



HTC Room Hire Rates and Details (from August 2014)

A selection of rooms is available for hire at HTC. Please use the following table for details of rooms and charges. Details are correct as of August 2014 until further notice. For further information or to view facilities and make a booking please contact the College on 01349 780000 or email anne.rodgers@uhi.ac.uk

Room	Computer Suite/ Meeting room	Conference Room	Classroom 2	Boardroom	Classroom 3	Seminar Room
Seating Capacity	20 (12 PCs)	20 – 60 persons	14 persons	16 persons	10 persons	5 persons
Facilities	PCs with internet, range of software	VC Raised platform				VC
Full Day	£85	£85	£55	£70	£45	£32
Half Day	£50	£50	£35	£45	£30	£23

Equipment: All rooms come with Flipchart and Markers/Whiteboard

Extra Equipment: TV & Video - £15
OHP & Screen - £15
LCD Projector - £25
DVD Player - £15

Video Conference Facilities (VC): VC Units cost £15.00 per hour to hire with call charges of £10.00 (2 lines) or £30.00 (6 lines) per hour. No call charges if you are dialling in.

Catering:

Tea/Coffee/Juice & Biscuits - £1.50 per person per half day
Bottled Water - £1.50 per 1.5ltr bottle
Selection of Fruit - £5.00

Lunches – Soup, sandwiches, pastries and buffet lunches may be arranged. An administration charge of £12 plus the caterer's charge applies. A handling charge for groups of 15 and over is £1.00 per head. In the summer lunches for small groups may be organised in the college garden (please request when booking).

Layout: Most rooms may be set out in a variety of styles including theatre style, boardroom, interview room, classroom etc.

Evening Rate: Add £10.00 per hour after 17:30

Saturday Hires: Please enquire for availability and rates.

Cancellation Fee: 1- 4 working days before, Room Charge plus any charge made by Caterer. If more than 5 working days before, no charge will be made.

Special Rates may be available for block bookings.

