

Academic Unit of Palliative Care at St. Gemma's Hospice

A: 329 Harrogate Road, Moortown, Leeds, LS17 6QD
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Room	Capacity Based on Theatre Style	Half day Room Only	Half Day Plus Equipment	Full day Room Only	Full Day Plus Equipment	Cross Booking Room Only	Cross Booking With equipment
Lecture Theatre	80	£170.00	£220.00	£325.00	£405.00	£225.00	£275.00
Board Room	16	£95.00	£145.00	£175.00	£255.00	£130.00	£180.00
Seminar Room 1 or 2	20	£95.00	£145.00	£175.00	£255.00	£130.00	£180.00

The above capacities are based on a Theatre Style layout. Other layouts are available however this may impact on the room capacity

The use of Smart Boards in all our meeting rooms provide Desk Top Facilities, White Board, Microsoft Office & Internet Connection

**Therefore please ensure all presentations are brought on a memory stick
For use on the Smart Board**

Equipment	Half day	Full day
Photocopying	Single sided	15p per sheet
Photocopying	Double sided	20p per sheet

Catering

St Gemma's provides freshly ground coffee and a selection of fine teas

Catering	
Tea, coffee and biscuits	£2.25 per person
Tea, coffee and cakes/scones/pastries	£2.95 per person
Choice of Fresh Juice, Orange, Apple, Pineapple, Grapefruit or Cranberry	£2.75 Per Jug
Mineral water (still/sparkling)	£1.95 1.5 litre bottle
Buffet menu 1	£6.50 per person
Buffet menu 2	£7.50 per person

Special dietary requirements will be catered for when notified in advance to the best of our ability.

All menus have an element of vegetarian food.

All prices quoted are exclusive of VAT and VAT is applicable on all elements of all bookings.