



## HTC Learning Centre – Room Hire

### Room Hire Rates and Details (from January 2019)

A selection of rooms are available for hire at HTC. Please use the following table for details of rooms and charges. Details are correct as of January 2019 until further notice. For further information or to view facilities and make a booking please contact the College on 01349 780000 or email [htc-bookings@uhi.ac.uk](mailto:htc-bookings@uhi.ac.uk)

Room	Conference Room	Boardroom	Classroom 1A	Classroom 1B	Classroom 2	Classroom 3	Seminar Room
<b>Seating Capacity</b>	20-60 persons	16 persons	10 persons	10 persons	14 persons	10 persons	5 persons
<b>Facilities</b>	VC Raised platform	VC Webex	VC Webex	VC Webex	VC	VC	VC
<b>Charges Full Day</b>	£100	£80	£60	£60	£70	£60	£35
<b>Half Day</b>	£60	£60	£40	£40	£50	£40	£25

**Equipment** All rooms come with Flipchart and Markers/Whiteboard

Video Conference Facilities (VC) = VC Units cost £15.00 per hour to hire with call charges of £10.00 (2 lines) or £30.00 (6 lines) per hour. No call charges if you are dialling in.

**Catering** Tea/ Coffee /Juice & Biscuits - £1.50 per person per half day  
Bottled Water - £1.50 per 1.5ltr bottle.  
Selection of Fruit - £5.00  
Catering. Sandwiches, pastries and buffet lunches may be arranged with the College. An administration charge of £15 plus the caterers charge applies. A handling charge for groups of 15 and over is £1.00 per head. In the summer lunches for small groups may be organised in the college garden (please request when booking)

**Layout** Most rooms may be set out in a variety of styles including theatre style, boardroom, interview room, classroom etc.



Evening Rate: Add £15.00 per hour after 17:00

Saturday Hires: Please enquire for availability and rates.

Cancellation Fee: 1- 4 working days before, Room Charge plus any charge made by Caterer. If more than 5 working days before, no charge will be made.

**Special Rates may be available for block bookings.**