



in Leicester and Leicestershire

Rooms Available to Hire and Charges

Training Room

Approx size 12.25 x 5.5 m plus a break-out room measuring 5.5 x 4.5 m

Board Room Style Accommodates approx 28 people

Theatre Style Accommodates approx 50 people

Cabaret Style Accommodates approx 40 people

Hiring Times

Half day is normally: 9.00 am to 12.30 pm or 1.00 pm to 4.20 pm

Full day is normally: 9.00 am to 4.20 pm

If you have any other time requirements please ask and we will make every effort to accommodate your request.

Sessions that fall over the lunch period, i.e. 10.00 am -1.00 pm, will be charged the full day rate, irrespective of their length.

Hire Rates

There are two rates of hire based on the following criteria:

Band A – Voluntary or non-profit organisations.

Band B – Statutory and all other organisations

Rooms	Band A	Band B	Band A		Band B	
	Hourly Rate	Hourly Rate	Half day £	Full day £	Half day £	Full day £
Training Room	20	26	55	100	75	125

Please note that VAT at a rate of 20% will be applied to all bookings made from 1 February 2014.

Equipment Included in the Price

Flipchart paper and pens	Screen
LCD Projector	Laptop
TV and Video	

(All for use on site only and subject to availability upon booking)

Refreshments Available

Tea, coffee, hot water, milk per session	£0.65	per person
Carton of fruit juice	£1.80	per carton
Bottle of Mineral Water	£1.50	per bottle
Biscuits per session	£0.20	per person
Working lunch (Sandwiches, finger foods and cake)	£6.50	per person
Sandwiches only	£3.50	per person

Other Facilities

LCIL can, by arrangement, also provide printing and photocopying services at an extra charge

Photocopying Charges

A4 Black/white per sheet	20 pence
A4 Black/white double sided per sheet	30 pence

Printing Charges

Black/white A4 per page	20 pence
Black/white A4 double sided per page	30 pence
Colour A4 single side per page	40 pence
Colour A4 double side per page	60 pence

Venue Location

TREC is situated in Phoenix Yard, approximately half way down the right hand side of Upper Brown Street as you approach York Road.

Parking is at the Newarke Street car park by the side of Leicester College. The entrance is from York Road. Parking is free for Blue Badge holders within the car park. There is no on-site parking. There is limited on street parking (double yellow lines) for blue badge holders on Upper Brown Street.

Entrance to TREC's building is through the archway to Phoenix Yard, and via an automatic door on the left-hand side. TREC's reception is situated on the second floor and can be accessed via two ten-person lifts, each fitted with Braille buttons and voice information. The lift buttons are very large, enabling operation by virtually all disabled people.

A map detailing how to get to TREC can be sent on request.

For further information please contact TREC:



2nd Floor, Phoenix Yard
5-9 Upper Brown St,
Leicester
LE1 5TE



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www.theraceequalitycentre.org.uk