

## Conferencing facilities

At the Marlowe Innovation Centre, we can provide smart, practical meeting spaces for large or small meetings, training events and exhibitions.

- Convenient location for delegates coming from all across Thanet and Kent
- Free car parking
- Choice of room layouts
- Free use of data projector and screen
- Catering services at competitive rates
- Rooms can be booked by the day, half day and hour
- Special rates for regular or block bookings on request

## The Board Room

- Seats up to 20 people
- Ideal for training courses or seminars
- Boardroom or U shaped layout
- Ceiling mounted data projector and electronically operated screen
- Flip-chart
- Free Wi-Fi Access
- Water provided

## The Meeting Room

- Ideally suited for up to 6/8 people
- Ideal for small meetings
- Flat screen TV available for presentations
- Flip-chart
- Free Wi-Fi Access
- Water provided

## Exhibition Space

Open space area at the centre of the Marlowe Innovation Centre, able to seat 50 people for large meetings and training events. Ideal for exhibitions and small trade shows.

## Hire rates

Board Room (seats up to 20)	£80* per day (8 hours) £40*per half day (4 hours) £25* per hour
Meeting Room (seats up to 8)	£50* per day (8 hours) £25* per half day (4 hours) £10 *per hour
Exhibition Space (seats up to 50)	£150* per day (8 hours) £80* per half day (4 hours)
Tea/coffee	£2* per person
Tea/coffee/biscuits	£3* per person
Fruit juice	£2* per person
Bottled water	£1.50* per bottle
Sandwich buffet lunch (including fruit juice )	£6* per person
Out of Hours/Weekend Rates:	£200* per day (8 hours) £120* per half day (4 hours) £40* per hour

Cancellation charges apply as follows:

- If a booking is cancelled with 14 or more days' notice there will be no charge
- If a booking is cancelled 7 days before the meeting a 50% charge will apply
- If a booking is cancelled within 48 hours or there is a failure to show a 100% charge will be applied

\*All Prices are subject to a VAT at 20%

## Booking Form

To check availability and discuss your requirements, call **01843 598600** or email [info@marloweinnovationcentre.co.uk](mailto:info@marloweinnovationcentre.co.uk). Please then complete this form and return to the Marlowe Innovation Centre

Company name	
Contact name	
Company address	
Telephone number	
Email address	
Nature of business	

### Select your meeting space:

Space	Layout	Date	Start time	End time	Number attending
Board room					
Meeting Room					
Exhibition space					

### Select your extras:

	On arrival	Mid morning	Lunch	Mid afternoon
Tea/coffee				
Tea/coffee/biscuits				
Fruit juice				
Bottled water				
Sandwich buffet lunch				
Buffet Lunch students				
Internet access				
Telephone conferencing				

I enclose a cheque for £\_\_\_\_\_ payable to FFMA (Trading) Ltd.  
 Please invoice me (if an account has been setup).

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_