

Meeting Rooms

Capacity **Suite 201:** 16-18 delegates boardroom-style; 30 delegates theatre style
Suite 202: 4-6 delegates boardroom style
Suite 203: 2-4 delegates boardroom style

The meeting rooms are located on the 2nd floor and are 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
Suites 202 203	£100	£80	£55	£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 the nest café located in reception 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 - 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 Eagle Strategic Property 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