

# Welcome ...



## to the Spalding Conference & Management Centre

*One of Spaldings  
leading business  
venues, available  
for hire.*

*Prices from just £20*

Here at the centre we have a multi-purpose room tailored to suit your individual requirements.

Our state-of-the-art room is fully air conditioned and can be configured in many different formats holding from 2 - 40 delegates.

Spalding Conference & Management Centre is an ideal venue for a corporate event whether it be a small business meeting, a large conference or a training course - **we cater for your activity.**

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This pack contains details of pricing structures for room, equipment and refreshments.

Our Conference Centre can be hired on an hourly, half day or full day basis.

Please see the following pages for full details.



*Whatever your requirements, our Conference Room is available for hire hourly, half day or full day.*

**STANDARD ROOM SESSIONS:**

8.30am to 1.00pm

1.30pm to 5.30pm

6.00pm to 9.15pm

*Access for room setup/clear is 30 minutes before and 15 minutes after stated times. Standard days are Monday to Friday. Times & days outside of standard will be quoted for by the Centre Manager.*

*The building is open all year with the exception of the Christmas and Bank Holidays.*

*Please call for assistance and booking on **01775 764800**, alternatively email us on **fenscape@bydesign-group.co.uk***

**STANDARD HIRE COSTS INCLUDE:**

- Room Hire Charges.
- Standard technical equipment for the room - including interactive whiteboard, LCD projector, flipchart and overhead projector.
- Water on the table.

*Every event is unique, please discuss with us your full range of requirements and we will be happy to advise and provide you with a firm quotation.*

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**ROOM TARIFFS:**

The standard costs of hiring the Conference facility are as follows:

Full Day      **£103.95**

Half Day      **£51.97**

Per Hour      **£20.35**

## **ROOM CAPACITIES:**

Standard Layout	Training/ Presentation	Meeting (no presentation)
Classroom/Theatre	40	40
Hollow Square	N/A	30
U-Shape	18	18
Rectangle	12	12

*Changes can be made to room layouts. Please discuss your requirements when booking.  
The Conference Facility is fully air conditioned and has soft lighting.*

## **STANDARD EQUIPMENT INCLUDED IN THE PRICE\*:**

- **Interactive whiteboard**
- **LCD Projector**
- **Flipchart**
- **Overhead Projector**
- **Video/DVD Player**
- **CD Player**

*\*Subject to agreement by the Management.*

## **EXTRA SERVICES:**

Service	Charge
Use of Internet-Ready IT Suite	£10
Incoming Facsimiles (per sheet)	50p
Outgoing Facsimiles (per sheet)	50p
Email (per b&w printout sheet)	50p
Photocopying per side A4	10p
Computer Printout b&w	10p

## **REFRESHMENTS & CATERING:**

Service	Individual Charge*
Coffee/tea	82**
Coffee/tea & Danish	£2.20
Coffee/tea & Biscuits	£1.37***
Finger Buffet	From £6.05
Fork Buffet	From £8.25
Tea/Coffee/Fruit juice	£1.37***
Biscuits	60p

*\*Initial charge per serving at set times.  
(As requested at time of booking).*

*\*\*Prices for additional individual servings 55p.*

*\*\*\*Prices for additional individual servings £1.10.*

# Spalding Conference & Management Centre

## How to find us...

### FROM THE NORTH

From the A1 take the A52 towards Boston then the A17. Finally follow brown signs to Springfields on A16 by-pass.

### FROM THE SOUTH

From the A1/A1(M) north of Peterborough take the A16 east to Spalding. Follow brown signs to Springfields on A16 Spalding by-pass.

### BY RAIL

East Coast Mainline to Peterborough. Direct connection to Spalding, approximately 20 mins.



# Spalding Conference & Management Centre

## Terms & Conditions

All conferences and events booked at the Spalding Conference & Management Centre (hereafter called the Centre) shall be subject to the following:

## Bookings

Provisional bookings will be held for a period of 10 days, and after this time they will be automatically released unless confirmed in writing or an extension agreed.

## Numbers Attending

An estimated attendance number is required at the time of booking confirmation. This information will be used to arrange catering. Exact numbers are required within 5 working days of the event. Reductions in numbers after this time will not receive a reduced charge. Additional numbers that are catered for will be charged, but we cannot offer any guarantee of ability to cater for the increase.

## Charges

All charges are subject to VAT and will be charged at the rate of the most current price list – unless charge is the subject of a quoted price.

The Client agrees to pay all the Centre charges within nett 30 days. The Centre reserves the right to withhold or withdraw credit facilities at any time.

## Client Use of the Centre

The Client and people attending the function shall:

Comply with all health & safety, licensing and other regulations relating to the Centre.

Not carry out any electrical or other works at the Centre without its written consent.

Not consume food and drink at the Centre that is not supplied by the Centre and without its written consent.

Not act in a disorderly manner, leave promptly at the appropriate time and comply with any reasonable requests made by the Centre's employees.

## Cancellation by the Centre

The Centre may cancel the booking if:

The Centre or part of it are closed due to circumstances beyond its control.

The Client becomes insolvent, or enters into liquidation or receivership.

The Client is more than 30 days in arrears with any payment to the Centre.

The booking might prejudice the reputation, or cause damage to the Centre.

In such an event the Centre will refund all advance payment made, but will have no further liability to the Client.

## Cancellation by the Client

In the event of cancellation by the Client, for any reason, the Centre reserves the right to levy charges as follows:

More than 5 working days notice	no charge
5 to 2 working days	40% of the total cost
Less than 2 working days notice	full costs will be incurred

## Liability

The Centre will be liable to the Client and/or guests attending the function for injury to persons or loss or damage to property only where and to the extent that it has been negligent, but otherwise will be under no liability to them whatsoever. The Client will be liable for any loss or damage to the Centre's property, and is advised to consider its own insurance requirements for both this and its own property brought into the Centre.

## General

The Centre will take all reasonable steps to fulfil the booking to the best of its ability, and in accordance with the details provided. However it reserves the right to provide alternative services of at least equivalent standard at no additional cost to the client.

The Client shall not be entitled to assign the booking to any third party, nor use the Centre facilities other than for the purpose stated.

Whilst the Centre has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate it reserves the right to alter, substitute or withdraw any service or facility without notice if necessary.