

MEETINGS AND EVENTS

INFORMATION GUIDE

From interviews to one-to-one meetings, training to conferences, we have a great range of spaces available for hire whatever your event.

All of our spaces are accessible and are equipped with comfort cooling, Wi-Fi and have natural daylight.

Our Meeting and Event spaces

Detailed below are our hire rates along with the available layouts available and maximum capacities. Floorplans for each of our rooms are available on request.

White Rose



Room Information:

Location: Ground floor

Hourly Rate: £50.00

Day Rate: £220.00

Maximum Capacities (people):

Boardroom: 24

Theatre style: 50

Meeting Room: 30

Semi-Circle of chairs: 40

Poppy



Room Information:

Location: Ground floor

Hourly Rate: £30.00

Day Rate: £170.00

Maximum Capacities (people):

Boardroom: 20

Theatre style: 20

Meeting Room: 25

Semi-circle of chairs: 16

Bluebell



Room Information:

Location: Ground floor

Hourly Rate: £30.00

Day Rate: £170.00

Maximum Capacities (people):

Boardroom: 20

Theatre style: 20

Meeting Room: 25

Semi-circle of chairs: 16

Daffodil



Room Information:

Location: First floor

Hourly Rate: £30.00

Day Rate: £170.00

Maximum Capacities (people):

Boardroom: 10

Lilac



Room Information:

Location: First floor

Hourly Rate: £30.00

Day Rate: £170.00

Maximum Capacities (people):

Boardroom: 16

The Hub



Room Information:

Location: Ground floor

Hourly Rate: £30.00

Day Rate: £170.00

Maximum Capacities (people):

Boardroom: 8

Equipment Hire

Each room is equipped with Wi-Fi and a flipchart and pens.

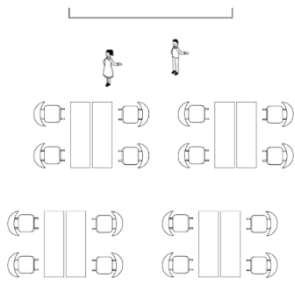
Please note: we are unable to provide laptops for hire.

A range of additional equipment is available to hire for your booking as detailed below:

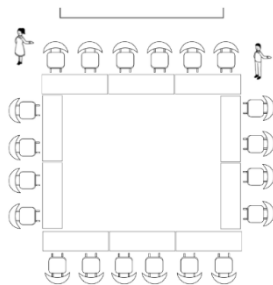
| Item | Rate of hire |
|--|----------------|
| Data Projector | Free of charge |
| Television for Presentations | Free of charge |
| Flipchart & Pens | Free of charge |
| WI-FI Internet Connection | Free of charge |
| Jabra speaker and video conference camera (for video conferencing – subject to availability) | Free of Charge |

Room layouts

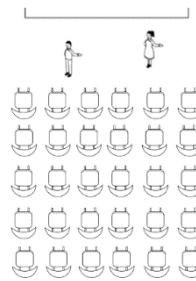
Please see below diagrams of the available layouts



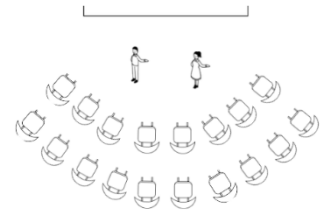
Meeting Room Style



Boardroom Style



Theatre Style



Semi Circle of Chairs

Room Hire Rates

| Day / Time | Room | Rate |
|----------------------------------|------------|------------------------------|
| Monday – Friday 8.30am to 5pm | White Rose | £50 per hour / £220 full day |
| | Daffodil | £30 per hour / £170 full day |
| | Lilac | |
| | Bluebell | |
| | Poppy | |
| | The Hub | |

Booking a Room

If you would like to discuss availability or would like to view our facilities, please contact Conference Team who will be happy to help.

Telephone: 01484 483000

Email: conference@ththemediacentre.org

Please note, when booking a room an advanced payment will be required prior to the date of your booking.

MEETINGS AND EVENTS

SPECIAL OFFERS

Offer One:

Receive a 20% discount on your 1st meeting room booking at The Media Centre

Not booked with us before? Call or email us to make your first meeting room booking and receive a discount of 20% on the room hire cost.

Offer Two:

Receive a discount on room hire when booking meetings over 5 or more dates at The Media Centre.

Booking a series of events? Call or email us and if your booking is for 5 or more dates, receive a great discount on the room hire for each date.

- **5 + dates booked = 10% discount**
 - **10 + dates booked = 20% discount**
-

Terms and Conditions:

The Media Centre meeting and events special offers apply to the hire of onsite meeting rooms as detailed in this guide.

Only one offer can be applied to any booking / series of bookings, and cannot be used in conjunction with any other promotional or discounted offer.

Offer One:

- The 1st time booking discount is applicable to room hire only.
- If more than 1 date is booked, the room hire discount will be applied to the first date booked only (if offer 2 is not applicable)
- If the business invoiced has booked room hire with The Media Centre previously, this offer cannot be applied.

Offer Two:

- The series of bookings must occur within 12 months.
- The discount is applicable to room hire only and cannot be applied to the hire of chargeable equipment, refreshments or catering.
- Should a cancellation occur of any dates within the series, the discount applied will be amended to reflect the new total number of dates.

MEETINGS AND EVENTS

REFRESHMENTS

A range of refreshments are available for your meeting as per the list below

In addition a kiosk is available at reception for your attendees to purchase additional snacks and soft drinks. Please note that this is a card only payment system

Refreshments

| | |
|---|--------------|
| Flask of Batch Brew Dark Woods Coffee <i>Serving up to 8 cups</i> | £9.00 |
| Flask of Tea <i>Serving up to 8 cups</i> | £8.00 |
| Bottle of Still Water 1L <i>Serving up to 4 glasses</i> | £1.50 |
| Bottle of Still Water 500ml <i>Serving 1 person</i> | £1.00 |
| Jug of OJ <i>Serving up to 4 glasses</i> | £2.50 |
| Borders Biscuits (2 pack) <i>Individually wrapped, serving 1 person</i> | 70p |

We do have a range of individual drinks and snacks that are available from our Kiosk at reception and can be paid for individually or as a group at the end of your booking by card.

Please note that self-provision / third party provision of refreshments and catering is not permitted within The Media Centre meeting rooms

CATERING MENU

PROVIDED BY ALIMENTO

Alimento provide a selection of working lunches using products from local suppliers, supporting food and drink in Kirklees

Please note:

- A 15% administration fee will be applied to all catering orders.
- Self-provision / third party provision of refreshments and catering is not permitted within The Media Centre meeting rooms

Classic Sandwich Platter

£40.00 – serves up to 10 people

“The simple and inexpensive way to have lunch, when all you need is a sandwich”

A selection of sandwiches (as below) served on freshly baked white and whole meal teacakes and wraps, filled with the classics

Roast ham with salad cream

Roast beef with red onion & mustard mayo

Roast ham

Cheese & pickle

Brie cranberry & crunchy lettuce

Prawn Marie Rose & crunchy lettuce

Tuna Mayo, lettuce & sweet corn

Cheese, pickle & lettuce (v)

Egg mayo

Salad with salad cream (v)

Add a large tray of crisps for £6.00

Just Sandwich Lunch

£7.50 per head

“The perfect quick lunch break for large or small numbers”.

1 round of sandwiches per person of a mixture of white & whole meal rolls and wraps generously filled with our classic meat, fish and vegetarian fillings.

Kettle chips

A piece of fruit & a piece of flapjack or muffin

Just Wrap Lunch

£7.50 per head

“For those who want a lighter lunch”.

As the Just Sandwich Lunch but with wraps instead of bread

Working Lunch

£11.00 per head

“Perfect for that business lunchtime meeting”

1 round of sandwiches per person of a mixture of white & whole meal rolls and wraps generously filled with our classic meat, fish and vegetarian fillings.

Choose 2 of the following savories:

Onion Bhaji (v) with Vegetable Samosas (v)

Vegetable Quiche (v)

Vegetarian Thai Dim Sum & sweet chili dip (v)

Scotch Eggs

AR Jones Pork Pies

AR Jones Sausage Rolls

Choose a salad from the following:

Coleslaw

Pasta Salad

English Garden salad

Vegetarian Cous Cous

Dessert -Freshly baked flapjack of muffins (chocolate or fruit) or a piece of fruit

MEETING FACILITIES

USEFUL INFORMATION

We recommend that this information is passed to both the course leader and delegates for information.

How to find us

The Media Centre in Huddersfield town centre, just a 2-minute walk from Huddersfield train station. All meeting rooms are located in the Northumberland Street building. The entrance, on the corner of Northumberland Street and Lord Street, is shared with our onsite café bar Café Ollo and is identifiable by the white flag above the door.

For further details on how to find us please visit our website; www.themediacentre.org

Room access

Please note that due to prior or following meetings and conference facility opening hours we cannot guarantee access to the room outside the booking times noted on the booking form. Access provided outside of the agreed times of booking will be added to your invoice at the advertised hire rate.

If you would like to change your booking to allow for set up and clearance, please contact our Bookings Team to discuss the possibility of the centre opening early.

Amendments

We endeavour to accommodate any changes you may need to make to your booking but please note that to ensure provision can be guaranteed, we ask that these changes are requested via email **no later than 5 working days** prior to your meeting.

Car parking

There are short term (up to 1 ½ hours) pay and display bays on Lord Street in front of The Media Centre. For a slightly longer stay there are short term (3 hour) pay and display bays on the Brook Street car park. This is the car park at the end of Lord Street, directly in front of Tesco.

For longer term car parking, Oldgate pay and display car park (HD1 6HQ) is a short walk away, based off of Southgate. This is a pay and display car park. For further information on parking we recommend visiting; <https://www.kirklees.gov.uk/beta/transport-roads-and-parking/parkingspaces/?bikelock=Y>

Please note that there is no parking available at The Media Centre site.

Disabled access

Whilst The Media Centre does not have disabled parking bays of its own, there are 2 disabled parking bays in front of our reception building on the Lord Street side. The Media Centre has a ramped entrance and lift access to all rooms not based on the ground floor and a hearing loop is fitted in reception for any visitors who may be hard of hearing.

Contacting us

You can contact our Bookings Team by the following methods.

Telephone: 01484 483000 **Email:** conference@themediacentre.org