**Meeting Room Hire**

 Daytime Evening

 (9.00 am – 6.00 pm) (>6.00 pm – 10.00 pm)

Private

Community Group £10/hr £10/hr

Charity

Commercial £20/hr £20/hr

Business

Notes:

1. These charges are made to cover running costs and maintenance of the room, only.

2. Hired time must include setting up and clearing the room after meetings.

3. All payments should be made to LTC

4. Longridge Heritage Trust (LHCT) volunteers can be contacted to show the facilities to potential hirers between 10.00 am and 4.00 pm, Monday to Friday.

5. Arrangements can be made with LHCT volunteers for hot water/crockery/glasses etc. and the café can be approached to provide additional catering.

6. A ‘feedback’ for will be issued to all hirers.