

DUGDALE



Conference and Meetings Information Pack

The Dugdale Centre is a well equipped and comfortable conference venue and has Wifi access throughout.






VENUE HIRE RATES & CHARGES

(These prices are valid until 31st March 2018 and are relevant to the dates of hire, not the date of the booking.)

Ground Floor

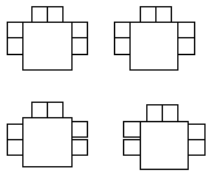
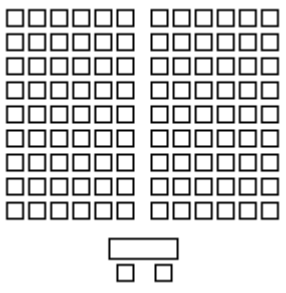
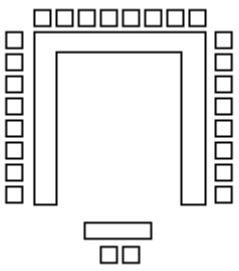
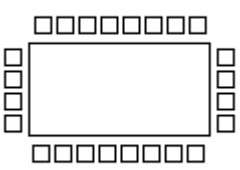
Floor		Room	Theatre Style	Cabaret Style	Cost per hour
Ground		Studio Theatre (Weekdays)	95	100	£75.00
Ground		Studio Theatre (Weekends)	95	100	£100.00

1st Floor

Floor		Room	Board Room Capacity	Horseshoe Capacity	Cabaret Capacity	Theatre Capacity	Standing Capacity	Cost per hour
1 st Floor		Executive Suite	40	40	60	80	100	£37.00
1 st Floor		Conference Room 1	30	30	60	80	100	£35.00
1 st Floor		Conference Room 2	20	20	25	50	60	£30.00
1 st Floor		Conference Room 3	20	20	25	50	60	£30.00
1 st Floor		Conference Room 4	16	16	20	40	50	£28.00

*We are able to open up either the Executive Suite and Conference Room 1 or Conference Room 2 and 3 to cater for larger events. Please speak to our hire team for more information.

Layouts

<u>Cabaret</u>	<u>Theatre</u>	<u>Horseshoe</u>	<u>Boardroom</u>
Groups of tables with chairs. This layout is suitable for a wide variety of events. Round tables are used in the theatre space.	Rows of chairs. This is suitable for conferences and awards events that have large amounts of people.	This layout is suitable for medium sized meetings and presentations. This layout can be <u>with or without tables</u> . Please specify on the booking form.	Square table with chairs around the outside. This layout is suitable for smaller meetings and discussions.
			

Additional Facilities – (VAT will be added except for LBE Customers)

Data Projector, Laptop & screen	£120 daily rate
Technician	£14.50 per hour
Hand Held Mic	£32 per mic
Lapel Mic	£32 per mic
Flipchart Pad & Pen	£18.00 per flipchart
Electric Piano	£40
Photocopying A4 Black & White	12p per sheet
Photocopying A4 Colour	18p per sheet
Photocopying A3 Black & White	20p per sheet
Photocopying A3 Colour	25p per sheet
Black Tablecloths – Internal	£10 per cloth
Tablecloths – External	£13 per cloth

Refreshments – (VAT will be added except for LBE Customers)

Tea/Coffee	£1.40PER HEAD
Tea/Coffee & Biscuits	£1.90 PER HEAD
Tea/Coffee & Danishes	£4.00PER HEAD
Still Mineral Water	£2.40 PER 1.5L
Sparkling Water	£2.40 PER 75cl.
Orange Juice	£2.40 PER LITRE

Dugdale Catering

All our menus use organic, free-range, British produce from sustainable farming methods to ensure that our buffets offer the perfect lunch for your event.

Our menus change with the seasons, so you will always be offered the freshest ingredients available. All our menus are charged per head, and VAT will be added except for LBE Customers

Menu 1

A beautiful selection of seasonal Sandwiches/wraps made on white and brown bread & Fresh Fruit Platter
£6.10

Menu 2

A beautiful selection of seasonal Sandwiches/wraps made on white and brown bread, 4 finger foods with meat, fish and vegetarian options & Fresh Fruit Platter
£9.10

Menu 3

A beautiful selection of seasonal Sandwiches/wraps made on white and brown bread, 7 finger foods with meat, fish and vegetarian options with seasonal salads & Fresh Fruit Platter
£12.00

Hot Buffet

We offer a wide range of dishes, to cater to all tastes. We will be happy to discuss different options with you. (Minimum order of 10)
£15.00

Breakfast Menu

Bacon/Sausage Rolls
Egg Rolls
Croissants with butter and Jam
Fruit Juice
£7.90

A little extra...

Tea, Coffee & Cake selection £6.50

**FOR FURTHER INFORMATION PLEASE CALL 020 8887 7333
OR EMAIL dugdale.centre@Enfield.gov.uk**