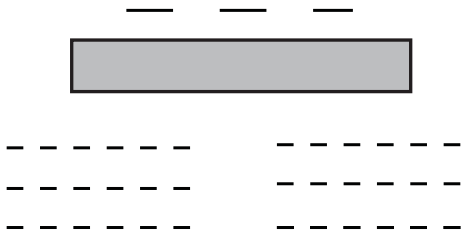
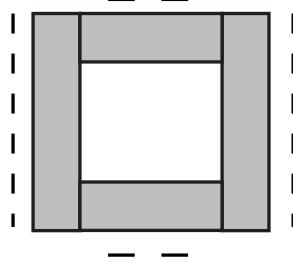


Room Specifications

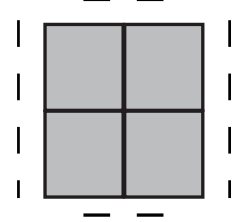
THEATRE



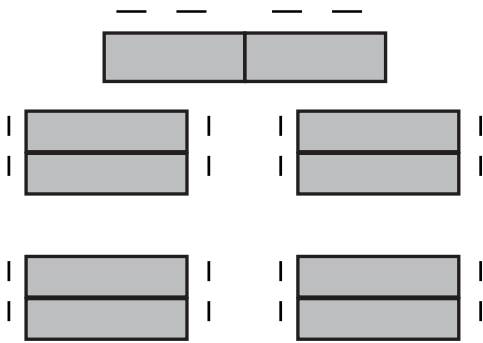
HOLLOW SQUARE



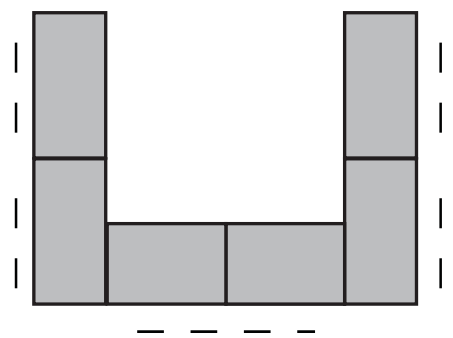
CONFERENCE



CABARET



U SHAPE



Tariffs

TARIFFS

	Accommodates	Hourly	Daily
Theatre	100	52.00	315.00
PDA1	30	42.00	231.00
PDA2	20	32.00	147.00
PDA1 & 2	50	68.00	336.00
Seminar 1	12	50.00 one off fee	
Seminar 2	20	21.00	126.00
PC1	30	32.00	157.00
PC2	30	32.00	157.00
PC3	10	21.00	105.00
TV Studio	10	80.00	500.00
Radio Studio	5	25.00	135.00
Edit Suite	5	25.00	135.00

All prices quoted for room hire are zero rated for VAT. An adjustment to room specification for Theatre setup will reduce the numbers stated above. Please check when booking.

TERMS & CONDITIONS

1. Cancellation of Bookings

Any cancellation or postponement of a booking will be subject to the following charges:

Over 3 weeks notice no charge incurred.

2 to 3 weeks notice 25 percent of room hire rate payable.

1 to 2 weeks notice 50 percent of room hire rate payable.

1 week or less notice 100 percent of room hire rate payable.

2. Rates

Any rates quoted are subject to alteration, although all effort will be made to avoid this.

3. Hours of Meeting

Should the meeting overrun from the time stated at the time of booking an additional charge will be levied at one hour of the room rate.

4. ICT REQUIREMENTS

Any special ICT requirements must be notified to the CLC 14 days before the course date.

Menus

Catering Options at the CLC

SANDWICH SELECTION

Orange and Cranberry Juice

A selection of homemade sandwiches served on healthy low salt/ low sugar breads: wholemeal, malted or white.

A variety of fillings such as

Roast Beef with Horseradish

Honey Roast Ham with Whole Grain Mustard

Mature Cheddar Cheese and Pickle

Egg and Chive Mayonnaise

Plus an added selection of healthy fillings with low calorie dressings.

Garnished with a seasonal garnish and lightly salted crisps

Followed by a selection of Baked Cake Slices

£4.10 per head



WORKING LUNCH

Orange or Cranberry Juice

A variety of assorted sandwiches served on Wholemeal, Malted and White breads. Served with a seasonal garnish and lightly salted crisps.

Plus a selection of savouries such as

Crab Sticks

Tortilla Bites

Glazed Chicken Pieces

Salsa Sausage Rolls

Mini Pizzas

All lightly garnished and served with a variety of salads

Followed by a range of

Fruity Topped Creamy Sponge Cakes

£6.25 per head



CORPORATE BUFFET

Apple Juice or Cranberry Juice

Rare Roast Sirloin of Beef with Horseradish Sauce

Flaked Salmon Fillets on a Bed of Rocket Garnish with Chives

Julienne of Gammon coated in a whole Grain mustard mayonnaise

Pastry Cases Filled with Ratatouille topped with Feta Cheese

Tortilla wraps with a delicious range of fillings, some of which are suitable for vegetarians

A selection of salad bowls which will include a choice of Rocket and Coriander, Tomato and Basil, or Mediterranean Herb

All served with a basket of seeded bread rolls

Followed by individual luxury desserts

£9.20 per head

EXECUTIVE BUFFET

Apple, Orange or Cranberry Juice

Still or Sparkling Water

Baked Salmon Supremes with Hollandaise and Dill

Oriental Tuna Steak

Honey Glazed Duck Breasts

Diced Chicken Tikka bound in a Natural Yoghurt and served on a bed of Saffron Rice

Roasted Peppers Halved and Stuffed with Wild Rice

All served with a selection of salads, which may include Greek Salad, Nicoise Salad, Caesar Salad and a Fresh Seasonal Green Salad with Fresh Herbs and a Tangy Dressing.

Served with a basket of continental bread rolls

All served with a basket of seeded bread rolls

Followed by individual luxury desserts

A delicious canapé dessert selection or help yourself from the exotic fruit basket

£13.50 per head



LANCASHIRE LUNCHEON

Fresh fruit juice

Lancashire Hot Pot served with red cabbage or beetroot; crusty roll and butter

Apple Pie and cream

£5.50 per head



ITALIAN LUNCHEON

Fresh fruit juice

Freshly made Lasagne

Garlic Baguette, Mixed Seasonal Salad

Creamy Fruit Cheesecake/ Fresh Fruit Salad

£7.00 per head



PLOUGHMAN'S LUNCH

£5.00 per head



Tea & Coffee 95p per head

Tea, Coffee & Biscuits £1.60 per head

Facilities



PARKING

Ample free parking is available at The City Learning Centre Campus.

FACILITIES FOR VISITORS WITH DISABILITIES

Parking spaces for people with disabilities are available close to the entrance. The City Learning Centre is single storey building with disabled toilets found close to Reception. A portable induction loop is available to be used in all rooms. Should delegates have any special requirements, please notify us in advance and we will do our utmost to meet your needs.

AUDIO VISUAL EQUIPMENT

Each room is fitted with an LCD Projector/or Plasma and Laptop (Office 2003) for which no extra charge is made. Please check compatibility of presentations.

ADMINISTRATION SERVICES

Photocopying, fax and telephone facilities are available at an additional small charge. Please contact Reception regarding your requirements.

SPECIAL REQUIREMENTS

If you require either specialist software installing or access to a particular website for a training event or other resources from our CLC website menu. Please ensure this is made clear when booking. Please contact IT support at the CLC at least 2 weeks prior to your event.