

Ealing Education Centre room booking terms and conditions

Ealing Education Centre (EEC), based in Greenford offers a comprehensive training centre for all your professional development needs, training, conferences, interviews, and meetings.

Address: Ealing Education Centre, Mansell Road, Greenford UB6 9EH. Located in Greenford with good transport links. We offer a welcoming environment that fosters growth, learning, and collaboration.

Ealing Education Centre (EEC) charges 2024-25

Training and meeting rooms

Room	Description	Layout	Capacity	Rate per hour (incl. VAT)	Max # people per room (incl. VAT)
Rooms 7, 8 and 9	Training room	Theatre Boardroom Workshop Circle	20 20 20 20	£26.50	£22
Rooms 4 and 5	Large training room	Theatre Boardroom Workshop	60 60 60	£40	£34
Room 11	Medium meeting room	Theatre Boardroom Workshop	20 20 20	£23.50	£20
Room 10	Small meeting room	Boardroom	10	£20.00	£14
Room 18	Large training room	Theatre Boardroom Workshop	60 60 60	£40	£35

Information technology rooms

Room	Description	Layout	Capacity	Rate per hour (incl. VAT)	Max # people per room (incl. VAT)
Room 6	IT suite, 12 PCs Network internet access, interactive whiteboard	Computer Boardroom	12	£23.50	£20

Equipment in rooms

Printing, Wi-Fi, mobile phone chargers, headphones, projector with screen, screen, flip chart. Additional equipment available at some rooms. Information available in Rooms 6, 7, 8, 9 and 18.

Additional equipment

Mobile phone chargers, headphones, flip chart, can be hired in advance, subject to availability.

How to book a room at the EEC

- To make bookings please email eec@ealing.gov written confirmation of your booking will be sent to you.
- Payment made via invoice or expenditure code
- Provisional bookings must be confirmed within 2 weeks from the date the booking is made
- Room hire may be charged in advance or immediately after the booking has taken place
- If you require catering, please make the team aware.
- Refreshments are available upon request and will be charged per person per hour. Please refer to the rates and capacities information [EEC capacities and rates 2024-25.pdf](#) and [2025-26](#)
- Access to site by car may be determined by [Ealing School Streets](#)

How to cancel a room booked at the EEC

- Please email eec@ealing.gov.uk or call the office on [020 8578 6154](tel:02085786154) to cancel your room booking

Cancellation policy

- Eight weeks prior to an event, a booking is considered a firm booking and payment due
- 50% refund is given for cancellations with two to eight weeks' notice by email
- No refund can be given for cancellations made with less than two weeks' notice

Related services

[Ealing Education Centre \(EEC\) training and meeting venue 2025/26](#)

Contact:

- Ealing Education Centre:** eec@ealing.gov.uk 020 8578 6154

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- [Yes](#)
- [Neutral](#)
- [No](#)

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