

# Ealing Education Centre (EEC) charges 2024-25

## Training and meeting rooms

Room	Description	Layout	Capacity	Price per hr (min. 2 hrs)
Rooms 7, 8 or 9	Training room	Theatre Boardroom Workshop Circle	35 25 25 25	£33
Rooms 8 and 9 joined	Large training room	Theatre Workshop	80 50	£50
Room 12	Medium training room	Theatre Boardroom Workshop	25 20 20	£28
Room 16	Small meeting room	Boardroom	14	£28
Room 18	Large training room	Theatre Boardroom Workshop	80 50 50	£50
Room 6	Small boardroom	Boardroom	8	£28
Room 6	ICT room	12 PCs	13	£45

### Equipment in rooms

Multimedia projector or touch screen TV with speakers, laptop/PC with cables to connect own device, internet access, flip chart.

### Additional equipment

Contact the EEC to discuss your requirements. [eec@ealing.gov.uk](mailto:eec@ealing.gov.uk)



## Services

Limited colour or black and white photocopying available, charges may apply. Black & White, single sided, A4 – 5p per page, A3 – 10p per page, Colour, single sided, A4 – 30p per page, A3 – 50p per page. *Subject to change*

## Refreshments and catering

Hot drinks, £1.45 per person for 2 hours, £2.40 for 2-3 hours, £3.80 for 3+ hours. Includes a full range of coffees, tea and hot chocolate - all served in disposable cups. All room bookings at EEC are charged for refreshments automatically at these prices.

Lunch can be ordered directly through a caterer of your choice. Please email [eec@ealing.gov.uk](mailto:eec@ealing.gov.uk) for details.

## Terms and conditions

- ◆ To book please email [eec@ealing.gov.uk](mailto:eec@ealing.gov.uk)
- ◆ Written confirmation will be sent to you
- ◆ Room hire may be charged in advance. Payment made via invoice or expenditure code
- ◆ Provisional bookings must be confirmed within 2 weeks
- ◆ 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
- ◆ Access to site by car may be determined by [Ealing School Streets](#)

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