



Supporting Communities Together

34 Lupton Street, Hunslet, Leeds LS10 2QW

Telephone: 0113 297 7920 • Facsimile: 0113 297 7921 • Minicom: 0113 297 7941
Website: www.val.org.uk • Email: info@val.org.uk

Room Hire Terms and Conditions

Voluntary Action Leeds has a range of meeting and training rooms available for hire as follows. Our rates are based on a half day, full day, and evening basis and rooms are also available to be booked on weekends.

Half days are 8.30 until 12.30 or 13.00 until 17.00.

Full days are 8.30 until 17.00.

The Hunslet Room has an integral projector and accommodates up to 28 people boardroom style, 24 people for training and 40 people theatre style, but seating arrangements are flexible on all rooms where possible.

The Armley Room has a 'smart' TV and accommodates 12 people.

The Chapeltown Room has a 'smart' TV and accommodates 16 people.

We also have a large open space which is suitable for larger events and this can be booked on evenings and weekends – please ask for details.

[If you have not viewed our meeting rooms we recommend that you should do so before booking to ensure that the size and room layout is suitable for your meeting.]

Charges for Hunslet Room

VAL Essential Subscribers	Full Day	£70.00
	Half Day	£35.00
	Evening	£50.00

Working for Third Sector organisations in Leeds

Registered Charity No. 225863 • Company Limited by Guarantee No. 555150
VAT Registered No. 790 0140 59 Registered in England and Wales Registered Office as above

Non-VAL Essential Subscribers	Full Day	£100.00
	Half Day	£ 50.00
	Evening	£ 60.00

Charges for Chapeltown Room and Armley Room

VAL Essential Subscribers	Full Day	£60.00
	Half Day	£30.00
	Evening	£50.00

Non-VAL Essential Subscribers	Full Day	£80.00
	Half Day	£40.00
	Evening	£60.00

For Weekend Bookings, please add a further £20.00 to the above prices.

We can provide unlimited tea, coffee and biscuits for £1.50 per head.

Jugs of fruit juice can be provided along with Danish pastries for breakfast meetings. Hot and cold lunches can be arranged. Please ask for further details.

We offer free onsite parking facilities, free wi-fi and a photocopying service.

All prices quoted are plus VAT.

Terms and Conditions

When making a booking, you agree to abide by our Terms and Conditions. Please read them carefully as we will refer to them exclusively in the event of a dispute.

Cancellation

Cancellations must be given in writing only. For cancellations received 21 full days prior to the booking a 50% charge will be made for the total booking. For cancellations received 7 full days or less prior to the booking the full amount will be payable. (Full days do not include the actual booking date).

We reserve the right to cancel a booking due to circumstances beyond our control, subject to repayment of any fees, without any liability for loss or expense caused.

Insurance

The 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 will be happy to set your room up in your preferred layout. Room layouts must be provided at the time of booking or within 3 days prior to the booking taking place.

Refreshments and Catering

All food orders must be placed at the time of booking or 7 days prior to the booking taking place. Unless otherwise agreed, all food orders for lunch will be cleared away at 2.30 pm.

Fire Regulations & Health and Safety

We would ask that on arrival you make aware to the Reception staff if there is anyone in your meeting/training who will need assistance in the event of a fire.