

Ealing Education Centre room booking terms and conditions

Ealing Education Centre (EEC), based in Greenford offers a comprehensive training centre for all your professional development needs, training, conferences, interviews, and meetings.

Address: Ealing Education Centre, Mansell Road, Greenford UB6 9EH. Located in Greenford with good transport links. We offer a welcoming environment that fosters growth, learning, and collaboration.

Ealing Education Centre (EEC) charges 2024-25
Training and meeting rooms

Room	Description	Layout	Capacity	£/hr price per room, £/hr	Room £/hr price per 10 attendees £/hr
Room 1, 2 & 4	Training room	Theatre Boardroom Workshop Circle	20 20 20 20	£26.70	£12
Room 8 and 9	Large training room	Theatre Workshop	60 50	£40	£39
Room 12	Medium training room	Theatre Boardroom Workshop	20 20 20	£23.30	£18
Room 15	Small training room	Boardroom	10	£24.40	£14
Room 18	Large training room	Theatre Boardroom Workshop	60 50 50	£40	£39

Information technology room

Room	Description	Layout	Capacity	£/hr price per room, £/hr	Room £/hr price per 10 attendees £/hr
Room 6	IT room, 12 PCs Network internet access interactive whiteboard	Computer Boardroom (20)	20	£23.30	£18

Equipment in rooms

Rooming 18 with internet access, multimedia projector with screen, screen, flip chart. Additional resources available at any point. Interactive whiteboards in Rooms 6, 7, 8, 9 and 18.

Additional equipment

Available projector overhead projector, flip chart, can be booked in advance, subject to availability.

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How to book a room at the EEC

- To make bookings please email eec@ealing.gov written confirmation of your booking will be sent to you.
- Payment made via invoice or expenditure code
- Provisional bookings must be confirmed within 2 weeks from the date the booking is made
- Room hire may be charged in advance or immediately after the booking has taken place
- If you require catering, please make the team aware.
- Refreshments are available upon request and will be charged per person per hour. Please refer to the rates and capacities information [EEC capacities and rates 2024-25.pdf](#) and [2025-26](#)
- Access to site by car may be determined by [Ealing School Streets](#)

How to cancel a room booked at the EEC

- Please email eec@ealing.gov.uk or call the office on [020 8578 6154](tel:02085786154) to cancel your room booking

Cancellation policy

- Eight weeks prior to an event, a booking is considered a firm booking and payment due
- 50% refund is given for cancellations with two to eight weeks' notice by email
- No refund can be given for cancellations made with less than two weeks' notice

Related services

[Ealing Education Centre \(EEC\) training and meeting venue 2025/26](#)

Contact:

- Ealing Education Centre:** eec@ealing.gov.uk 020 8578 6154

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- [Yes](#)
- [Neutral](#)
- [No](#)

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