available through Reception and will be charged at standard Brinkworth House Rates.
 5. For bookings greater than 8 people we will require a deposit of 25% of the total estimated invoice value for event upon booking
 6. Final numbers must be confirmed 2 working days prior to the booking.
 7. Details of additional equipment must be supplied 1 week prior to the event.
 8. Notification of cancellation should be provided in writing 1 week prior to the event.
 9. Hot desking rooms may contain a number of desks, which may be occupied by other individuals.
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