

## Meeting Rooms at Eagle Tower

**Location** 2<sup>nd</sup> Floor, Suites 201 & 202

**Capacity** **Suite 201:** 16-18 delegates boardroom-style; 30 delegates theatre style  
**Suite 202:** 6-8 delegates boardroom style

The meeting rooms will be presented in boardroom style. You are free to move the furniture around but please return it to boardroom style and leave the room tidy once the meeting is over

**Charges & Hours**

	Full Day 9am-6pm		Half day 9am-1pm 2pm-6pm		Hourly rate 9am-6pm	
	Rate	Tenant Rate	Rate	Tenant Rate	Rate	Tenant Rate
Suite 201	£170	£120	£90	£70	£25	£20
Suite 202	£115	£80	£60	£45	£15	£12.50

**Equipment** The following will be provided in each room at no additional cost:

- Whiteboard
- Flipchart easel
- Screen

You will need to supply your own writing pens & paper; flipchart pens & paper; whiteboard pens (available to purchase)

An LCD projector is available on request at a cost of £25 per half day & £50 per full day

**Refreshments** Chilled water will be provided in the room, please contact Jack In A Box to arrange any additional refreshments on 01242 530782

**Booking** Meeting rooms should be booked through reception by phone on 01242 238523 or by email [reception@eagletower.co.uk](mailto:reception@eagletower.co.uk) - all bookings will be confirmed via email

**Key** Meeting room keys will need collected and signed for from Reception. Keys must be returned promptly, there will be a charge of £25.00 for any lost keys

**Cancellations** If your meeting is cancelled and you no longer require the room please let us know as soon as possible. If we are not notified at least 24 hours prior to the meeting you may incur a cancellation charge

**Payment** Invoices will be issued, payable within 7 days. Cheques should be made payable to ESL (Cheltenham) Limited

**Damage** The cost of repairing any damage caused to a meeting room, or its contents, by any of the delegates must be reimbursed by the Company

*All prices quoted exclude VAT*

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