

RECRION MEETING ROOMS AND CONFERENCE VENUE

2 ST MARY'S HILL, STAMFORD

PE9 2DW

TEL: 01780 484 910

Email: meetings@recrion.co.uk


www.recrion.co.uk/meeting-rooms


Right next to the Town Hall and opposite St Mary's Antiquarian Bookshop. Look for Recrion's plaque on the wall.


The meeting rooms are located on the first floor of a Georgian building in the centre of Stamford with no wheelchair access. There is 1 unisex toilet for the exclusive use of attendees.

Parking is a short walk away at the Wharf Road or the Sheepmarket Long Stay Car Park and only 10 minutes walk from the train station.

RECRION'S MEETING ROOM FACILITIES

ROOM 1 Boardroom	LENGTH OF HIRE	RATE	INCLUDED IN HIRE AT NO EXTRA COST
First floor boardroom to accommodate up to 10 people. 	Hourly	£25.00	Self-service tea and coffee Screen, white-board, flipcharts, internet access
	½ day	£80.00	
	Full day	£140.00	

ROOM 2 Seminar / Training Room	LENGTH OF HIRE	RATE	INCLUDED IN HIRE AT NO EXTRA COST
First floor theatre style seminar room to accommodate up to 25 people, comfortably 20. 	Hourly	£35.00	Self-service tea and coffee Screen, internet access, flipcharts
	½ day	£100.00	
	Full day	£180.00	

ROOM 3 Meeting room	LENGTH OF HIRE	RATE	INCLUDED IN HIRE AT NO EXTRA COST
First floor meeting room to accommodate 8 – 12 people comfortably. 	Hourly	£25.00	Self-service tea and coffee Screen, white-board, flipcharts, internet access
	½ day	£80.00	
	Full day	£140.00	

ROOM 2 plus 3 Seminar and break-out room	LENGTH OF HIRE	RATE	INCLUDED IN HIRE AT NO EXTRA COST
Option to use both the seminar and meeting room which are inter-leading .	Hourly	£40.00	Self-service tea and coffee Screen, white-board in breakout room, flipcharts, internet access
Ideal for team building workshops or for separate catering facilities.	½ day	£120.00	
	Full day	£200.00	

Conditions of Hire

A booking form will be sent to the hirer for completion and signature to confirm the booking. Recrion will invoice the hirer and a credit card payment or cheque for the amount can be paid prior to the event or on the day. All cheques to be made payable to Recrion.

Recrion reserves the right to charge 50% of the fee should cancellation not be made 24 hours in advance.

Parking is not provided but there is easy access to 2 long stay car parks on Wharf Road and Sheep market (near the train station).

The hirer shall pay for all damage, which may be done or occasioned, to the buildings, or to the fixtures, fittings, furniture and things belonging to Recrion during their occupation. Such damage being assessed by Recrion and additional charge will be made.

The management shall not be responsible for damage to, or, loss of any equipment or goods brought into the premises by the hirer. Any electrical equipment must be certified as tested. No smoke machines or flashing lights shall be used at any time. Any equipment brought in by the hirer must be removed from the premises at the end of the hire period.

Recrion reserves the right to grant or to refuse any application for the hire of the premises. The Management reserves the right to vary and modify these regulations without prior notice. Any decisions by the Management on the interpretation of these regulations shall be final.