



## Woodend Creative Workspace Conference and Meeting Facilities

### Conference Suites and Meeting Rooms:

#### **The Sitwell Library** *(Maximum 16 People)*

Tenants	Full Day	£72.00	Half Day	£36.00	Hourly £10.00
Non-tenants	Full Day	£120.00	Half Day	£60.00	Hourly £16.00

#### **The Conference Room** *(Maximum 45 People)*

Tenants	Full Day	£85.00	Half Day	£42.00	Hourly £12.00
Non-tenants	Full Day	£140.00	Half Day	£70.00	Hourly £18.00

#### **The Butlers Pantry** *(Maximum 6 People)*

Tenants	Full Day	£48.00	Half Day	£24.00	Hourly £8.00
Non-tenants	Full Day	£80.00	Half Day	£40.00	Hourly £12.00

#### **The Gallery** *(Maximum 100 People)*

Tenants	Full Day	£144.00	Half Day	£72.00	Hourly £20.00
Non-tenants	Full Day	£240.00	Half Day	£120.00	Hourly £32.00

### Evenings

*Please note that normal opening hours are between 9am to 5pm. Any bookings outside these times will be charged at the flat rates given below. Maximum 4 Hours.*

<b>The Mezzanine</b> <i>(Maximum 30 People)</i>	£25.00 per hour
<b>The Sitwell Library</b>	£25.00 per hour
<b>The Conference Room</b>	£25.00 per hour
<b>The Marble Hall</b> <i>(Maximum 45 People)</i>	£25.00 per hour
<b>The Butlers Pantry</b>	£20.00 per hour
<b>The Gallery</b>	£35.00 per hour

*Maximum 4 Hours*

### Overnight Packages

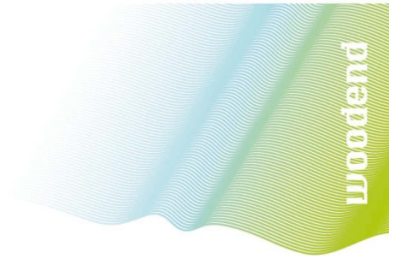
*Woodend works in conjunction with Beiderbecke's to provide the very best accommodation for our meeting room clients. For further information on deluxe and suite bookings please contact 01723 384500*

24 Hour delegate rate from £105.00 Per Person  
Single occupancy in a standard room

**Includes:**

- Room Hire
- 3 Refreshment breaks *(Inc Tea/ Coffee, Biscuits, Water, Sparkling Water)*
- Lunch (set menu)
- Equipment Hire
- Dinner
- Bed and Breakfast

*Prices correct as of May 2009. All prices are subject to change.*



## Catering

### Beverages

Tea/coffee including biscuits £1.60 (per head)

### Additional Beverages

Hot Water £3.00 (per flask)  
Still Water £2.50 (per bottle)  
Sparkling Water £2.50 (per bottle)  
Orange Juice £3.00 (per jug)  
Biscuits £0.20 (per head)

### Buffets

We have a wide range of quality produce available from our local suppliers. Breakfast, working lunches, finger buffets, fork buffets, sandwich buffets or hot food can be provided. Please see our catering booking form for details.

### Equipment Price

Data projector £15.00  
Projector screen £15.00  
Flipchart (Inc pad & pens) £5.00  
TV/DVD £20.00  
WIFI Free

*All equipment is subject to availability*

### Additional Services

Photocopying £0.10p per A4 Black and White Copy  
£0.20p per A3 Black and White Copy  
Printing £0.10p per A4 Black and White Copy  
£0.20p per A3 Black and White Copy  
Scanning £0.20p per A3 Black and White Copy  
Telephone £5.00 + Call Charges

*(Conference Room Only)*

## Workspace

Woodend Creative Workspace is an innovative building designed to specifically support the growth of creative and cultural enterprises in the Scarborough region, providing newly refurbished business accommodation in a professional and dynamic environment. We can offer flexible long and short term contracts with an optional range of additional services to help your business run as smoothly as possible. Please Call 01723 384500 for further information or to book a viewing.

### Overnight Package Terms and Conditions

- A 50% deposit is required at point of booking. Deposits are not refundable but will be set against any cancellation fees that may be payable.
- Payment must be settled for the event within 14 days.
- Final numbers of guests must be confirmed in writing to the hotel no less than 7 days prior to the event.
- The hirer will be responsible for any damage caused to rooms in both Woodend Creative Workspace and Beiderbecke's Hotel.
- Any enquiries must be made to Woodend Creative Workspace.
- The hirer agrees to pay any additional services requested on the day of the event.

### Cancellations

- Cancellation within less than 4 weeks notice: 30% of Pro- Forma Payment.
- Cancellation within less than 2 weeks notice: 60% of Pro-Forma Payment.
- Cancellation within less than 1 weeks notice: 80% of Pro-Forma Payment

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