



## Price List

### Room Capacities

	Emmeline Pankhurst	Nelson	Shakespeare	Winston Churchill	Duleep Singh	Boudicca	Thomas Paine
<b>Boardroom</b>	<b>18</b>	n/a	<b>11</b>	<b>10</b>	<b>6</b>	<b>8</b>	n/a
<b>Theatre</b>	<b>38</b>	n/a	n/a	n/a	n/a	n/a	n/a
<b>Cabaret</b>	<b>26</b>	n/a	n/a	n/a	n/a	n/a	n/a
<b>U Shape</b>	<b>22</b>	<b>14</b>	<b>12</b>	n/a	n/a	n/a	n/a
<b>Office or interview</b>	n/a	n/a	n/a	n/a	n/a	n/a	<b>6</b>

## Room Hire Charges

### Emmeline Pankhurst

Full Day 09:00 – 17:30	£175
Morning 09:00 – 13:00	£125
Afternoon 13:30 – 17:30	£125
Evening 18:00 – 22:00	£175
Full Day and Evening	£350



### Nelson

Full Day 09:00 – 17:30	£120
Morning 09:00 – 13:00	£85
Afternoon 13:30 – 17:30	£85
Evening 18:00 – 22:00	£120
Full Day and Evening	£240



Anglia House, Bridge Street, Thetford, IP24 3AG

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### Winston Churchill Room

Full Day 09:00 – 17:30	£110
Morning 09:00 – 13:00	£77
Afternoon 13:30 – 17:30	£77
Evening 18:00 – 22:00	£110
Full Day and Evening	£220



### Shakespeare Room

Full Day 09:00 – 17:30	£110
Morning 09:00 – 13:00	£77
Afternoon 13:30 – 17:30	£77
Evening 18:00 – 22:00	£110
Full Day and Evening	£220



### Duleep Singh

Full Day 09:00 – 17:30	£90
Morning 09:00 – 13:00	£55
Afternoon 13:30 – 17:30	£55
Evening 18:00 – 22:00	£90
Full Day and Evening	£180



### Boudicca Room

Full Day 09:00 – 17:30	£90
Morning 09:00 – 13:00	£55
Afternoon 13:30 – 17:30	£55
Evening 18:00 – 22:00	£90
Full Day and Evening	£180



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### Thomas Paine Room

Full Day 09:00 – 17:30	£70
Morning 09:00 – 13:00	£45
Afternoon 13:30 – 17:30	£45
Evening 18:00 – 22:00	£70
Full Day and Evening	£140



### Rates for other periods

Please contact us for a quotation for monthly, weekly, weekend and other rental periods

Please also contact us for a quotation for rentals less than a full day that include part of both our morning and afternoon periods.

### Refreshments

- Tea, coffee and individually wrapped biscuits
- £2.50 per person per servings
- £4.00 per person for two servings
- £5:50 per person for three servings



Catering for buffet breakfasts and lunches are available from our approved suppliers; Tall Orders and Subway. Please contact us for details.

All catering in Anglia House must be agreed in advance, a 10% service charge to cover storage, serving, tableware, cutlery etc will be added to food purchased from our approved suppliers and served in Anglia House.



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## Terms and Conditions

All Conference and Meeting room bookings made at the Anglia House Business Centre will be subject to the conditions as stipulated below:

1. Confirmation: All bookings will be treated as provisional until Anglia House Business Centre receives a signed copy of this contract.
2. Car Parking: There are **no car parking spaces available**; however limited disabled parking spaces may be reserved. Please contact reception to discuss your requirements and availability.
3. Numbers: Where catering and hire of equipment are required the hirer must inform the Anglia House Business Centre of final numbers of delegates two working days prior to the booking date.
4. Use of rooms: The hirer shall not use the rooms for any purpose other than that described on the booking form. The hirer shall not sub-hire or allow the rooms to be used for any unlawful purpose or in any unlawful way. The hirer shall not do anything which may endanger the Anglia House Business Centre, its reputation or any insurance policies in respect of the Anglia House Business Centre.
5. Payment: All accounts incurred will be invoiced. Payment is due seven days from issue of the invoice and can be paid by BACS or cheque. Interest on late payment may be charged at 2.5% above Barclays bank base rate per month.
6. Cancellations: If the hirer wishes to cancel a room booking they must advise the Anglia House Business Centre verbally as soon as possible followed by a written/ email notice of cancellation. Notification by an acknowledged email is accepted.

Late cancellation fees are as follows:

Days prior to booking start date Cancellation fee

14 -7 days 50%

7 days -1 day 75%

24 hours 100%

The Anglia House Business Centre reserves the right to cancel a booking if:

(a) The Anglia House Business Centre is closed due to fire, dispute with employees or as a result of any circumstance beyond the reasonable control of the Anglia House Business Centre.

(b) The hirer is more than 30 days in arrears in payment to Anglia House Business Centre.

7. Equipment: Any portable electrical equipment brought onto the premises must have a current portable appliance test certificate.
8. Finishing times: Conferences, meetings and functions are required to finish at a time agreed when the booking is made. Extensions to such agreed times shall not be possible without prior agreement with Anglia House Business Centre.
9. Health and Fire Safety: The hirer is required to make themselves and guests aware of and adhere to all health, safety and fire regulations at the Anglia House Business Centre.
10. The building is strictly no smoking throughout.
11. Full name Print .....Signature.....  
Please retain a copy of these Terms and Conditions for your own records

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