

# Room hire rates

## Annexe building hire

Session	3VA Members	Voluntary groups
<b>Morning</b> 9am-12.15pm	£44 (full annexe) £22 (½ annexe)	£48 (full annexe) £24 (½ annexe)
<b>Lunchtime</b> 12.30pm- 2pm	£22 (full annexe) £11 (½ annexe)	£24 (full annexe) £12 (½ annexe)
<b>Afternoon</b> 2.15pm- 5.45pm	£44 (full annexe) £22 (½ annexe)	£48 (full annexe) £24 (½ annexe)
<b>Evening</b> 6pm-10pm	£44 (full annexe) £22 (½ annexe)	£48 (full annexe) £24 (½ annexe)
<b>Daily</b> 9am-5.45pm	£110 (full annexe) £55 (½ annexe)	£120 (full annexe) £60 (½ annexe)

3VA also hire out our rooms to statutory organisations and businesses. Please contact us for more information

## Interview Room Hire

The 3VA interview room is available to hire from 9am to 4.30pm at a cost of £11 per hour for 3VA members and £12 per hour for non-member voluntary groups

## Equipment Hire

Equipment is also available to hire on a daily or weekly basis for a small charge (and deposit). This equipment includes: multimedia projector; overhead projector; hearing loop and display boards.



Supporting *Voluntary Action* across Eastbourne, Lewes District and Wealden

3VA's rooms for hire are available at our Registered Office:

8 Saffrons Road,  
Eastbourne, East Sussex,  
BN21 1DG

To book a room or for more information call Linda Goodwill, Office and Premises Coordinator via email to [linda.goodwill@3va.org.uk](mailto:linda.goodwill@3va.org.uk), by telephone to 01323 639373 or by fax to 01323 410977.

3VA also keep details of rooms for hire in Lewes District and Wealden

3VA is supported by funds from:  
East Sussex Downs and Weald PCT,  
East Sussex County Council, Eastbourne Borough Council, Lewes District Council, the Big Lottery Fund and Wealden District Council.  
Registered Charity Number 1096788  
Company Registered in England and Wales Number 4637252



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# Room hire and Office Services



Part of the services available to groups through 3VA

Supporting Voluntary Action across  
Eastbourne, Lewes District and Wealden



## What's on offer?

3VA's centrally located Eastbourne office offers rooms and equipment for hire and secretarial services (photocopying, faxing and laminating). This leaflet gives an outline of the meeting spaces and equipment, who can access the services and a list of current charges. If you would like more information please contact 3VA on the details overleaf.



**Interview Room**

The fully accessible Interview Room accommodates five people seated and is available Monday to Friday, 9am to 4.30pm

## Annexe building



3VA's annexe building can accommodate 50 people

The Annexe is a flexible space which can be booked as either one large room or split into two smaller rooms. Each room can accommodate 20 people seated, 12 seated round a table or 25 standing. Alternatively the whole Annexe can seat 40 people, 24 round a table or has standing room for 50 people. The annexe is a perfect space for meetings or training.

## Half Annexe



The Annexe seen split into two separate rooms

## Annexe facilities

The Annexe has its own entrance, is fully accessible and has a toilet with disabled access. It is available for hire Monday to Friday between 9am and 10pm. The Annexe has a kitchen which is equipped with tea/coffee making facilities, washing up facilities and an electric cooker. Groups provide their own refreshments but are welcome to use the cups, saucers, plates and glasses provided.

The Annexe offers a fully equipped kitchen



## Other rooms/equipment

3VA sometimes has other meeting spaces which can be hired at an hourly rate, and occasionally office space for rent on a fixed term basis. Please call us for details. Various pieces of equipment can also be hired on a daily or weekly basis from 3VA (please see the back cover for details of what is available).