

Conferencing facilities

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

- Prime location for delegates coming from across Thanet and Kent
- Free car parking
- Choice of room layouts
- Free use of smart TV with HDMI connectivity
- 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
- Smart TV with HDMI cable for laptop connections
- 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 with HDMI connection for laptops available for presentations
- Flip-chart
- Free Wi-Fi Access
- Water provided

Exhibition Space

Open space area at the centre of the Marlowe Innovation Centre, 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 large bottle
Sandwich buffet lunch (including fruit juice)	£7* 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 7 days before the meeting a 25% 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. 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				

Payment is due on confirmation of booking via BACS or card payment over the telephone.

Our banks details are: FFMA (Trading) Ltd, Natwest Account no: 47194189 Sort code: 52-41-42 (also provided on invoice).

Signed: _____

Print name: _____ Date: _____

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