



Durham Leadership Centre
 Enterprise Way, Spennymoor, DL16 6YP
 Telephone: 03000 263306/07
 email: dlc@durham.gov.uk



Price List for External Hirers

Day Delegate Rate - £25.00 per person (chargeable over minimum numbers)

Includes:

- Hire of principal room
- Hot drinks throughout the day
- Hot two course lunch or buffet (as per booking form)
- Equipment hire
- Water coolers within each room.

Room hire rates for training rooms include the following:

- Computer
- Data projector
- Interactive whiteboard or drop down screen in Neville Hall
- DVD/video player
- Sound system
- Flipchart
- Trainer's stationery box
- IT support where needed

In order to minimise the risk of virus infections etc we request that you use our equipment, not your own personal laptop and presenters bring their Powerpoint presentations on a memory stick or CD. Alternatively email centre staff in advance.

If you intend to play a CD rom (which may require software installing at the Centre), it is essential that you provide us with details at the time of booking the room.

For part day bookings or where bookings have less than minimum numbers required room hire would be charged as detailed below with catering charged separately:

Room	Full day	Half day / Twilight	Minimum numbers for day delegate rate
Neville Hall	£355	£200	20
Derwent (training room)	£190	£100	18
Derwent & Hawthorn combined (training room)	£220	£120	20
Hawthorn (training room)	£165	£90	15
Browney (training room)	£165	£90	15
Tees (training room)	£165	£90	15
Wear (training room)	£165	£90	15
Greta (meeting room)	£100	£55	n/a
Skerne (meeting room)	£100	£55	n/a
Leven (meeting room)	£100	£55	n/a

Out of Hours Bookings

For bookings after 7pm or on weekends an additional charge of £40 per hour will be incurred.

Additional items also available

Additional flipchart stand (where available)	£5.00
Photocopying (black and white)	10p per sheet
Photocopying (colour)	40p per sheet
IT equipment for Meeting Rooms (Plasma Screen linked to Apple TV)	Price available on request
Hire of up to 18 I-Pads with Apple TV	Price available on request
Additional stationery items available upon request	

To book a room please complete attached form and email to dlc@durham.gov.uk