

◇ OUR ROOM CHARGES FROM APRIL 2011

◇ CHOOSE A ROOM THAT SUITS YOUR NEEDS

	Commercial Rates		
	Per Hour	Full Day (9-4.30)	AM/PM sessions *
Meeting Room 1	£35.00	£110.00	£100.00
Meeting Room 2	£30.00	£80.00	£60.00
Meeting Rooms 1 & 2	£50.00	£130.00	£110.00
Meeting Room 3	£20.00	£50.00	£40.00

	Rates for Charitable Organisations/Public Sector		
	Per Hour	Full Day (9-4.30)	AM/PM sessions *
Meeting Room 1	£20.00	£70.00	£50.00
Meeting Room 2	£15.00	£50.00	£40.00
Meeting Room 1 & 2	£30.00	£90.00	£60.00
Meeting Room 3	£10.00	£30.00	£25.00

- ⇒ **AM/PM Sessions** are any 3—4 hours during the day.
- ⇒ **Saturday Sessions** are any 3—4 hours between 9.00am—1.00pm.
- ⇒ **Evening Sessions** are any 2—3 hours between 6.00pm—9.00pm.

◇ **TO FIND OUT MORE OR TO REQUEST A BOOKING FORM:**
CONTACT: MRS JULIE MILBOURNE
TELEPHONE: 0113 2000 540, FAX: 0113 249 1129
EMAIL: Julie.milbourne@riponleeds-diocese.org.uk

Or download a form from the website: www.riponleeds.anglican.org

WE LOOK FORWARD TO SEEING YOU SOON



THE CHURCH OF ENGLAND

DIOCESE OF RIPON & LEEDS

RIPON & LEEDS DIOCESAN OFFICE
A meeting centre with a difference



Serving the people and parishes of the Diocese



Our Diocesan Office is a modern building, with disabled access, offering a convenient and flexible meeting room space, making it an ideal choice for your conference, training or business meeting needs. It is situated near Leeds city centre easily accessible by car and has good bus and rail links. There is free secure car parking available on site for up to 30 cars plus 2 disabled spaces.

The Diocesan Office was awarded an *ECO congregation Award* – the first in the country—in January 2011. We only use fairly traded tea and coffee, green energy and recycle all we can, for instance we have replaced paper cups with china mugs.

The meeting rooms can be adapted depending on the type of event or meeting you are holding. This can vary from a small business meeting to a large conference of up to 60 delegates theatre style.



Right: Meeting Room 1
Boardroom style



Left: Meeting Room 2
Boardroom style

BOARDROOM STYLE

Meeting Room 1—Capacity up to 14

Meeting Room 2—Capacity up to 12

Meeting Rooms 1 & 2—Capacity up to 24

We have an integrated projector and screen in both meeting rooms, Wi-Fi and a portable induction loop is available.

The soundproofed partition can be drawn back to combine both Meeting Rooms 1 and 2 (see top opposite) to provide a space for either a large board meeting of up to 24 people or a conference of up to 60 delegates in theatre style.

Meeting Room 3 – perfect for your small business meeting of up to 6 delegates; it is also ideal to use as a break out space when using either or both the other meeting rooms.

⇒ Included in the booking fee are tea, coffee and chilled water.

⇒ Lunches can be booked on request—for an additional charge.



Meeting Room 3