The Terrace Fee's & Charges as of 1st April 2012
(all exclusive of VAT)

3rd & 4th Floor Meeting Rooms	Large Conference Room
Holds a maximum of 12 people **Tenants** Per hour- £6.00 Per day- £30.00 **Non Tenants** Per hour- £12.00 Per day- £45.00	Holds a maximum of 42 people **Tenants** Per hour- £14.00 Per ½ day- £38.00 Per day- £73.00 **Non Tenants** Per hour- £28.00 Per ½ day- £76.00 Per day- £150.00 **Projector hire** - £5 per hour £25 per day

Boardroom	Secretarial Services -
Holds a maximum of 12 people **Tenants** Per hour- £14.00 Per ½ day- £38.00 Per day- £73.00 **Non Tenants** Per hour- £28.00 Per ½ day- £76.00 Per day- £150.00 **Projector hire** - £5 per hour £25 per day	**Faxing per page** Inward/ Outward- £0.42 Overseas- £0.83 **Laminating** A4 per sheet- £1.25 A3 per sheet- £2.08 **Photocopying** A4 per sheet (black & white)- £0.08 A3 per sheet (black & white)- £0.13 A4 per sheet (black & white 50+ copies) -£0.04 A4 per sheet (colour)- £0.42 A4 per sheet (colour 50+) - £0.20 A3 per sheet (colour)- £0.83 **Virtual Post Box** Annual fee - £260.00 **Replacement Security Key** £10.50 per additional key