



## **Use of the Fitzpatrick Suite**



**And**

**Conference Room**

**List of Charges**

## 1. List of Charges Monday – Friday

Organisation type	Full Day	Half Day
Commercial Lets	£150.00	£80.00
Partner Organisations	£90.00	£45.00
Community Groups (Including Tenant Organisations)	Free	

All rates quoted are subject to VAT at the applicable rate.

Where members of staff are involved in an event or it is to promote topics of national / local interest the above charges may be waived. Please contact the Association to discuss further.

Two smaller meeting rooms may also available (seat up to six comfortably).

## 2. Definition of day

- a) A half day is defined as up to 4 hours
- b) Full day is defined as 4 to 8 hours

## 3. Evening and weekend use

Evening use will be charged at a half day rate (for any length of meeting) plus an additional charge of £25.00 to cover security. Rates for weekend use are determined on a case by case basis.

## 4. Bookings and Contact

To book the use of the Fitzpatrick suite or the conference room, please contact:

Joyce Forbes  
HR & Corporate Services Manager  
[joyce.forbes@langstane-ha.co.uk](mailto:joyce.forbes@langstane-ha.co.uk)  
01224 423077

Trudi McIntosh  
Corporate Services Assistant  
[trudi.mcintosh@langstane-ha.co.uk](mailto:trudi.mcintosh@langstane-ha.co.uk)  
01224 423084

## 5. Catering

Catering can be provided upon request at an additional charge. Tea, coffee, bottled water and fruit juice will be charged at £2.50 per head, if required.

## 6. Facilities

Langstane Housing Association is happy to offer the following facilities as part of the aforementioned cost:

- Room hire of the Fitzpatrick suite (seats 50 – theatre style);
- Room hire of the conference room (seats 16 max – Board room style);
- Disabled access to the top floor;
- Welfare facilities on the same floor;
- Laptop, Wi-Fi and wide screen TV available for presentations;
- Flip charts / marker pens;
- Limited visitor parking spaces

## 7. Overview of facilities



Fitzpatrick Suite – Theatre style



Fitzpatrick Suite – Theatre style



Fitzpatrick Suite – TV with Laptop connection



Fitzpatrick Suite – Presentation area



Conference room – Board room style



Breakout area