



**Conference  
Suites & Prices  
2011**



# **Contents**

## **The Centre Conference Venue**

- 1. Conference suites & capacities**
- 2. Day delegate rate**
- 3. Room hire charges**
- 4. Audiovisual equipment**
- 5. Catering**
- 6. Booking your conference**



### **Contact information**

**The Centre Conference Venue  
Farnham Road  
Slough  
SL1 4UT**

**Tel. 01753 774 748  
Fax 01753 787 560**

**Email [spirit@sloughleisure.co.uk](mailto:spirit@sloughleisure.co.uk)**

**Web [www.spiritvenues.com](http://www.spiritvenues.com)**

## Conference Suites & Capacities

The Centre Conference Venue has a total of 12 conference suites, their dimensions and capacities are detailed below.

The venue has a diverse range of suites, from the exclusive boardroom of Ruby 1 through to the Main Hall with a capacity of 700.

Name of Suite	Theatre style	Board Room	U shape	Banquet	LxW (Metres)	LxW (Feet)
<b>Ruby 1</b>	-	12	-	-	9.0 x 2.7	29'6" x 8'10"
<b>Ruby 2</b>	25	12	16	-	6.9 x 5.6	22'8" x 18'5"
<b>Ruby 3</b>	25	12	16	-	5.7 x 5.6	18'8" x 18'5"
<b>Ruby 4</b>	60	20	30	40	11.3 x 5.6	37'1" x 18'5"
<b>Ruby 5</b>	50	16	16		14.1 x 4.8	46'3" x 15'9"
<b>Sapphire 2</b>	25	16	16	-	6.9 x 5.1	22'8" x 16'9"
<b>Sapphire 3</b>	25	16	16	-	6.9 x 5.1	22'8" x 16'9"
<b>Sapphire 4</b>	20	16	16	-	6.9 x 5.1	22'8" x 16'9"
<b>Sapphire 5</b>	80	26	32	50	12.3 x 7.0	40'4" x 23'
<b>Flexi Hall</b>	110	26	34	80	14.3 x 10.3	46'11" x 33'10"
<b>Small Hall</b>	200		40	120	17.5 x 11.6	57'5" x 38'1"
<b>Main Hall</b>	700	-	-	500	37.5 x 20.8	123' x 68'3"
<b>Main &amp; Small Halls combined</b>				670		

The Main Hall also offers the following features:

- Optional tiered seating available for 270, in three sections. 1-3 sections can be used and are not fixed to the wall so can be brought as far forward as required.
- Lighting rig with a two ton load with basic white parkhands
- Ceiling height 12-15 metres high (wave shaped roof)
- Ceiling can take a further 3 tons.
- Drive in loading bay and floor suitable for driving lorries on.
- Linoleum floor
- Air circulatory system and no natural daylight.
- 32amp and 63amp 3 phase power.

Car parking is complimentary for all delegates

## Delegate Packages

Choosing the day delegate package is a simple way of booking your conference. There is a set price for each delegate, which will include all the essentials you need for the day.

**Day delegate rate**  
**£29.50 + vat**

**The day delegate package includes the following items ~**

Hire of main conference room from 9.00 am – 5.00 pm

Adjacent area for refreshments and catering

Finger buffet lunch served with fruit juice

Three servings of tea, coffee and biscuits

Still & sparkling mineral water

Selection of cordials

Sweets

Note pads & pens

Stationery box

OHP & 6' screen if required

Flipchart & markers if required

**Half day delegate rate**  
**£23.00 + vat**

**The half day delegate package includes the following items**

Hire of main conference room for 4 hours

Finger buffet lunch served with fruit juice

Two servings of tea, coffee and biscuits

Still and sparkling mineral water

Sweets, cordials and equipment as above

### **Lunch**

A finger buffet lunch is included in both the full and half day packages. The £8.95 menu is included but can be upgraded if required. Please refer to Conference Menu pack for full details.

### **Minimum numbers**

All rooms have minimum numbers. If you require a larger conference room or extra rooms, additional charges will apply.

## Room Hire Charges

Rooms can be booked on a full day, half day or hourly basis (minimum 2 hours).

Name of Suite	Full day room hire (8 hours)	Half day room hire (4 hours)	Hourly room hire charge(min 2 hrs)	Theatre style	Board Room	U shape	Banquet
Ruby 1	£215.00	£110.00	£30.00	-	12	-	-
Ruby 2	£215.00	£110.00	£30.00	25	12	16	-
Ruby 3	£215.00	£110.00	£30.00	25	12	16	-
Ruby 4	£250.00	£130.00	£35.00	60	20	30	40
Ruby 5	£350.00	£185.00	£45.00	50	16	16	
Sapphire 2	£215.00	£110.00	£30.00	25	16	16	-
Sapphire 3	£215.00	£110.00	£30.00	25	16	16	-
Sapphire 4	£215.00	£110.00	£30.00	20	16	16	-
Sapphire 5	£295.00	£150.00	£40.00	80	26	32	50
Flexi Hall	£600.00	£300.00	£100.00	110	26	34	80
Small Hall	£600.00	£300.00	£100.00	200		40	120
Main Hall	£3,000.00	-	-	700	-	-	500

All room hire charges are vat exempt.

The above prices apply between 8.00 am – 8.00 pm, we can host events outside these hours and additional charges apply.



**Bringing Your Events To Life**

## Audio Visual Equipment

All room bookings include a complimentary flipchart with pad and pens, screen and OHP on request.

We can also order additional presentation equipment for your event, from extra flipcharts, data projectors and full bespoke back projection sets with staging and technician.

Some example prices of smaller items are:

Additional Flipchart ~ £12.50 each  
Data Projector ~ £150.00  
Laptop ~ £100.00  
Data projector & laptop package ~ £200.00  
TV & DVD ~ £30.00  
TV & Video ~ £30.00  
PA system (up to 50 delegates) ~ £100.00  
PA system (up to 200 delegates) ~ £185.00  
PA system (over 200 delegates) ~ upon request  
Microphone – wire hand held ~ £25.00  
Microphone – radio hand held ~ £25.00  
Microphone – radio lapel ~ £25.00  
Microphone – lectern / table top kit ~ £30.00  
Lectern – basic ~ £10.00  
Lectern – box felt (blue or grey) ~ £40.00  
Screen 8'x6' ~ £50.00  
32" plasma ~ £75.00  
42" plasma ~ £95.00

Bespoke sets – price on application

### **Photocopying, printing & faxing services**

Our reception will be happy to deal with any printing that you may require:

Photocopy ~ £0.10 per sheet  
Incoming fax ~ £0.10 per sheet  
Outgoing fax (UK) ~ £0.20 per sheet  
Printing (black & white) ~ £0.10 per sheet  
Printing (colour) ~ £0.30 per sheet

All AV prices are subject to the addition of vat

## Catering

A wide range of refreshment options are available for your conference, from tea, coffee and biscuits to breakfasts, themed breaks and buffet lunches.

Buffet lunches can be enhanced by adding extra items, upgrading to a hot fork buffet or adding a second course. Healthy options are available and we can cater for your delegates with special dietary requirements.

Please refer to the Conference Menus pack for full details.

Some example prices are detailed below:

Tea, coffee and biscuits ~ £1.95 per person per serving

Finger buffet menu ~ £8.95 per person

Hot fork buffet menu ~ from £6.50 per person

Breakfast ~ from £4.45 per person

Fruit basket ~ £1.00 per person, per serving

Cakes ~ £1.50 per person

All catering prices are subject to the addition of vat

## Booking your conference

If you need any further information regarding the venue or if you would like to organise an appointment to view the facilities, please do not hesitate to call or email us.

The Centre Conference Venue hosts hundreds of events every month ranging from 2 -700 delegates – let us know if you need any advice or assistance.

When you contact us with an event in mind, we can check availability of dates and provisionally book it, providing a full quote for you. In order to confirm, we ask that you email us the acceptance of booking and we will forward a contract and terms to you.

We can also help organise other aspects of your stay, including accommodation, sending location maps and recommendations for local attractions.

Spirit Conferencing offers another quality venue for conferences – Thames Valley Athletics Centre in Eton. Please enquire for details.

Tel 01753 774 748

Email [spirit@sloughleisure.co.uk](mailto:spirit@sloughleisure.co.uk)