

**34 Lupton Street, Hunslet, Leeds LS10 2QW**

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Website: [www.valyouleeds.org.uk](http://www.valyouleeds.org.uk)

## **Room Hire- Information and Prices**

Voluntary Action Leeds has a variety of meeting and training rooms available for hire, at very competitive rates.

Our rooms are available to hire on a half-day and full-day basis. Evening bookings may be available on request.

Half-day bookings are available from 8.30 am to 12.30 pm or 1 pm to 5 pm.

Full-day bookings are available from 8.30 am to 5 pm.

**Our Hunslet Room** is our largest room and has a large 75" TV and an integrated sound bar with a built-in camera and microphone. This room can accommodate up to 25 people boardroom style, 20 people for training and 30 people theatre style.

**Our Chapeltown Room** has a portable 'smart' TV with a sound bar and camera and can accommodate up to 16 people.

**Our Armley Room** has a portable 'smart' TV for presentations and can accommodate up to 12 people.

**Our Atrium** is a welcoming open space suitable for larger events– please ask for details.

Call 0113 2977920 to arrange a visit or discuss any queries.

### **What you need to know**

- We have lots of free onsite and on-street parking!
- We offer free Wi-Fi.
- We're fully accessible.
- Photocopying is available at an additional charge.
- Bookings include unlimited tea, herbal teas, coffee and biscuits.
- A buffet lunch can be arranged we can cater for special dietary requirements.

**Would you like to receive a discounted rate on room bookings and other services?**

[Become a VAL Essentials Subscriber](#)

### Room Hire Prices

<b>Name of Room</b>	<b>Full day rate</b>	<b>Half day rate</b>	<b>Evening rate</b>
<b>ARMLEY</b> Standard rate VAL Essentials Subscriber rate	£90 £70	£45 £35	Price on request
<b>CHAPELTOWN</b> Standard rate VAL Essentials Subscriber rate	£90 £70	£45 £35	Price on request
<b>HUNSLET</b> Standard rate VAL Essentials Subscriber rate	£120 £90	£60 £45	Price on request
<b>ATRIUM</b>	£280	£140	

**\*All prices quoted are plus VAT**

Unlimited tea, coffee and biscuits will be added to all bookings at a price of £2 per head.

**For further details, and to book, contact us on 0113 297 792**

## Terms and Conditions

When booking a room with Voluntary Action Leeds, you are agreeing to abide by our Terms and Conditions. **Please read them carefully as we will refer to them exclusively.**

### Cancellation Policy

Cancellations must be made in writing only. Our cancellation policy is:

7 full days or less	We charge 100% of the total cost
8 to 21 full days	We charge 50% of the total cost
22 full days or more	No charge

(Full days are calculated to the day before the date of the booking)

We reserve the right to cancel a booking where circumstances are beyond our control. This is subject to reimbursement of room hire, refreshment and lunch costs (where applicable) but we do not accept any liability for any other loss or expense you may incur.

### Insurance

Our premises are not licensed for the sale of alcohol. Alcohol may not be brought onto and/or consumed on the premises.

### Smoking

The hirer shall not permit smoking in the building or grounds, except in the designated smoking area.

### Room Layout

We are happy to set up your room in your preferred layout. Room layouts must be requested at the time of booking, or at the latest within 3 days prior to the booking taking place.

### Fire Regulations & Health and Safety

We would ask that on arrival you sign in at Reception and make us aware if any of your delegates need assistance in the event of a fire.

### Stringer House

Stringer House is a working building, please be mindful of staff and other visitors.

### Audio-visual Equipment

If you require assistance using the audio-visual equipment, including setting up your laptop, please ensure you arrive prior to the meeting start time.

Please ensure all equipment you plan to use is PAT tested.

**We look forward to seeing you soon!**