

# THE SACKHOUSE COMMUNITY ROOM



The Sackhouse Community room is on the ground floor of the Sackhouse building just opposite the Maltings and is an affordable space for community use. It is perfect for business meetings and intimate private functions.

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| <b>Key attributes</b>                          | <b>Dedicated kitchen area</b><br><b>Keeps cool in summer</b><br><b>Provides a private intimate space</b>                       |
| <b>Max Capacity</b>                            | <b>Standing      60</b><br><b>Cafe             40</b><br><b>Theatre         60</b><br><b>Boardroom     20</b>                  |
| <b>Dimensions</b>                              | <b>11 metres – 4 metres approx.</b>  |
| <b>Local not for profit rate</b>               | <b>Day (7 hours)- £75</b><br><b>Half Day (3.5 hours)- £42.50</b><br><b>Hour - £12.50</b>                                       |
| <b>Small Commercial rate</b>                   | <b>Day (7 hours)- £90</b><br><b>Half Day (3.5 hours)- £50</b><br><b>Hour - £15</b>   |
| <b>Corporate/Local Government rate</b>         | <b>Day (7 hours)- £110</b><br><b>Half Day (3.5 hours)- £65</b><br><b>Hour - £20</b>  |
| <b>Accessibility</b>                           | <b>On Ground Floor of Sackhouse Office Building</b>  |
| <b>Facilities/technical services available</b> | <b>Projector and Screen</b><br><b>Chairs and Tables</b><br><b>Toilet facilities on same floor</b><br><b>Flipchart and Pens</b> |

Email : [hello@wellsmaltings.org.uk](mailto:hello@wellsmaltings.org.uk)

Telephone : 01328 711378

## Hire Enquiry Form

Thank you for your interest in hiring one of our rooms. Please can you complete and return this form to: The Maltings, Staithe Street, Wells-Next-the-Sea, Norfolk NR23 1AU.

Alternatively you can use our online form available on our website.

We will contact you as soon as possible with availability. Rates advertised are our standard rates, please talk to us about specific requirements or if you need any further information. Contact: 01328 711378. Thank you.

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| <b>Name</b>   |  |
| <b>Company Name</b>                                   |  |
| <b>Telephone</b>                                      |  |
| <b>Address</b>  |  |
| <b>Contact Number</b>                                 |  |
| <b>Email</b>  |  |
| <b>Are you a registered charity?</b>                  |  |
| <b>Are you a not for profit organisation?</b>         |  |
| <b>Which room/s are you interested in?</b>            |  |
| <b>Purpose of hire</b>                                |  |
| <b>Preferred dates</b>                                |  |
| <b>Times</b>  |  |
| <b>Catering requirements?</b>                         |  |
| <b>Technical requirements (projector etc)</b>         |  |
| <b>Which room layout would you like?</b>              |  |
| <b>Can we contact you via email, phone or postal.</b> |  |
| <b>Any other comments?</b>                            |  |

