

Ealing Education Centre (EEC) charges 2025-26

Training and meeting rooms

Room	Description	Layout	Capacity	Price per hr (min. 2 hrs)
Rooms 7, 8 or 9	Training room	Theatre	35	£34
		Boardroom	25	
		Workshop	25	
		Circle	25	
Rooms 8 and 9 joined	Large training room	Theatre	80	£51.50
		Workshop	50	
Room 12	Medium training room	Theatre	25	£29
		Boardroom	20	
		Workshop	20	
Room 16	Small meeting room	Boardroom	14	£29
Room 18	Large training room	Theatre	80	£51.50
		Boardroom	50	
		Workshop	50	
Room 6	Small boardroom	Boardroom	8	£29
Room 6	ICT room	12 PCs	13	£46.50

Equipment in rooms

Multimedia projector or touch screen TV with speakers, laptop/PC with cables to connect own device, internet access, flip chart.

Additional equipment

Contact the EEC to discuss your requirements. eec@ealing.gov.uk



Services

Limited colour or black and white photocopying available, charges may apply. Black & White, single sided, A4 – 6p per page, A3 – 12p per page, Colour, single sided, A4 – 35p per page, A3 – 60p per page. *Subject to change*

Refreshments and catering

Hot drinks, £1.50 per person for 2 hours, £2.50 for 2-3 hours, £3.90 for 3+ hours. Includes a full range of coffees, tea and hot chocolate - all served in disposable cups. All room bookings at EEC are charged for refreshments automatically at these prices.

Lunch can be ordered directly through a caterer of your choice. Please email eec@ealing.gov.uk for details.

Terms and conditions

- ◆ To book please email eec@ealing.gov.uk
- ◆ Written confirmation will be sent to you
- ◆ Room hire may be charged in advance. Payment made via invoice or expenditure code
- ◆ Provisional bookings must be confirmed within 2 weeks
- ◆ 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
- ◆ Access to site by car may be determined by [Ealing School Streets](#)

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