



THE STATION

**ROOM HIRE
2023/24**

OUR SPACES

The Station is the perfect place for anyone looking to host an event, class, or workshop in a unique and stylish setting, with a range of flexible spaces available to hire.

The Boardroom

In the former Station Master's Office, the Boardroom is an accessible ground floor room with natural light. With space for up to 12 people boardroom layout, or 20 people theatre layout, the Boardroom is an ideal space for a workshop, meeting or presentation.



The Townsend Suite

The Townsend Suite is a bright, modern space on the first floor of the building with plenty of natural light, and separate toilet facilities. The Townsend Suite is suitable for physical activities and classes as well as for meetings and workshops, seating 16 in boardroom layout, and up to 35 people in theatre layout.



The Richmond Room

The Richmond Room is an impressive ground floor venue for larger gatherings, with fixed raked seating for up to 90 people. The Richmond Room is the perfect space for conferences, presentations and talks.



ROOM HIRE

Room Capacities

	Boardroom style	Theatre style
The Boardroom	12	20
The Townsend Suite	16	35
The Richmond Room	n/a	90

Alternative room set ups are available upon request. The Townsend Suite is installed with black dance floor, making it suitable for exercise classes.

Facilities

All room hire spaces benefit from complimentary: Projector & screen (HDMI/VGA connection), speakers (AUX connection), WiFi, flipchart, whiteboard and hearing loop.

Please note: hearing loop not available in The Richmond Room.

Refreshments and Catering

Refreshments and catering packages are available from the award-winning Station Café | Bar. Refreshments should be preordered with the Café | Bar.

For more information and to discuss options please contact The Station Café | Bar:

restaurant@thestation.co.uk

01748 825 967

ROOM HIRE

Pricing

	Morning 9am - 1pm	Afternoon 1:30pm - 4pm	Full Day 9am - 4pm	Evening* (per hour)
The Boardroom	£70	£45	£105	£19
The Townsend Suite	£90	£60	£140	£25
The Richmond Room	£110	**	**	**

*Evening hires (4:30pm - 8pm) charged on an hourly basis, for a minimum of 1hr 30 minutes

**The Richmond Room can be hired at alternative times via The Station Cinema

For block bookings (minimum of 3 hire sessions per quarter) a discount of 20% is applicable.

All prices include VAT at 20%.

Payment

To secure your booking a 20% deposit is due upon booking, which is payable within 7 days of invoice. Only once the deposit has been settled and booking form returned will a booking become firmed. Failure to settle deposit within 7 days will void any provisional booking.

The final balance will be due no later than 2 weeks prior to room hire. If placing a block booking, such as for an entire term, payment is due for each half term in advance, payable two weeks prior to the first session of the period.

Contact Us

To find out more and to make a booking please get in touch:

info@thestation.co.uk

01748 828 259