

CONFERENCE FACILITIES BOOKING FORM

To confirm your room booking with The Media Centre, please complete this form and return it to reception no later than 5 working days before your meeting.

Company	Contact Name	Booking Authorised By (Signature)

Date of Booking	Number Of Delegates	Title of Meeting (To be displayed in reception if required)

Room Booked	Layout Required (Details of capacities and layouts can be found on the next page)

Times room booked (when access is needed from and until):	Meeting Times:
From..... To.....	From..... To.....

Equipment

Item	Quantity	Item	Quantity
TV & Video		Data Projector	
TV & DVD		Overhead Projector	
Flipchart & Pens		Internet Connection (Please indicate no. of hours)	

If you would like to hire any equipment please tick next to the relevant item
 (Details of hire rates can be found on the rear page)

Screens: The Conference Room and The Meeting Room both have screens provided as standard. Due to space restrictions there are no screens in place in the Corner Room, The Circle Room or The Training Room, however the walls in these rooms are ideal for projecting onto.

White Boards: The Training Room has a white board installed. If you have this room and would like pens to be provided please tick here:

We ask that no items are stuck to the walls in any of our rooms.

Refreshments

	Please Indicate Quantities Required			
Time To Be Served				
Coffee (Flask)				
Tea (Flask)				
Orange Juice (Jug)				
Still Water (Bottle)				
Sparkling Water (Bottle)				
Biscuits (Per Person)				
Wrapped Confectionary				

(Details of rates and servings can be found on the following page)

Room prices, layout and capacity details

Room Required:	Rate of Hire		Capacity			
	Hourly	Full day	Theatre Style	Meeting Room	Boardroom	U Shape Seating
Discussion Room	Free for up to £16 hours per week. Normal booking price applies after these 16 hours		N/A	N/A	4	N/A
Corner Room:			N/A	N/A	10	N/A
Circle Room:			20	16	16	20
Training Room:			20	16*	20*	20
Meeting Room:	£24	£105	50	24*	20*	20
Conference Room:	£24	£105	70	20	20	20

- = Subject to table availability.

The Discussion Room Normal Rates = £20 per hour, £100 per day

The Corner Room Normal Rates = £28 per hour, £160 per day

The Circle Room Normal Rates = £28 per hour, £160 per day

The Training Room Normal Rates = £28 per hour, £160 per day

Please note that the above prices are based on room hire during Media Centre Opening Hours: Mon - Fri 08:30 – 17:00

Hire rates for meetings outside these times:

Monday – Friday before 08.30 or after 17:00: All rooms £60 per hour

Weekends: All rooms £75 per hour

Equipment

The Media Centre is able to provide the following equipment for your meeting. Please note that on busy days there may be limited availability and that all equipment is provided on a first come, first served basis.

Number Required	Equipment	1 Hour	2 Hours	3 Hours	4 Hours +
	Over Head Projector (For acetate use only)	£3.00	£5.00	£7.00	£10.00
	Data Projector (For use with PowerPoint and computer based software)	£12.00	£22.00	£30.00	£35.00
	Flipchart & Pens	£4.00	£6.00	£8.00	£12.00
	TV & DVD / Video	£5.00	£9.00	£12.00	£15.00
	Wireless Internet Connection (If wall connection is preferred please request a cat 5 cable)	3 hours free of charge. £4.00 per hour for each additional hour provided.			
	Cat 5 cable (used to connect your lap top to the internet wall socket)	Free of charge (Please note that if this item is not returned to The Media Centre a £5 charge will be added to your invoice)			
	Extension Cable	Free of charge (Please note that if this item is not returned to The Media Centre a £5 charge will be added to your invoice)			

Please note that we are unable to provide PC's, Laptops and Mac's

Café ollo - Refreshments

Item	Price	Item	Price
Flask of Tea (serves 4- 5)	£8.00	Bottle of Still Water (serves 8)	£2.50
Flask of Coffee (serves 4- 5)	£9.00	Bottle of Sparkling Water (serves 8)	£2.50
Jug of Orange Juice (serves 6)	£3.50	Wrapped Confectionery	£0.65
Biscuits (per person)	£0.50		

Catering is available. If Catering form not provided please ask at reception.

All bookings are subject to The Media Centre Terms and Conditions.

If you have any questions regarding these terms and conditions please do not hesitate to contact our room bookings team in reception.

Catering menu and booking form

For your comfort we endeavour to clear food away as soon as possible. Please be assured disruption will be kept to an absolute minimum.

If you would like to order catering for your meeting please complete the form below. Please note that whilst we will try to accommodate any changes or additions made on the day, we cannot guarantee these.

Breakfast options - The most important meal of the day!

Hot Breakfast Sandwiches	Price	Number required	Time required
Bacon	£3.00 per head		
Sausage			
Vegetarian sausage			

Fresh Fruit	Price	Number required	Time required
Fresh fruit salad with vanilla yoghurt	£1.75 per head		

Morning Pastries	Price	Number required	Time required
Croissant	£1.00 per head		
Danish			

Working Lunches

Our sandwiches are prepared using the freshest variety of ingredients and served in fresh sliced bread.

Unless otherwise specified, sandwiches delivered are divided equally between meat, fish and vegetarian fillings.

Please note that refreshments are not served with catering unless specified within the menu or requested by you.

The Busy	Price	Number required	Time Required
A selection of freshly cut and dressed sandwiches (1 ½ rounds per person) The house salad Potato Chips Still Water	£4.95 per head		

The Working	Price	Number required	Time Required
A selection of freshly cut and dressed sandwiches (1 ½ rounds per person) The house salad Potato Chips Cous Cous Coleslaw Fresh Fruit Still Water	£7.95 per head		

The Works	Price	Number required	Time Required
Mediterranean Meze platter (Feta, olives, chorizo, salad, meatballs, bread and houmous) A selection of freshly cut and dressed sandwiches (1 ½ rounds per person) Potato Chips Cream Cakes Still Water Along with four choices from our 'Extras' Menu	£11.95 per head		

'Extras'

The following can be ordered individually or as an accompaniment to lunch.

Menu Item	Price	Number required	Time required
Pasta Salad	£1.50 per head, per item		
Savoury Rice			
Potato Salad			
Coleslaw			
Brie Wedges			
Onion Bhajis			
Greek Salad			
Quiche			
Cous Cous			

Desserts

	Price	Number required	Time required
Mini fresh cream cakes - 2 per person	£3.00 per head		
Baked fruit cheesecake			
Yorkshire cheeseboard with celery and grapes			

Afternoon Tea

	Price	Number required	Time required
Flapjack	£1.00 each		
Fruit slices			
Giant cookie			

Special Dietary Requirements

We are happy to accommodate special dietary requirements and recommend that before booking you contact all delegates to establish if there are any.

If any delegates do have any dietary requirements please can you list these below and we will endeavour to provide a catering solution for these delegates.

Allergy / Dietary Requirement	Would this person require their own special platter?

Special Occasions

Whilst we will not alter our menu, from time to time we may include seasonal ingredients to suit occasions in the calendar.

If you have a special occasion or would like something added to your menu for a one off event, please do not hesitate to contact us and we will endeavour to source these items for you.

We reserve the right to offer alternative options if necessary which will be similar and of equal value and standard.

CONFERENCE FACILITIES

USEFUL INFORMATION

Useful information for course leaders and delegates

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

How To Find Us

The Media Centre is town centre based, only a two minute walk from Huddersfield train station. All our conference suites are located in our reception building based on Northumberland Street (corner of Lord Street).

The entrance is shared with our onsite café bar café ollo and is identifiable by the large text message that runs above the door.

For further details on how to find us please visit our website, www.the-media-centre.co.uk

Room Access

Please note that due to previous or following meetings and centre opening hours we cannot guarantee access to the room outside the booking times noted on the booking form.

The centre opening hours are 08:30 – 17:30. The conference room opening hours are 08:30 – 17:00.

If you would like to change your booking to allow for setting up and packing or if you have an 08:30 conference start and would like access to the room prior to this time please contact our CSA 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 the deadline for these changes is **no later than 5 working days** prior to your meeting to ensure that we are able to guarantee provision.

Dietary Requirements

We are happy to accommodate special dietary requirements. Please contact the course organisers with information for this to be passed on to us at The Media Centre

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 (2 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, Pine Street car park is a short walk away. Based on the opposite side of the ring road next to the sports centre. This is a pay and display car park managed by Kirklees Council. There is also a long term car park behind the train station. This is a manned pay on entry car park. The entrance can be found opposite Bradley's restaurant.

Please note that there is no parking available to the rear of The Media Centre.

Disabled Access

Whilst The Media Centre does not have disabled parking bays of it's own, there are three disabled 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.

A hearing loop is fitted in reception for any visitors who may be hard of hearing.

Contacting Us

You can contact our room booking team by the following methods.

Telephone – 0870 990 5000

Fax – 0870 990 5100

Email – info@mcnetwork.co.uk

Please note that any changes to the booking must be made by the course organiser in writing.

