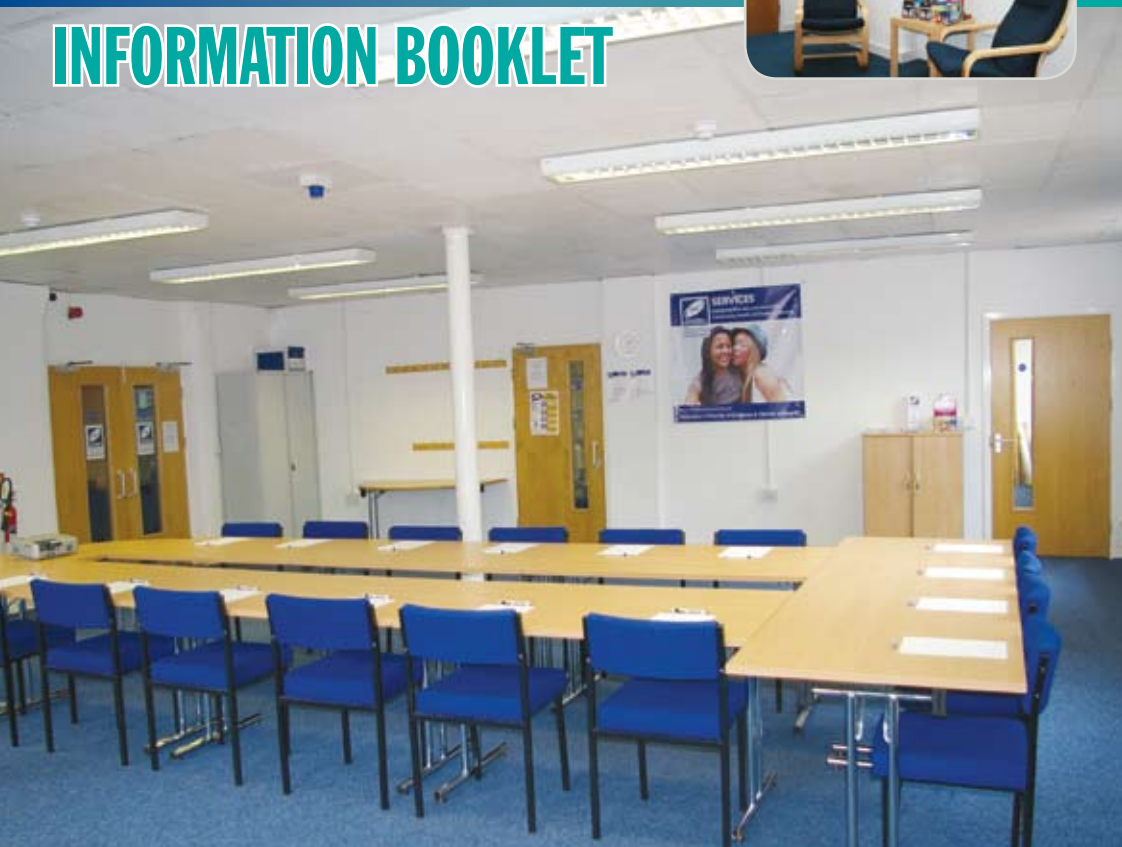


2008/9 Edition



ROOM HIRE AT THE LGF

INFORMATION BOOKLET



THANK YOU FOR CHOOSING US

THE LESBIAN & GAY FOUNDATION IS THE UK'S LEADING LESBIAN, GAY AND BISEXUAL COMMUNITY HEALTH CHARITY.

Based in Manchester, we provide activities and support to people throughout the North West of England and beyond. Room Hire generates income which is re-invested into our services.

Princess House is located in the heart of the City Centre and close to all major transport links in and out of the city.

We have 7 different sized rooms for hire either during the day or evenings, including weekends, which are fully accessible for all levels of mobility. Whether you are looking for a venue for a one-off conference or you wish to book space for a regular meeting or training events, we can accommodate.

Let us take care of the small details and leave you to concentrate on the most important part of your meeting.

If you require a large print format of this A5 guide, please call **0161 235 8035** or email: info@lgf.org.uk

PRICE LIST SUMMARY

Resource	Full Day (6-9 hrs) Charge	Session Charge
Conference Room	£250 per day	£125 up to 4 hrs
Meeting Room	£120 per day	£60 up to 4 hrs
Library	£75 per day	£40 up to 4 hrs
Counselling / Therapy Rooms	n/a	£10 per hour

Audio/Visual Hire	Per Session
Powerpoint Projector	£40
Laptop	£15
OHP & Screen	£15
TV/DVD	£25
Flipchart / Pens	£12.50 each

Printing/ Photocopying	A4	A3 or double sided A4
Black and White	10p per copy	20p per copy
Colour	25p per copy	30p per copy
OHP Film	20p per copy	n/a
Fax sent	50p per copy	n/a

ALL RATES EFFECTIVE FROM OCT 1ST 2008

Rates can be negotiated for Voluntary Sector agencies or community groups. Individual discounts of up to 35% on an ongoing basis may be agreed by the Facilities Co-ordinator for regular users (at least once a month). Rainbow Partnership Members 20% discount on all bookings. For more details contact **Helen Wright** on **0161 235 8035** or email: helen@lgf.org.uk

DISABLED FACILITIES

Facilities are fully accessible, with a platform lift in the main entrance which takes you to the main lift. There is good access to the services floor, including an accessible toilet. If you have any queries, don't hesitate to contact Helen Wright on **0161 235 8035**. An induction loop or a signer can be organised by advanced booking.



Board style (small)



Board style



Board style



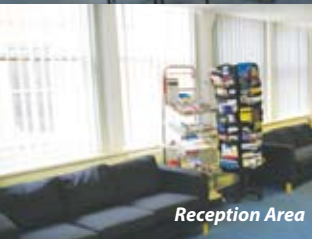
Theatre style



Meeting Room



Circle Layout



Reception Area



Circle layout



Reception area



Theatre style



Board style (small)



Cabaret style



Board style

OUR ROOMS AND RATES

THE CONFERENCE ROOM

Morning/Afternoon/Evening session (up to 4 hours): **£125**
Full Day: **£250**

Capacity & number of participants:

Circle of chairs	Theatre style
25	60
Board style	Cabaret style
25	30

MEETING ROOM

Morning/Afternoon/Evening session (up to 4 hours): **£60**
Full Day: **£120**

Capacity & number of participants:

Board style	Circle of chairs	Classroom style
15	15-18	15

LIBRARY

Morning/Afternoon Evening Session: **£40**
Full Day: **£75**

Capacity & number of participants:

Board Style	Circle of Chairs
12	12

COUNSELLING/ THERAPY ROOMS

£10 per hour plus VAT

Capacity & number of participants:

Counselling/ Therapy Room 1	Counselling/ Therapy Room 2
(2)	(2-3)
Counselling/ Therapy Room 3	Therapy Room 5
(2-4)	(2-4)