



## **The Box Moor Trust Centre**

The Box Moor Trust Centre is situated just off the A41 on the old London Road in Hemel Hempstead. The centre is located within easy access of the M1 and M25 motorways and within walking distance of Hemel Hempstead train station.

Three meeting rooms are available for hire for daytime events such as conferences, training, and meetings.



**The Box Moor Trust Centre, London Road, Hemel Hempstead, Herts, HP1 2RE**

T: 01442 253300

E: [admin@boxmoortrust.org.uk](mailto:admin@boxmoortrust.org.uk)

[www.boxmoortrust.org.uk](http://www.boxmoortrust.org.uk)

Registered Charity No: 206142

## **Meeting & Conference Rooms:**

### **Roughdown Room**

The Roughdown Room is our largest room and is situated on the first floor of the Trust Centre with lift access available. The room is spacious and has lovely views out over the moor. The room has Wi-Fi and access to a small kitchen area and toilets. Tea and coffee making facilities can be provided.

Capacity:

Theatre seating	up to 60 people
Boardroom	up to 24 people
Classroom	up to 30 people
U-Shape	up to 22 people

### **Gorsefield Room**

Situated on the ground floor with level access to the carpark, this spacious room seats up to 40 people. The room is light and airy and has Wi-Fi and underfloor heating. The room has access to an adjacent kitchen area and toilets. Tea and coffee making facilities can be provided.

Capacity:

Theatre seating	up to 40 people
Boardroom	up to 16 people
Classroom	up to 20 people
U-Shape	up to 16 people

### **Boxmoor Boardroom**

The Boardroom is situated on the first floor of the Trust Centre with lift access available. This room is ideal for smaller meetings or both upstairs rooms can be hired if a breakout room is required. The room has Wi-Fi and tea and coffee making facilities can be provided.

Capacity:

Boardroom	up to 12 people
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## **Conference & Meeting Room Rates**

Half Day: Morning (08.30 – midday)

Afternoon (13.00 – 16.30)

Full Day: (08.30 – 16.30)

<b><u>Room Rates From 1<sup>st</sup> December 2023</u></b>	
Gorsefield Room	Half day: £143 Full day: £231
Roughdown Room	Half day: £159.50 Full day: £258.50
Boxmoor Boardroom	Half day: £99 Full day: £176

### **Additional Costs:**

Unlimited tea & coffee - £2.00 per person

Unlimited tea & coffee with biscuits - £2.50 per person

Unlimited tea & coffee with biscuits and Juice - £3.00 per person

A service charge of £20 will be added to bookings with preordered lunches.

For evening and weekend bookings there is an additional charge of £40 for out of hours unlocking/locking of the premises.

### **Other information:**

In addition to the room hire we provide a screen, projector, flipchart at no additional charge.

### **Registered charities and community groups:**

As part of our charitable aims, the Box Moor Trust will consider reduced rates for events and organisations which benefit the people who live in our 'area of benefit' (Hemel Hempstead and Bovingdon). Please contact us for more information.

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