

**One time rental fee for use of facilities at the Valletta Design Cluster**

Facility	Max Number of Pax	Full Day Price (4 hours or more)	Half Day Price (4 hours or less)
<b>Friggieri Hall</b> (Conference room) Conference room can be split into 2 separate meeting rooms at no additional cost	* 60-80 Pax in Theater Style. *30 Pax max in Board Room Style.	€375	€200
<b>Meeting Rooms 1, 2, 4, 5, 6</b>	* 15 Pax in Theatre Style. * 10-12 Pax in Board Room style	€175	€100
<b>Meeting Room 3</b>	4 Px in Board Room style	€75	€40
<b>Food Spaces</b> - Teaching or Industrial Kitchen for cooking activities  <i>PLUS Refundable Deposit for Use of Food Spaces</i>		€275  €200	€175  €200
<b>Makerspace</b>		<i>Please contact VDC to enquire about the use of specialised machinery</i>	
<b>Public Areas</b> Courtyard Roof Garden	60-80 Pax (depending on set-up)	€350 €350	-
<b>Co-working Space</b> (Full space for events)		€175	€100
<b>Supplement for the use Food space (one kitchen and lower courtyard) when a caterer is appointed by organiser for pre-cooked coffee breaks and re-heating stand up meals (with booking of a minimum of one meeting room)</b> <i>Fee is per event per day.</i>		€150	€150

N.B. Rental includes chairs and tables available in the individual rooms. Set up and dismantling of the room layout is the responsibility of the renter.

**Payment terms:**

Full payment is required 3 weeks prior to the start of the event. Payment is only accepted by bank transfer.

**Cancellation Policy:**

Cancellations between 21 days and 15 days before the event: 50% cancellation fee.

Cancellations between 14 days and 1 day before the event and no shows: 100% cancellation fee.

Please note:

Cancellation requests must be made in writing.