



Wakefield Hospice
Aberford Road
Wakefield
WF1 4TS

Tel: 01924 331400

Email address: externalbookings@wakefieldhospice.co.uk

ROOM HIRE RATES

Room hire is available Monday to Friday only

EDUCATION SUITE

Full Day	£185.00	8.30am-5.00PM
Half Day	£110.00	8.30am-12.30pm / 1.00pm-5.00pm
Evening	£120.00	5.30pm-9.00pm
Hourly	£35.00	between 8.30am and 5.00pm

Capacity:

Theatre:	40
Board Room:	20
Cabaret:	20

This room has internet access and is accessible by lift or stairs.

LARGE MEETING ROOM

£80 per 4 hour session, plus £18.00 for each additional hour

This room can accommodate up to 20 people theatre style. It is not suitable for delegates with mobility problems.

EQUIPMENT AVAILABLE The following equipment is included in the room hire charges:

LCD Televisions Flip chart stand, pad and pens
Laptop Whiteboard
OHP and screenDVD / VHS video player

EXTRA EQUIPMENT AND SERVICE CHARGES

Extra flip chart pad £6.00 each
Photocopying 20 pence per A4 copy

BOOKING CONDITIONS

DEPOSIT

A 25% deposit is required with the booking form, refundable 7 working days prior to the event. Remaining balance invoiced following the event.

Provisional reservations will be held for a maximum of 2 weeks from the date of the initial enquiry, after this time Wakefield Hospice reserves the right to release the space without prior notification.

CATERING

We need to be notified of final numbers no later than 10 days prior to the date of the function and the customer will be liable for the full charges in respect of non arrivals or reduced numbers.

CANCELLATION CHARGES

Less than 7 days notice—25%

Less than 48 hours notice—50% of room hire and 100% of catering costs

Less than 24 hours notice—100%

VAT inclusive in prices quoted

PARKING

Parking is limited and it is always appreciated if, where possible, you can car share

BUFFET MENUS AND PRICES

<p style="text-align: center;"><u>Prices</u></p> <p>Breakfast Menu—£7.00 per person</p> <p>Menu 1 (healthy option)—£7.00 per person</p> <p>Menu 2—£9.00 per person</p> <p>Menu 3—£10.00 per person</p> <p>Menu 3 – Gateau can be provided at a charge of £2.50 per person</p>	<p style="text-align: center;"><u>Menu 1</u></p> <p>Selection of sandwiches on wholemeal bread with low fat spread:</p> <ul style="list-style-type: none">✧ Savoury Tuna with reduced fat Mayonnaise✧ Ham Salad✧ Chicken and Cranberry✧ Beef and Tomato✧ Reduced Fat Cream Cheese with Tomato Chutney <p style="text-align: center;">Tea / Coffee / Juice</p>
<p style="text-align: center;"><u>Refreshments</u></p> <p>Tea / Coffee / Biscuits—£2.00 per person</p> <p>Tea / Coffee / Cakes—£2.50 per person</p> <p>Orange Juice—£2.00 per jug</p> <p>Cranberry Juice—£2.50 per jug</p>	<p style="text-align: center;"><u>Menu 2</u></p> <p>Selection of Sandwiches</p> <p>Mixed Savoury Platter</p> <p>Selection of Cakes or Pastries</p> <p>Fresh Fruit Kebabs / Platter</p> <p style="text-align: center;">Tea / Coffee / Juice</p>
<p style="text-align: center;"><u>Breakfast Menu</u></p> <p style="text-align: center;">Available from 8.30 am to 10.30 am</p> <p style="text-align: center;">Bacon Rolls</p> <p style="text-align: center;">Croissants / Danish Pastries</p> <p style="text-align: center;">Yoghurts</p> <p style="text-align: center;">Orange Juice</p> <p style="text-align: center;">Tea / Coffee</p>	<p style="text-align: center;"><u>Menu 3 – Hot Buffet</u></p> <p>Baked Vegetable Saté</p> <p>Vegetable Quiche Slices</p> <p>Roast Chicken Drumstick</p> <p>Salmon Skewers</p> <p>Baked Potato Wedges</p> <p>Crudités</p> <p>Fresh Fruit Bowl</p> <p style="text-align: center;">Tea / Coffee / Juice</p>