

*For further information, contact Jubilee House on 567280*

**McGAVIN ROOM** - Meeting Room

(12-15 Mtg Style. Dependant upon layout of room - Max Capacity = 30)

£10.00 per hour

**MARKS ROOM** - Large Function Room

(Dependant upon layout of room - Max Capacity = 70)

£15.50 per hour

**INTERVIEW ROOM** – Ground Floor (One to One)

- Room One

£4.00 per hour

- Room Two

£3.50 per hour

***15% discount will be applied to weekly block bookings (10+)  
(excluding interview rooms).***

***Should tea and coffee be required a charge will be made – 50p per person.***

***Hirers Liability Insurance will be applied at 10% of total hire charge  
if hirer is not covered (excluding interview rooms).***

***There will be a minimum half hour room hire charge.***

**FOR PRIVATE HIRE RATES PLEASE CONTACT JUBILEE HOUSE**

**HOUSE RULES:-**

**NO SMOKING**

**NO DISCOS/LOUD MUSIC** After 7pm

**NO STILLETTO HEELS OR METAL SHOE TAGS** in the Marks Function Room

**THE HIRER** to be present in the building for the period of hire

**UNSUPERVISED CHILDREN** are not permitted to use the lift

(This facility is for use by the disabled and for equipment and catering transportation)

Hirers Liability insurance will be added at 10% of total hire charge

Building max capacity 100

***THE BUILDING IS NOT AVAILABLE FOR COMMERCIAL HIRE***

**PLEASE NOTE:**

- ◆ **LICENCES FOR THE SALE OF ALCOHOL NEED TO BE OBTAINED BY THE HIRER** for the purpose of a bar.
- ◆ **IT IS PROHIBITED TO SMOKE IN ANY PART OF JUBILEE HOUSE**
- ◆ **STILLETTO HEELS/METAL SHOE TAGS ARE NOT PERMITTED IN THE MARKS ROOM**
- ◆ **THE FLOOR IN THE MARKS ROOM IS 'SPRUNG' AND MUSIC/DJ EQUIPMENT WILL REQUIRE DAMPING TO PREVENT VIBRATION**