



CCVS Resources and Support Costs

Meeting Support

We have three meeting rooms available at The Orchard, the hourly rates from August 2018 are:

	Longley Room	Whittick Room	Cornwell Room
All non-voluntary use	£35	£22.50	£22.50
All voluntary groups based outside of Crawley	£30	£17.50	£17.50
All voluntary groups based within Crawley	£11.50	£8.50	£9

Presentation equipment can be hired but must be booked, ideally when you book the room

Laptop ¹ (Mon to Fri)	£10.00 session
Laptop (weekend)	£15.00 per session
Portable induction loop system ¹	Free of charge onsite £15.00 per day (off site)
Voice Recorder ¹	£5.00 per session £10.00 per day £15.00 per day (off site)

We also have smaller interview rooms that you can use, please contact the Premises & Resources Offices for more information.

Print/photocopying service

We can print or copy your documents for you to collect when it's convenient, please contact us for a quote.

Office Services

Mailshots: postal or electronic	Please contact us for a quote
Shredder	£0.50 per session
Laminator (per A4 pouch used)	£0.40
Laminator (per A3 pouch used)	£0.60
Office Equipment & Books (for use in The Orchard only)	Free of charge
Guillotine (for use in The Orchard only)	Free of charge

If you would like support with any aspect of your administration please contact the Resources Manager.

¹ Terms and conditions apply

Events

Even if your event is not being held at The Orchard, we have a number of ways of helping it run smoothly, remember these will need to be booked in advance.

Display Boards	£1.50 per session
Promotion online and in the CCVS newsletter	Free of charge for member groups only
Set up online booking service	Please contact us for a quote