

# the cellar project



The Cellar Project • The Old School • Farfield Road • Shipley • BD18 4QP

## Conference Suite Facilities

Our Conference and Training Centre has now been open for over three years and is very popular. It has been used by a diverse range of statutory and voluntary organisations, as well as by local community groups and we have had many repeat bookings.

Unfortunately the time has come to raise our prices, in line with extra staffing and utility costs which, so far, we have carried ourselves. The new prices below will operate from any booking taken from 1<sup>st</sup> March 2009 onwards.

We have three rooms available for you to hire, for that all important conference, or hastily arranged meeting.

## Conference Room

This huge, light and airy, fully carpeted room can seat up to 60 people, theatre-style, or 30 people, using tables.

The room is complete with all the audio-visual equipment you may need, including a 37" Plasma screen TV & laptop PCs. An overhead projector and laptop PC is available to hire. This room is ideal for that important presentation.

## Multi-purpose/Theatre Room

This is another large room useful as a break-out room or for plenary sessions. It is a perfect rehearsal space for theatre, dance and other related activities, as well as larger meetings.

## Meeting Room/Craft Room

The Meeting room was primarily designed for Arts and crafts, with large, easy-clean tables and seating for 20–30, depending on use of tables or not. It is ideal for smaller meetings, group work or the times when you need to spread out and tackle something more practical.

## All your Catering needs

You will also have use of our café to cover all your catering needs. Whether that's simply drinks and sandwiches, full buffet or a three course meal provided by our very own catering team. We offer five menus ranging from £3.99 to £7.25 per head. Unlimited refreshments (plus biscuits) are available at £2.00 per head for a full day, £1.00 per head for a half day.



## Pricing (from March 2009)

### Conference Room

Voluntary Sector	Other Organizations
Full Day £120	Full Day £140
Half Day £80	Half Day £90

### Theatre Room

Voluntary Sector	Other Organizations
Full Day £95	Full Day £120
Half Day £60	Half Day £70
£12.50 per hour	£16.00 per hour

### Craft/Meeting Room

£13.00 per hour Sessional rates on application

### Equipment Hire

Laptop & Projector	£20.00
Flipchart and Stationery	£5.00