



The Portway • Centre Limited

BOARDROOM/MEETING/HOT DESKING
PRICE LIST 2024

Standard opening hours are Monday to Friday 0900-1700. Earlier or later hours are available upon request and may incur an additional charge. A half day is 0900-1300 or 1300-1700.

LIMITED FREE CAR PARKING – Please advise at the time of booking the number of spaces required.

Charges are inclusive of unlimited tea and coffee, cooled filtered water, biscuits, flip charts, AV facilities via 65” flat screen, free Wi-Fi.

Catering available from £8.25 per head. Please enquire at time of booking.

BOARDROOM/MEETING ROOMS	Per Hour	Per ½ day	Per Day
	£50*	£200	£300
Large Boardroom – Up to 24 people			
Small Boardroom – Up to 10 people	£30	£120	£180
Small Meeting Room – up to 6 people	£20	£ 80	£140

*minimum four-hour booking

Hot Desking / Coworking (inc. VAT)	£8 per day	£40 per week
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The Hot Desking package includes use of The Portway Centre’s facilities, discounted rates for meeting room hire, coffee area for one-to-one meetings, unlimited tea and coffee, cooled filtered water and free Wi-Fi.

Secretarial and administrative assistance is available and is quoted on a per project/time basis.

CONDITIONS

Part of an hour is a full hour.

Late payment fees are charged at 4% over base rate per annum – administration of late payment from £50.00 per correspondence inc. emails. A charge of £30.00 per invoice for interest charges on overdue payments will be levied.

All prices are exclusive of VAT at the prevailing rate.

The Portway • Centre Limited • The Portway Centre • Old Sarum • Salisbury • Wiltshire • SP4 6EB

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Directors: S J Bailey (Managing) A J Ivens-Smith (Operations)

A Subsidiary of Dundas Holdings Limited