



Charity / NFP

Function & Event Hire

**CHARITY/NFP/LOCAL AUTHORITY wef 01/06/14
NOT FOR GENERAL PUBLICATION**

Location	Tariff
Saunderton Suite* (Seats up to 60 depending on event layout)	
Half Day / Evening	£98
Full Day	£180
Chiltern Lounge* (Informal meeting area for up to 60)	
Half Day / Evening	£75**
Full Day	£147**
Finishing Kitchen	
Dinner	£42
Lunch (Weekends Only)	£42
The Courtyard (An open air 4800 ft ² enclosed garden offering an ideal location for drinks receptions)	
Half Day (Weekends only)	£84
Evening	£84
The Meadow (Use part of this space for your away day activities, BBQs and Picnics)***	
Half Day / Evening	£158
Full Day	£315

Venue Information

Half Day	09.00-13.00 14.00-17.00
Full Day	09.00-17.00
Evening	18.00-22.00

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

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

*** POA for exclusive hire of meadow for festivals, shows, weddings etc.

Beverages and biscuits: £2.50 per person or £5.00 for up to 3 servings per person.

Evening bookings up to 11 pm are the same as half day rate with £50 out of hours surcharge.

Weekend bookings are available subject to an out of hours surcharge.

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).

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

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

(t) 0300 777 7000 (w) thclarefoundation.org

June 2014