



Living Space Hire Charges

Conference Room

Statutory & Private Sector £175.00 per day
 £100.00 per half day (*Mon-Fri, 9am-1pm or 1pm-5pm*)

Community & Voluntary Sector £135.00 per day
 £ 85.00 per half day (*Mon-Fri, 9am-1pm or 1pm-5pm*)

Meeting Room

£50.00 per day (*Mon-Fri, 9am-5pm*)
£10.00 per hour

Conference and Meeting Rooms

Evenings and Weekends £35.00 per hour (or part thereof)

Rotunda

(Weekend 09.00 - 17.00)

Statutory & Private Sector £450.00 per day *negotiable*

Community & Voluntary Sector £300.00 per day

(Evening)

Statutory & Private Sector £50.00 per hour

Community & Voluntary Sector £37.50 per hour

The Conference room comfortably seats 12 - 14 people, the Meeting room 4 - 6 people.

Equipment Charges

Flip Chart Easel + 1 Pad	£10.00
Additional Flip Chart Pad	£ 5.00
Overhead Projector	£15.00
TV & Video	£20.00
Data Projector & Laptop	£75.00
WI FI Internet connection	£ 2.25 for 90 minutes.

(Prices are subject to VAT)

Catering @ Living Space

Refreshments

Tea/Coffee	Pot for 5 people	£4.00
Fruit Juice	Jug for 5 people	£1.50
Still/Sparkling Water	for 5 people	£1.50
Mini Danish and Muffins		£1.50
Biscuits		£0.30

A) Hot Panini Platter (Minimum 3 People)

£4.00

A selection of Hot Toasted Panini's with Tortilla Chips and dip.
A selection of Fruit.



B) Traditional Lunch Time Snack (Minimum 3 People)

£5.95

A selection of Sandwiches, Rolls and wraps, with an assortment of fillings including Feta Cheese with Roasted Vegetables and Chicken Lettuce and Pesto.
Mini Buffet Sausage Rolls and Spring Rolls.
Crisps and a Selection of Fruit.



C) Oriental Edge (Minimum 3 People)

£7.95

A variety of Oriental snacks including Chicken Satay, Mini Vegetable Spring Rolls, and Samosas, all served with a selection of Dips.
Also, a selection of Sandwiches, Rolls and wraps, with an assortment of fillings including Houmous with Watercress and Ham Salad with Mustard
A Fruit Platter.



D) Hot Food Buffet (Minimum 4 People)

£9.95

A selection of at least ten of the following served hot. Chicken Drumsticks, Thai Chilli Prawns and Dip, Vegetarian Quiche, Oriental Snacks, Vol au Vents, Vegetarian Puff Pastries, Freshly Baked Jacket Potatoes, Mixed Canapé's, Crudités, Mixed Salad.
Slices of Cake, A Fruit Platter.



All prices are cost per head.

All Buffets are 1/3 vegetarian as standard.

All Buffets include Tea/Coffee/Fruit Juice

All of our sandwiches come in a variety of breads including, Tomato and Wholemeal.

Please do not hesitate to ask us to tailor our catering to suit your individual needs and dietary requirements.

(Prices are subject to VAT)



Living Space Conditions of Hire

Booking the rooms

1. All bookings must be confirmed by completing and signing the attached form.
2. All bookings must provide the name, address, and telephone number of the person responsible for the booking.

Using the rooms

1. Customers are obliged to comply with local by-laws relating to noise and the environment, health and safety, and fire regulations.
2. The contact person named on the booking form must be on the premises for the duration of the booking.
3. Named persons are responsible for keys, security, safety and cleanliness.
4. In the event that rooms are left in an unsatisfactory condition, an additional cleaning charge of **£30** will be incurred.
5. Customers will be held liable for any damages caused through negligence or non-accidental actions.
6. Living Space is a non-smoking environment.
7. On completion of use the named person(s) and a member of staff will check that all hiring conditions have been met.
8. No customer will have access to any keys, either external or internal, unless by prior arrangements between the named person(s) and the Business Manager of Living Space.
9. Customers are reminded that bookings are for an agreed time period. Any over-run of bookings will be charged at the appropriate rate, in order to cover staffing and other costs.

Payment

Payment is required prior to the booking date. All cheques to be made payable to London Borough of Lambeth. **Please call first to confirm the amount.**

Failure to comply with these conditions may result in a financial penalty and/or refusal of further use.

Cancellation

A minimum of 10 working days notice is required for cancellations, otherwise charges will be incurred.

25% of full booking cost chargeable for cancellations with 6-10 working days notice

100% of full booking cost chargeable for cancellations with fewer than 5 working days notice.

(Please note Living Space is fully accessible for wheelchair users)



Living Space Facilities Booking Form

Name Of Organisation:	
Address:	
Contact Name:	
Phone:	Fax:
Email:	
Date Room Required:	
Start Time:	Ending At:
Purpose Of Booking:	
Number of People Attending:	

Please tick the room you wish to book and any equipment you wish to hire:

Conference Room	<input type="checkbox"/>		
Small Meeting Room	<input type="checkbox"/>		
Rotunda	<input type="checkbox"/>		
Flip Chart (No. Required)	<input type="checkbox"/>		
Overhead Projector	<input type="checkbox"/>		
TV & Video	<input type="checkbox"/>		
Data Projector	<input type="checkbox"/>	Laptop	<input type="checkbox"/>
Catering	<input type="checkbox"/>		
Other Requests:			

I the undersigned agree to the conditions of hire and will accept responsibility in the event they are breached.

Signature: **Date:**

Please return completed forms to: Living Space
1 Coral Street
Waterloo
London
SE1 7BE

Fax: 020 7926 8441

How did you find out about Living Space?



Living Space Catering Booking Form

Name of Organisation:	
Date:	

Please indicate the catering options you would like, with the quantities and the time of delivery

<i>Refreshment Option</i>	<i>Quantity</i>	<i>Time of delivery</i>	<i>Time of delivery</i>	<i>Time of delivery</i>	<i>Time of delivery</i>
Tea (pot)					
Coffee (pot)					
Fruit Juice (jug)					
Water (bottle)					
Biscuits					
Mini Danish & Muffins					

	<i>Catering Option</i>	<i>Quantity</i>	<i>Time of delivery</i>
A	Panini Platter		
B	Traditional Lunch Time		
C	Oriental Edge		
D	Hot Food Buffet		

Any other information:

I the undersigned agree to the conditions of hire and will accept responsibility in the event they are breached.

Signature: Date: