



The Bucks Meeting Venue

MEETINGS AND CONFERENCES ROOM HIRE
CHARITY/NFP/LOCAL AUTHORITY

Location	Half Day/Evening 09:00 – 13:00 13:30 – 17:30 18.30 – 22.00	Full Day 09.00 – 17:30
The Meadow Suite The Willow Room ***	£34	£48
Beech, Oak, Elm, Cedar or Hazel	£38	£60
The Ash Room*	£50	£83
The Boardroom*	£66	£116
Conference Suite A*	£66	£116
Conference Suite B*	£79	£132
Full Conference Suite*	£128	£227
The Saunderton Suite*	£108	£198
The Chiltern Lounge**	£83	£161

Free Parking / All rooms Wi-Fi enabled / Full Canteen and catering facilities available

Flipchart, paper, pens, mints and water all included

* Room equipped with fixed AV (portable AV available for other rooms)

**Can be booked in conjunction with the Saunderton Suite, please contact our bookings team for applicable rates

***Can be booked on an hourly rate, please contact our bookings team for applicable rates.

Beverages and biscuits: £2.50 per person or £4.00 for up to 3 servings per person.

Evening and weekend bookings are available subject to an out of hours surcharge. Evening surcharge commences at 8pm, and continues until 1 hour after booking end time.

For rental of the Meadow / Courtyard please enquire.

Prices are for 'half day' or 'full day' only. Please observe these timings which include set-up. Prices cannot be pro-rated for shorter bookings. Any additional time due to over-running is charged at pro-rata rate plus 20% per hour (or part hour).

Provisional bookings can be held for 14 working days only

Room Cancellation charges – 60 working days : 25%, 20 working days : 50%, 5 working days : 100%

Food Cancellation charges – 60 working days : 0%, 20 working days : 20%, 3 working days : 100%

All Prices subject to VAT at the prevailing rate

Clare Charity Centre | Wycombe Road | Saunderton | Buckinghamshire | HP14 4BF







A company limited by guarantee with registration number 06995233

Registered charity number 1131949 and registered office as above

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August 2017

ROOM CONFIGURATIONS & CAPACITIES

Name of room	Boardroom style 	Breakout 	Theatre 	Classroom 	U-Shape with tables 	U-Shape chairs only 	Informal	AV fitted
Beech, Oak, Elm, Cedar or Hazel	8-10	-	-	-	-	-	-	Portable projector only
The Ash Room	-	20	-	-	-	-	-	yes
Conference Suite A	20	24	45	24	20	25	-	yes
Conference Suite B	20	32	50	30	24	30	-	yes
Full Conference Suite	50	56	90	66	40	40	120	yes
The Saunderton Suite	20	40	60	-	-	16	-	yes
The Chiltern Lounge	-	-	-	-	-	-	60	yes
The Boardroom	12	-	-	-	-	-	-	yes
The Meadow Suite	-	4-6	-	-	-	-	-	-
The Willow Room	-	6	-	-	-	-	-	-