

Name of room	Time of use	Standard Charge	Discounted Charity Rate With registered charity number
<b>Mayo Hall</b>	Half day	£130	£90
<i>Ground floor</i>	Day	£235	£165
	After hour 7pm - 10pm	£150	£105
	After hour 5pm – 11pm Any 6 hour period	£290	£205
<b>Meeting Room</b>	Half day	£98	£67
<i>Ground floor</i>	Day	£185	£130
	After hours 7pm – 10pm	£115	£80
<b>Room 22</b>	Half day	£80	£56
<i>2<sup>nd</sup> floor</i>	Day	£130	£91
	After hours 7pm – 10pm	£100	£70
<b>Room 25</b>	Half day	£85	£60
<i>2<sup>nd</sup> floor</i>	Day	£125	£88
	After hours 7pm – 10pm	£95	£67
<b>Room 21</b>	Half day	£85	£60
<i>2<sup>nd</sup> floor</i>	Day	£125	£88
	After hours 7pm – 10pm	£95	£67
<b>Centre Hall</b>	Half day	£100	£70
<i>Rooms 21 &amp; 25 combined</i>	Day	£185	130
	After hours 7pm – 10pm	£110	£77
<b>Sanctuary</b>	Half Day	£115	£80
	Full Day	£225	£158
	After hours 7pm – 10pm	£158	N/A
<b>Kitchen</b>	Light use	£20	£15
	Medium use	£30	£20
	Heavy Use	£45	£30

Half day: 9am – 1pm or 1pm – 5pm

Full day: 9am – 5pm

Any additional 1 hour required on to a half or full day is charged at £30 per hour

By email at – [premises@urckington.org.uk](mailto:premises@urckington.org.uk)

By phone: 020 8549 1888 Website: [mayocentre.org.uk](http://mayocentre.org.uk)

## Richard Mayo Centre Equipment Hire and additional facilities

	<b>Charge</b>	
Free standing water boiler	£5.00	
Crockery	£2.50 per 10 cups & saucers	Damages extra
<b>Furnishings</b>		
Staging sections	£10.00	
Flip Chart incl. paper	£6.00	
<b>IT Equipment</b>		
Lap Top PC	£25.00	
P/P Projector	£20.00	
Microphone	£16.00	
<b>Room Arrangement</b>		
Early Opening or pre-arranged extra time.	£30/hour	
Set up and clear away – Heavy	£50.00	
Set up and clear away - Medium	£30.00	
Set up and clear away – light	£10.00	
Clear up /cleaning fee for party	£55.00	
Rubbish left on premises after event. No food may be left.	£4.00 per bag	

**Payments:** For first-time clients, we will ask for full payment before the event.

Cheques made payable to:

**Kingston URC Charity**

Electronic payments to:

**Kingston URC Charity**

**Sort code: 20-46-73**

**Account number: 60921289**