

Name of room	Time of use	Standard Charge	Discounted Charity Rate With registered charity number
Mayo Hall	Half day	£130	£90
<i>Ground floor</i>	Day	£235	£165
Meeting Room	Half day	£98	£67
<i>Ground floor</i>	Day	£185	£130
Room 22	Half day	£80	£56
<i>2nd floor</i>	Day	£130	£91
Centre Hall	Half day	£100	£70
<i>2nd floor</i>	Day	£185	130
Sanctuary	Half Day	£115	
	Full Day	£225	
Kitchen	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

By phone: 020 8549 1888 Website: mayocentre.org.uk

Richard Mayo Centre Equipment Hire and additional facilities

	Charge	
Free standing water boiler	£5.00	
Crockery	£2.50 per 10 cups & saucers	Damages extra
Furnishings		
Staging sections	£10.00	
Flip Chart incl. paper	£6.00	
IT Equipment		
Lap Top PC	£25.00	
P/P Projector	£20.00	
Microphone	£16.00	
Room Arrangement		
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