



Meeting Rooms ▾

- Main Hall
- Conference Room
- Meeting Room
- Green Room Two

Duration: 4 × 30 minutes

Persons: 1

Start Date: FEBRUARY 2015

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 1 |

Time:

| | | | | | | | | | | | |
|---------|---------|---------|----------|----------|----------|----------|----------|----------|---------|---------|---------|
| 8:30 am | 9:00 am | 9:30 am | 10:00 am | 10:30 am | 11:00 am | 11:30 am | 12:00 pm | 12:30 pm | 1:00 pm | 1:30 pm | 2:00 pm |
| 2:30 pm | 3:00 pm | 3:30 pm | 4:00 pm | 4:30 pm | 5:00 pm | 5:30 pm | 6:00 pm | 6:30 pm | 7:00 pm | 7:30 pm | 8:00 pm |
| 8:30 pm | 9:00 pm | 9:30 pm | 10:00 pm | 10:30 pm | 11:00 pm | 11:30 pm | | | | | |

Layout Options

- Default Layout
- Layout Two
- Layout Three

Equipment Required

- Flip Chart and Pens
- Projector, Screen & Laptop
- Microphone
- Hot Water Urn

Booking cost: £40.00

Book now

Username:
Password:

Making Edgar Hall Bookings Online

1. Select the room you would like to book from the drop down menu at the top of the website
2. Enter in the amount of time you need the room for. This is in blocks of 30 minutes - so 4 hours would be 8 blocks for example
3. Enter the number of people attending.
4. Select the day you would like to book for.
5. You will then be shown the available start times. Click on a start time to see the cost and to book.
6. You may also select which room layout you would like and any equipment required.
7. Click on “book now” to add the booking to your cart. You may then either add more bookings or go to your cart to complete the payment process.
8. You may also wish to add Tea and Coffee for your attendees. Add these to your cart by clicking on the “refreshments” menu item.
9. When you view you cart you can enter your discount coupon. Enter “community” to get the 50 % community discount.
10. Payment can be made on account or online using the Paypal payment system - no Paypal account is required.

Bookings Basket

Cart updated.

| PRODUCT | PRICE | QUANTITY | TOTAL |
|--|--------|----------|--------|
| Meeting Room Layout Options: Default Layout Booking Date: February 10, 2015 Booking Time: 9:00 am Persons: 1 Duration: 120 minutes | £40.00 | 1 | £40.00 |

Coupon code Apply Coupon Update Cart Proceed to Checkout

Cart Totals

| | |
|---------------|-----------------------------|
| Cart Subtotal | £40.00 |
| Order Total | £40.00 (includes £6.67 VAT) |

Note: Shipping and taxes are estimated and will be updated during checkout based on your billing and shipping information.