

GTA Room Hire Rate Card

Room name		Room 1	Room 2	Room 3
Dimensions (length x width)		8.5m x 6.5m	6.5m x 5.2m	7m x 6.3m
Room size		55.25m ²	33.8m ²	44.1m ²
Capacity	Theatre style	35	18	20
	Classroom style	25	10	12
	Boardroom style	18	14	14
	U-shape style	16	12	14
Facilities	Wifi (included)	Yes	Yes	Yes
	Air conditioning	Yes	Yes	Yes
	Natural daylight	Yes	Yes	Yes
Room pricing				
Full day *	09:00-17:00	£220	£165	£200
Half day *	(am or pm)	£165	£130	£150
Flexible use	Evenings/ weekends/ hourly sessions	£POA and subject to availability		

The above timings can be reviewed dependent on room availability.

*Prices include free use of LCD projector and screen.

Extras

Catering / refreshments		Additional equipment pricing (per session)	
Tea/coffee	£2.25 per cup	TV/Webcam	£100
Tea/coffee & biscuits	£2.75 per cup	Laptop (x12 available for hire)	£25 per laptop
Tea/coffee - unlimited	£6.00 per person	Flipchart, paper & pens	£15
Catering	£POA*		

*Please advise us of your requirements at time of booking

To book a room for your event, please complete the booking form overleaf.

If you would like to discuss your booking please email admin@gta.gg or call us on 01481 224570

GTA University Centre

Suite D, St Peter Port House, Union Street, St. Peter Port GY1 2PT

T: +44 (0)1481 224570 E: admin@gta.gg W: gta.gg



GTA Room Hire Booking Form

Please complete all fields

Name: _____

Organisation: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Booking details

Date room required: _____ Time room required: _____

No. of attendees: _____

Room Layout

U-Shape

Classroom

Theatre

Boardroom

Other

Equipment

☒ 1 x LCD Projector and Screen included in rate card price

Laptop(s)

Flipchart(s)

TV/Webcam

Refreshments

Tea/coffee

Tea/coffee & biscuits

Tea/coffee - unlimited

Catering*

Budget per head: _____ No. of people: _____

Dietary requirements: _____

**Please contact us to discuss your requirements*

Special arrangements / access requirements

Terms & Conditions

Please complete this room booking form and return it, either to the address below or via email. Reservations are subject to written acceptance and confirmation. All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the date room required. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to the date room required. All damages and breakages must be paid for.

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