



The Learning Exchange
Wygston's House
Applegate
Leicester LE1 5LD

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Registered Charity
1113100

Registered as a company limited
by guarantee: No 5650568

Conference and Meeting Venue Terms and Conditions

Venue: Full address and contact details are as on this letterhead.

Rooms: We have a range of rooms available for group sizes of 4-40. Please ask for details of the different rooms. The building is generally open for hire between 8.30a.m. and 5.30p.m. Any bookings, or requests to be open outside of these times, are subject to additional charges.

Charges:

Full day:	4 – 8 hours	£125
Half day:	3 – 4 hours	£70
Quarter day:	0 – 3 hours	£50
Evening:	After 5.30pm	£25 per hour (or part thereof)
Early morning:	Before 8.30a.m.	£25 per hour (or part thereof)

These prices include the opening and closing of the building, use of furniture and building security.

Equipment: Use of flipchart paper and stand, plus an amenities box is included in the room hire.

The following additional equipment is available for use at an extra cost:
OHP & Screen £10

Refreshments: Diversity Hub can provide refreshments at £1 per person per half day and £2 per person per full day. Refreshments include: a choice of coffee and a range of teas, squash and filtered water and biscuits.

Lunches and other meals can be catered. Please enquire.

Access: The venue, Wygston's House, is a grade 1 listed building that is not fully accessible to wheel chair users. Full access is available on the ground floor only.

Hearing: We have a number of personal loop systems to assist hearing aid users during the training. If you would like to use one of these please let us know as soon as possible so that we can ensure that one is reserved for you.

Reception: Event organisers are responsible for providing their own receptionist, register and delegate labels etc.

Liaison and Assistance: On site conference assistance is provided by Diversity Hub's Office Manager, Jacquie Thornber Tel: 0116 222 9977.