



Working for Camden's voluntary groups

293 – 299 Kentish Town Road, London NW5 2TJ w Tel: (020) 7284 6550 w Fax: (020) 7284 6551

E-mail: vac@vac.org.uk Website: www.vac.org.uk

Charges for use of the Training/Meeting Room(s) at Voluntary Action Camden

1st Floor Training Room

Rate Band	Description	Half Day	Full Day
		9am-1pm/2pm-6pm	9am – 6pm
A	Members	£30.00	£66.00
B	Camden based voluntary & community groups (below £50K)	£40.00	£90.00
C	Camden based voluntary & community groups (above £50K)	£48.00	£110.00
D	London wide/National voluntary & community groups	£61.00	£138.00
E	Statutory Sector	£81.00	£185.00
F	Commercial	£99.00	£222.00

The **1st Floor Training Room** has a capacity of **40** and cannot be booked on an hourly basis.

2nd & 3rd Floor Meeting Rooms

The **2nd Floor Meeting Room** has a capacity of **12** and the **3rd Floor Room** a capacity of **8**.

Both these rooms can be booked on an hourly basis if used for less than half a day.

Hourly rates are:

Rate Band A - £ 7.00 Rate Band B – £ 10.00 Rate Band C – £13.00 Rate Band D – £15.00

Rate Band E – £21.00 Rate Band F - £25.00

Facilities available for all rooms

Water, Tea and coffee will be provided with all room bookings.

For any other refreshments charges will be made according to the volume of your requests.

There is a £5.00 charge for the use of Equipment e.g. Flipcharts, Laptop, Projector etc.

For unfunded Camden Voluntary and Community groups charges are negotiable.

Please note that although VAC has Public Liability Insurance, your organisation must have Public Liability Insurance in place before using the meeting rooms.


To book any of the rooms please fill in the Booking Form appropriately and return to VAC by fax, e-mail or post.

Cancellation Policy

2 weeks notice of cancellation in writing is required for all the meeting rooms

Cancellations must be made within the stated period of time otherwise full payment will be required for the room booked.

All The above charges are subject to review within six months.

 Registered Charity No.802186. Company Limited by Guarantee. Registered in England No. 2388190. Registered office as above.