



MEETING ROOM PRICE LIST & BOOKING FORM

Contact Name & Address	Email Address	Telephone Number	Date Required

MEETING ROOM		Option Required	Net Price	Price Inc VAT
Half Day – (9.30am to 1.30pm) or (2pm to 6pm)– 4 hrs			£95.00	£118.75
Full Day – 10am to 6pm – 8 Hrs			£150.00	187.50
Room Layout Style – Please indicate	Board Room Max 8		Theatre Max 10 delegates	
Maximum Number of personnel in the Theatre Room 12				

FACILITIES	Required	Price
Flip Chart		FREE
Whiteboard		FREE
Wi-Fi		FREE
65" HDMI TV Screen		FREE

CATERING	TIME(S)	No. Required	Net Price	Price Inc VAT
Jug of Water			Free	
Drinks package – 4 hrs – Price Per person			£3.33	£4.00
Drinks package –8 hrs - Price Per person			£5.00	£6.00
Hot & Cold finger buffet – Per person			£4.17	£5.00
Selection of Pastries for up to 10 people			£6.67	£8.00

Please advise if Gluten Free or any dietary requirements

Note: 50% Non-Refundable Room Deposit at time of booking. Balance required 24 hrs prior to booking. Full VAT invoice will be issued. Please complete and email to Info@actnow-newbury.co.uk