



Price List

Room Capacities and floor

	Boardroom	Theatre	Cabaret	U Shape	Office or interview	Floor
Emmeline Pankhurst	18	38	30	21	n/a	Ground
Winston Churchill	14	n/a	n/a	n/a	n/a	Ground
Shakespeare	12	n/a	12	12	n/a	First
Nelson	12	n/a	n/a	n/a	n/a	First
Duleep Singh	6	n/a	n/a	n/a	n/a	Ground
Boudicca	4	n/a	n/a	n/a	n/a	First
Thomas Paine	n/a	n/a	n/a	n/a	3	First

Room Hire Charges

Emmeline Pankhurst

Monday to Friday

£275

Saturday

£350



Winston Churchill

Monday to Friday

£175



Anglia House, Bridge Street, Thetford, IP24 3AG

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Nelson

Monday to Friday

£150



Shakespeare Room

Monday to Friday

£155



Duleep Singh

Monday to Friday

£120



Boudicca

Monday to Friday

£105



Thomas Paine Room

Monday to Friday

£90



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Small “One Off” meetings

We have a special rate for “one off” meetings up to two hours for up to three people.

£65 to included one serving of tea, coffee and individually wrapped luxury biscuits

Three working days’ notice required.

Rates for other periods

Please contact us for a quotation for monthly, weekly, Sunday, other rooms on Saturday, and other rental periods

Refreshments

Tea, coffee and individually wrapped biscuits

£3.00 per person per servings

£5.00 per person for two servings

£7.00 per person for three servings



Catering for buffet breakfasts and lunches are available from our approved supplier Harriets. Please contact us for details.

All catering in Anglia House must be agreed in advance and a £15 service charge to cover storage, serving, tableware, cutlery etc will be added for food purchased from our approved suppliers and served in Anglia House Business Centre.

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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 five car parking spaces available on a first come first served basis; 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 PrintSignature.....
Please retain a copy of these Terms and Conditions for your own records

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