



WSC BUSINESS CENTRE

ROOM HIRE

SMALL MEETING ROOM – (for up to 12 people)

	Day	Evening	Exhibition
Meeting Room 1	£50.00	£25.00	n/a
Meeting Room 2	£50.00	£25.00	n/a

LARGE MEETING ROOM

	Day	Evening	Exhibition
Conference Suite	£250.00	£200.00	£300.00
Hessian Suite	£150.00	£75.00	£200.00

Menu packages:

All refreshments are served in the conference centre: delegates can select a variety of refreshments from simple sandwiches to hot and cold buffets. All to suit your individual requirements, budgets from £6.50 to £8.50 per delegate.

AUDIO-VISUAL EQUIPMENT

FOR HIRE

• Screens 5ft	£10.00	T.V. Monitors	£20.00
• Overhead Projectors	£15.00	Video/DVD	£20.00
• Flip Charts & Easels	£10.00	Sony Projector	£100.00

- Free of charge when delegate rate is utilised (One of each of the above per conference)

SECRETARIAL SERVICES

Fax: Inland - £1.00 per single sheet

Typing: £7.50 per hour

Photocopying - 20p per sheet

Make Every Conference a Success

Whatever your conference, seminar or business meeting needs, WSC Business Centre can arrange and coordinate everything and ensure that it is a resounding success.

Wakefield Skillcentre Ltd

Units 17-18 Monckton Industrial Estate Denby Dale Road Wakefield WF2 7AL

T: +44 (0)1924 885851 F: +44 (0)1924 885859



DAILY DELEGATE RATE

No. of Delegates	8 - 19	20 +
Per Delegate	£25.00	£20.00

Fully Inclusive of:

- Use of Meeting Room
- Business Buffet Lunch
- Delegate Pack incorporating Paper, Pen, Boiled Sweets, Cordials and Mineral Water
- Free use of Overhead Projector, Screen, Flip Chart and Easel, Marker Pens
- VAT @ 17.5%
- Morning Coffee served with Milk and a Selection of Biscuits
- Afternoon Tea & Biscuits

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