Price List

FUNCTIONS

Lockyer Suite Hire Costs

Venue Hire Includes:
Professional set-up and layout of tables and chairs.
(Capacity: Up to 250+ guests.)

9am - 3pm	£350
3pm - Midnight	£720
6pm - Midnight	£495
9am - Midnight (All Day)	£995

Extended licensing beyond midnight may be available by prior arrangement only and will incur an additional charge.

All hire times are inclusive of your set up and pack down.
Additional hire hours are charged at **£75** per hour.

Our Café is open to the public 8:00am–4:00pm Monday to Friday and 8:00am–2:00pm on Saturdays.

Function Rooms Costs

Venue Hire Includes:
Professional set-up and layout of tables and chairs.

All prices below are based on a minimum three-hour hire period, *(including set-up and pack-down)* for Monday to Friday bookings. Saturday bookings are charged at the same rates, with no minimum hire period required.

Templefield — £105
(Up to 12 people)

Woodfield — £135
(Up to 30 people)

Warrenfield — £135
(First floor – accessible via stairs or lift | Up to 30 people)

Moorfield Room — £150
(Up to 45 people)

Davis Suite - Consisting of two adjoining rooms — £190
(First floor – via stairs or lift with direct access into the suite | Up to 75 people)

Rendezvous Cafe/Bar **Minimum four-hour hire period applies.** — £295
(Up to 120 people)
Only available to hire Monday–Friday from 5pm and Saturday from 2.30pm

Additional hire hours are available and will be charged accordingly.

The Rufus Centre
Celebrate in Style

Price List

FUNCTIONS

Catering Costs

Whether you are hosting a meeting, celebration, or private function, we offer a range of catering options including hot and cold finger buffets and afternoon tea menus.

Please ask to see our separate catering menus for full details, pricing and available options.

We do welcome external caterers for specialist cuisine only (subject to a kitchen hire fee).
Kitchen access is available from 2:00pm on Saturdays. ***Lockyer Suite & Rendezvous Cafe/Bar bookings only.***

Kitchen Hire Fee	£600
External Food Van Pitch Fee *(Does Not include Kitchen Use)*	£300
Glassware Hire *(Includes: Water Glass, Wine Glass & Flute Glass)*	£1.50 pre Person
Crockery & Cutlery Hire	£1.50 pre Person
White or Black Table Linen	£14 Pre Cloth
Linen Napkins	£2 Per Napkin

Drinks and Packages

Soft Drinks Package — £16 Per Package

Includes 1 Jug of Each: Orange Juice | Apple Juice | Fruit Squash | Sparkling Soda of Choice
(Orange, Cola, Lemonade, Vimto or Soda & Cordial)

Assorted Table Wine Package — £52 Per Package

Includes 1 Bottle of Each: Red | White | Prosecco or Rose

Welcome Drink — £5 Per Person

Includes Either: A Glass of Prosecco | Bottle Beer or Cider

Wine Corkage — £8 Per Bottle

Table Wine only

Coffee and Tea station — £2 Per Person

Minimum requirement: 50% of total guest numbers

The Rufus Centre
Celebrate in Style

Price List

FUNCTIONS

Décor and Hire Items

Ivory Ceiling Canopy	£395
Sparkling Backdrop Curtain in Ivory or Black	£345
Ivory Sparkling Top Table Skirting	£65
White or Black Stretch Chair Cover	£4
Coloured Chair Bow	£2
Colour Ambient Room Uplighting	£115
Ivory Wall Swagging	£100
Mirror Plate Centrepiece	£3
Colour-Changing LED Cylinder Centrepiece	£5
LED Tealight In Holder	£2
Cream Lantern with Flickering Tealight	£6
Fishbowl | Lily Vase | Peony | Delphinium Centrepiece *(With silk flowers on mirror plate with tealight candles)*	£15
Silk Flower Bud Vase	£6
Silk Flower Arrangements On Tall Glass Vase *(Set of 6)*	£120
Vintage Floor Standing Easel	£20
Red Carpet Arrival	£75
Gold Shimmer Photo Wall	£75
Balloon Trio with Ribbon & Weight *(Floor or Table Standing)*	£20
Balloon Arch - Single	£95
Modular Stage *(up to 5m Long × 2m Deep)*	£30
4ft Individual Light Up Letters	£95
4ft Individual Light Up Numbers	£95
White LED Dancefloor 14ft x 14ft	£515
White LED Dancefloor 16ft x 16ft	£565
Professional In-House DJ Package	£650
Premium Decorations Package	£995

Ceiling Canopy • Sparkling LED Feature Backdrop • 100 Black Stretch Chair Covers • 10 Black Tablecloths • Colour Ambient Uplighting • Easel • Red Carpet or Gold Shimmer Photo Wall

The Rufus Centre
Celebrate in Style

Price List

FUNCTIONS

Rufus Bar & Security

A fully staffed bar service is available for evening events held in the Lockyer Suite and Rendezvous Café/Bar.

Our Events Team can provide further details on our bar facilities, drinks packages and available options to help tailor your event. If you would like to see our Bar Menu or discuss your requirements, please get in touch and we will be happy to assist.

Please Note: Depending on the size and nature of your event, evening door security may be required. If this applies to your booking, we'll discuss this with you in advance, along with any associated costs.

Booking Information

All prices are inclusive of VAT.

To make an enquiry, check availability or book your function, please contact our Events Team:

Email: events@flitwick.gov.uk | Telephone: 01525 631905
We aim to respond to all enquiries within 24–48 hours.

You are welcome to visit us during our opening hours, Monday to Saturday, and explore the venue at your own pace.
If you would prefer a more personalised viewing, our friendly Events Team would be delighted to arrange a guided viewing at a time that suits you, allowing you to explore the venue and discuss your event requirements in more detail.

A completed booking form and deposit are required to secure all bookings.

All bookings are subject to availability and our Terms and Conditions.

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