**Please read the following room information and complete the application form. Email completed forms to** [**info@cwrc.org.uk**](mailto:info@cwrc.org.uk)**.**

Our centres are located in Cambridge and Peterborough city centres. We are not able to offer evening or weekend use currently. Please note that we are women-only centres.

CAMBRIDGE CENTRE INFORMATION:

**Kahlo Room**



Downstairs group room with kitchen facilities (kettle, fridge, microwave, toaster, and sink) which is about 25.4 square meters (5.4 x 4.7). It also has a large touch screen that computers can plug into.

**Atwood Room**



Large upstairs room which is also about 25.4 square meters (5.4 x 4.7).

**Johnson Room – 1:1 room**



Small one to one room that is about 6.8 meters squared (3.1 x 2.3). This room could safely accommodate two people as we use it as a counselling room.

The larger rooms could probably fit between six and ten people socially distanced.

**Cambridge prices**

(Cambridge has the addition of hybrid delivery in the downstairs training room - £15 for use of computer)

Partnership rate for 1:1 room is £5 per hour for sessions/ half day rate £10 full day is £15

Outside org rate for 1:1 room is £10 per hour for sessions/half day rate £15/ full day is £30

For block bookings we can reduce the price: minimum block booking would be 3 months – maximum would be 1 year.

Additional services: Photo copying in Black and white (per A4 sheet) £00.10 Colour (per A4 sheet) £00.25, Flipchart easel, pen and pen kit (per meeting) £10.00

PETERBOROUGH CENTRE INFORMATION:

**Joan of Arc Room**



Joan of Arc is located on the ground floor. Easy access for people with disabilities. Light and spacious, facilities for tea and coffee. Free Wi-Fi. Maximum 6/8 people 16FT X 14FT

**Oprah Winfrey Room**



Oprah Winfrey room is located on first floor. Facilities for tea and coffee. Free Wi-Fi. Maximum 8/10 people, 16FT X 13FT

**Hot desk**



Hot desk is located on the first floor back of the building. Quiet relaxing area for 1:1 room, facilities for tea and coffee. Free Wi-Fi. Maximum 2 people, 12FT X 7FT.

**Peterborough Prices**

Partnership rate for 1:1 room is £5 per hour for sessions/ half day rate £10 full day is £15

Outside org rate for 1:1 room is £10 per hour for sessions/half day rate £15/ full day is £30

For block bookings we can reduce the price: minimum block booking would be 3 months – maximum would be 1 year.

Additional services: Photo copying in Black and white (per A4 sheet) £00.10 Colour (per A4 sheet) £00.25, Flipchart easel, pen and pen kit (per meeting) £10.00

**ROOM BOOKING FORM**

**Applicant information:**

|  |  |
| --- | --- |
| Name |  |
| Company/Organisation |  |
| Address |  |
|  |  |
| Postcode |  |
| Phone |  |
| Email |  |
|  | |

**Please indicate which room you would like to book:**

Cambridge:

Johnson Room - 1:1 Counselling

Kahlo Room – Downstairs Group Room

Atwood Room – Upstairs Group Room

Peterborough:

Hot desk - 1:1 Counselling Room

Oprah Winfrey Room – Larger Group Room

Joan of Arc Room – Small Group Room

**Please indicate any additional services you require:**

Photo copying in Black and white (per A4 sheet) £00.10

Colour (per A4 sheet) £00.25

Flipchart easel, pen and pen kit (per meeting) £10.00

Please indicate the date(s) you would like to book the room for:

|  |
| --- |
|  |

Is this a recurring booking?

Monthly

Weekly

Other (please state below)

|  |
| --- |
|  |

Please indicate your payment rate:

Partnership rate

Outside organisation rate

If paying partnership rates, please state which partnership the discount is relevant to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other details:

|  |
| --- |
|  |

**GDPR**

Signed:

Date: