

Charges for Services

Effective from 25 October 2010

Use of the Meeting Room (including tea and coffee)	
Members	£10 per hour
Non members	£15 per hour
Use of the Resource Centre (including tea and coffee)	
Members	£10 per hour
Non members	£15 per hour
We reserve the right to invoke a cancellation fee of up to 50% of the booking fee if cancelled within 7 days of the room hire date. For regular bookings (2 or more a month) it will be one hour's fee for cancellation at short notice.	
Photocopies: B&W	
Members	3p per A4
Non members	5p per A4
Photocopies: Colour	
Members	15p per A4
Non members	20p per A4
Laminating	
Members	20p A4, 40p A3
Non members	30p A4, 50p A3
Mail Forwarding Service	
Members	£25
Non members	£50
Mail Out Inserts (where inserts are provided)	
Members	£100
Non member local voluntary & community organisations	£125
Statutory bodies and non local voluntary & community organisations	£150
Address Labels	
Members	£10
Non member local voluntary & community organisations	£20
Statutory bodies and non local voluntary & community organisations	£40
Emailed mailing lists	
Members	Free
Non member local voluntary & community organisations	£20
Statutory bodies and non local voluntary & community organisations	£20