

SPACE 8



Space 8 is available for business meetings, seminars, training and away-days. It is a bright, corner room with mid-wall to ceiling windows on two sides.

Equipped with:

- 55 inch LED TV (wall mounted)
- Writing wall and board pens
- Telephone conference call facilities
- Free Wi-Fi
- Projectors and laptops available for hire (details below)
- DVD player and Flipchart stand and pad available on request

Space 8 is the largest meeting room, accommodating up to 30 delegates boardroom style, 24 cabaret or 35 theatre style. It is 7.4m x 6.8m x 2.5m and located on the fifth floor. It is fully accessible by the passenger lift from the ground floor, with wash-room facilities located between the two meeting rooms on the fifth floor.

Space hire is a competitive £60.00+VAT per hour (3 hour minimum).

We also offer Full Day and Half Day Delegate rates for up to 10 delegates which includes room hire and catering throughout the day. Our in-house caterers Fare have been successfully providing a professional catering service to our meeting rooms and for clients' private events since 1998. Catering ordered to the meeting room can be as simple as speciality teas, coffee and biscuits to a delicious, warming hot buffet lunch or fresh, crisp seasonal salads.

Full Day Delegate Rate

£60.00 + VAT per head (up to 8 hours space hire between 9am – 6pm)

Minimum 10 delegates Includes 3 servings of tea/coffee, biscuits/pastries, water/juice, working buffet lunch.

Half Day Delegate Rate

£45.00 + VAT per head (up to 4 hours space hire between 9am-2pm or 1pm-6pm)

Minimum 10 delegates Includes 3 servings of tea/coffee, biscuits/pastries, water/juice, Gentlemen Barista's packed lunch

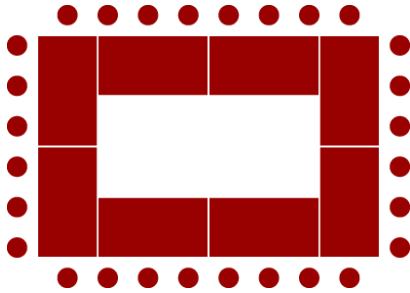
Additional Equipment Hire

Projector £50 + VAT

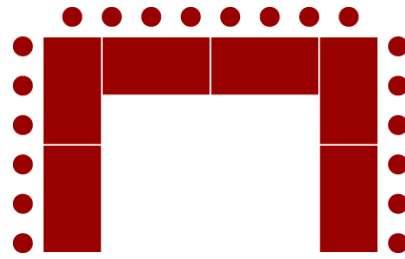
Laptop £50 + VAT

Projector and Laptop £75+VAT
Flipchart paper £3.00 +VAT per pad of A3 Paper

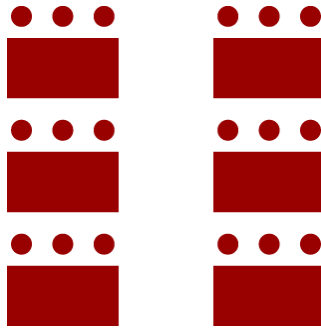
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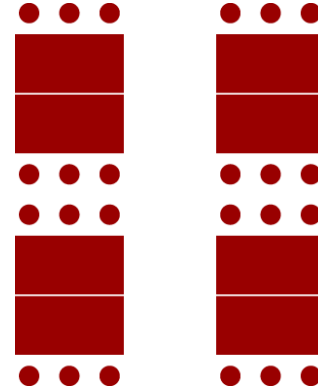
1. Boardroom layout
Maximum capacity 30



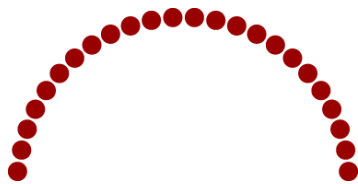
2. U-Shaped layout with tables
Maximum capacity 20



3. Classroom layout
Maximum capacity 18



4. Cabaret layout
Maximum capacity 32



5. U-Shaped chairs only
Maximum capacity 24



6. Theatre chairs only
Maximum capacity 35