

A modern conference room with large windows, blue and green chairs, and people sitting at tables. The room is bright and airy, with a view of greenery outside. A woman in a white top and black skirt is walking in the foreground, slightly out of focus.

# Day Delegate rates & Room Hire costs

Lakeside Conference Centre

We offer both a day delegate rate package and meeting room plus hospitality rates to work out the best rate for your event.

## Day Delegate rate (per person)

We offer a competitive day delegate rate at **£29.95 + VAT**. The Day Delegate Package includes:

- Use of conference room, set up to your specification
- All audio-visual facilities including a built-in PC, projector, screen and flipcharts
- Tea, coffee and pastries on arrival, morning and afternoon coffee, teas (including herbal and fruit) and biscuits
- 2 course buffet lunch served with orange juice
- Paper, pens, name cards, sweets, water and stationery box
- Provision of visitors' passes and associated security
- Secure car parking
- Message facility
- WiFi
- Installed hearing loops in Sand Hutton Suite

Discounted rates are offered to Charities and Other Government Departments.

### Room hire rates

Sand Hutton Suite	<b>£655</b>
Kirkham/Claxton	<b>£385</b>
Small syndicate room	<b>£150</b>
Additional syndicate room	<b>£200</b>
Exhibition Stand	<b>£265</b>

*(All our rates are subject to VAT.)*

### Business Services

- Photocopying – 15p per sheet
- Photocopying colour – 55p per sheet

Where the daily delegate rate is not applicable, rates will be worked out according to room rate, catering and AV requirements.

Lakeside Conference Centre: The Unique Venue for Your Event 01904 406 668 [conferences@nafic.co.uk](mailto:conferences@nafic.co.uk)

# The Claxton Room features and specification

## Capacities

Theatre style:	50
Classroom style:	24
Boardroom style:	32
U-shaped:	30
Cabaret:	36

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## Audio-visual

WiFi Internet access  
Lectern  
PC  
Ceiling mounted data projector

## Optional

Microphones  
LCD wide screen portable 40 inch TV  
Telephone conferences  
All with complete sound amplification and laser pointer, remote-control handset and lectern, to control easily room interfaces (e.g. video, lighting, curtains, etc)

## Power sockets

18 double sockets, 13 amps

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Dimensions	7.12 x 12.56 x 3.0 m high
Area	89.4 m <sup>2</sup>
Doors	2 double – 1.5 wide x 2.03 m high
Curtains	Blue back-outs with remote control
Features	Natural light Air conditioning
Room plan	See next page
Exhibition space	Space for 10 stands

*The Claxton Room is situated next to the Kirkham Room and adjacent to the Sand Hutton Suite.*

# The Kirkham Room features and specification

## Capacities

Theatre style:	50
Classroom style:	24
Boardroom style:	32
U-shaped:	30
Cabaret:	36

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## Audio-visual

WiFi Internet access  
Lecturn  
PC  
Ceiling mounted data projector

## Optional

Microphones  
LCD 40 inch TV  
20 PC's  
Telephone conferences  
All audio-visual equipment, lighting and curtains are easily managed by remote-control handset or lectern keypad. This room can be equipped with computer training facilities

## Power sockets

40 double sockets, 13 amps

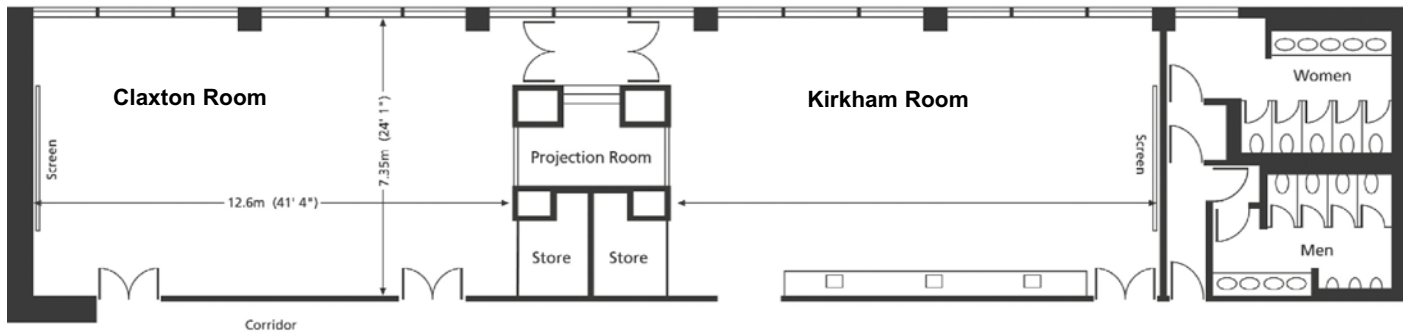
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Dimensions	7.38 x 12.83 x 3.0 m high
Area	94.7 m <sup>2</sup>
Doors	2 double – 1.5 wide x 2.03 m high
Curtains	Vertical blinds
Features	Natural light Air conditioning
Room plan	See next page

*The Kirkham Room is situated next to the Claxton Room and adjacent to the Sand Hutton Suite.*

# The Claxton Room and Kirkham Room plans

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# The Sand Hutton Suite features and specification

## Capacities

Theatre style:	250
Classroom style:	33
Boardroom style:	37
U-shaped:	35
Cabaret:	100

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## Audio-visual

WiFi Internet access  
Portable LCD TV  
Ceiling-mounted data projector  
Lecturn with built in LCD screen and PC  
Microphones – portable and static  
Plasma TV  
All with complete sound amplification/voice reinforcement and laser pointer

## Power sockets

9 double sockets, 13 amps  
3 phase power

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Dimensions	15.3 x 16.275 x 3.0 m high
Area	249 m <sup>2</sup>
Doors	3 double: 1.45 wide x 2.93 m high
Chairs	250, blue, clipped together
Curtains	Maroon black-outs with remote control sunblinds, manual curtains
Additional	Adjustable podium, 7.23 x 2.45 x 0.2 m high
Features	Room may be divided in two with a moveable acoustic dividing wall (see plan), rear half of room is raked (96 seats) Natural light Air conditioning
Room plan	See next page

# The Sand Hutton Suite room plan

