



Old Fire Station Enterprise Centre, Salisbury

The Pump Room Meeting Room



Capacity: 40 seats Theatre Style
20 seats Boardroom
30 seats Cabaret

Facilities: Projector,
TV Screen
WIFI
Flip Chart & Small Whiteboard



Charges:

Per Hour	£25.00
Half Day (3.5 hours)	£80.00
Full Day (0900-1630)	£150.00

Refreshments of Tea / Coffee available at
£1.50 per head

Toilets / Wash Facilities / Use of Yard as
ideal Break out area



Old Fire Station Enterprise Centre, Salisbury

Other Meeting Room Options



Smaller Meeting Room

Capacity:	4 With Rectangle Table Set Up		
Facilities:	WIFI Flip Chart & Small Whiteboard		
Charges:	Per Hour	£15.00	
	Half Day (3.5 hours)	£45.00	
	Full Day (0900-1630)	£ 60.00	

Control Room

Capacity:	16-20 seats Theatre Style 8- 10 seats Boardroom		
Facilities:	Projector, TV Option, WIFI Flip Chart & Small Whiteboard		
Charges:	Per Hour	£20.00	
	Half Day (3.5 hours)	£65.00	
	Full Day (0900-1630)	£90.00	

Need something smaller—Just to do some work? We can offer Desk for A Day - only £30.00 please note this could be on 1st floor



Access:	0900 till 1630 via pre Booking by prior arrangement
Refreshments:	Tea & Coffee at £1.50 Half Day, £2.00 Full Day, Per Person (Plus VAT), Lunch can be arranged on request - we have a number of local supplies to offer you
Cancellations:	7 Days Notice no charge. 6-4 days notice 50% and less than 3 days 100% charge. Room charges invoiced at the end of each month and should be cleared each month.
Questions:	Call Amanda or Roger on 01722 567345 or email SalisburyOSFEC@wiltshire.gov.uk

Old Fire Station Enterprise Centre



BOOKING FORM to be completed by Booker

Contact Name:
Company Name:
Company Address:
.....
Contact Telephone Number/s:
Email address:
Purchase Order or Contact Name:
Invoice Details if different
.....
Date of Booking:
Room Required:
No of Delegates: Layout:
Start Time: End Time:
Tea / Coffee: Biscuits:
Projector: WiFi
Access Times 0900 - 1630 please discuss at time of booking if different.....

Room Details & Charges

The Pump Room

40 Theatre / 20 Boardroom Per Hour £25.00 Half Day (3.5 hours) £80.00 Full Day (0900-1630) £150.00

Control Room

16-20 Theatre / 10 Boardroom Per Hour £20.00 Half Day (3.5 hours) £65.00 Full Day (0900-1630) £90.00

Small Meeting Room G06

4-6 People Board Room Per Hour £15.00 Half Day (3.5 hours) £45.00 Full Day (0900-1630) £60.00

Refreshment Charges £ 1.50 per person for half day / £2.00 per person for full day

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Questions: Call Amanda or Roger on 01722 567345 or email SalisburyOFSEC@wiltshire.gov.uk

Order Placed by

Signed: Date:
Print Name: Order No:

PLEASE NOTE THAT FIRST TIME BOOKINGS WILL REQUIRE PAYMENT IN ADVANCE