



# Meeting room at SHCVS

**Voluntary & Community groups in the South Hams can take advantage of a professional meeting space at our offices in Totnes.**

The room can fit eight people boardroom style. It has new furniture, tea and coffee facilities and plenty of natural light. This room is available at excellent rates between 9am - 3pm, Monday - Friday.

The price is just £1.50 per hour for member groups, £3 per hour for other voluntary & community groups.

This small fee is to cover overheads and administration. Use of a flipchart and overhead projector is included.

***New organisations can use the room free of charge for one session per month for their first three months.***

To make a booking, simply call **01803 862266** or email **[cvs@southhamscvs.org.uk](mailto:cvs@southhamscvs.org.uk)**

The meeting room is located at:

**The Cottage, Follaton House, Plymouth Road, Totnes, TQ9 5NE**

Minimum booking is 2 hours. Bookings must be made at least 14 days in advance. £5 charge will be made for cancellations less than 5 days in advance. Higher charges will apply to statutory organisations. A contribution of 30p per person is requested for refreshments.

Turn the page for details of other resources and equipment available from South Hams CVS

# Hiring equipment from South Hams CVS

To hire any equipment, please book in advance by phoning 01803 862266 or by emailing [cvs@southhamscvs.org.uk](mailto:cvs@southhamscvs.org.uk).

When arranging to collect equipment, please allow extra time for staff to demonstrate the use of the item and to complete a hire agreement form. Hire of the laptop computer, digital projector or digital projector screen requires a deposit of £75 which will be refunded to you when the item is returned in good condition. Please ensure that you have your own transport available.

Many items are available at reduced rates or free of charge to member organisations. If you would like more information about membership, please contact us.

## Equipment available to take away:

**Laptop computer** - Loaded with MS XP and Office 2003. Price: £5 per day.

**Digital projector** - For professional presentations with laptop computers. Price: £5 per day

**Members' rate: £3 per day**

**Screen for digital projector** - Price: £5 per day

**Members' rate: £3 per day**

**Flipchart stand** - Price: £3 per day

**Free to members**

**Portable overhead projector** - Price: £5 per day

**Free to members**

**Projector screen** - For use with overhead projectors. Price: £3 per day

**Free to members**

**Badge making machine** - Fun and practical fundraising tool. Materials supplied.

Price: £5 per week + £2 per 10 badges.

**Books and videos** - Topics over all aspects of running a voluntary group. Price: Free

**Display boards** - Price: £5 per day

**Free to members**

## Equipment available to use here:

**Laminator** - Laminating pockets supplied. A5/A4/A3. Price: 35p - 60p per copy

**A5/A4 Trimmer** - Price: Free

**Photocopier** - Price: from 5p per copy for A4. A3 also available.

**Reference books** - Up-to-date funding guides, available for reference only. Price: Free