

## MINIMUM SECURITY REQUIREMENTS

**Minimum security requirement:**

Corporate Day Events using the Ballroom  
1 security guard to supervise the area required

Evening functions serving alcohol require 1 security guard for every 100 guests

Set Up: A minimum of 2 security officers required – one to permanently man the gate and a second to secure goods in the ballroom areas.

Tear Down:  
A minimum of 2 security officers required – one to permanently man the gate and a second to secure goods in the ballroom areas.

Car Parking:  
If a client reserves car park spaces, a minimum of two security officers are required to manage this for the entire duration.

Charge:  
Security Guards at £30.00 inclusive of VAT per guard per hour  
(Please note there is a minimum 8 hour shift requirement)  
Additional security guards may be required for the set up - subject to the final set up requirements.

## ADDITIONAL SERVICES CHARGES

**Additional service staff charges:**

Should service period extend beyond two hours, you may incur an additional staff labour charge.

**Chair covers:**

Black spandex chair covers available at £3.95 inc vat each.

**Room drops:**

£6.00 inclusive of VAT per item

**Cloakroom:**

Cloakroom attendants available at £24.00 inclusive of VAT per hour per attendant with minimum of 8 hours required for day function and 4 hours for an evening functions.

**Car Parking for Conference Guests:**

Car parking charges is complimentary

**Valet Parking:**

Available – please ask for further details to tailor to your specific needs

**Taxi Marshall:**

Available at £32 inc vat per hour

**Butler Service:**

Available at a charge when arranged in advance