







# Welcome to Hartlepool College

Hartlepool College's theatre-sized Conference Centre and its adjoining suite are popular and successful places for businesses to host meetings, training programmes and special events. Every room in the Conference Centre is designed to allow clients the freedom to conduct their business or event with complete confidence, comfort and privacy. These are spaces intended to allow people to innovate, entertain and impress. The Conference Rooms have a combined capacity of almost 250 people. Clients also have access to an array of presentation resources, such as interactive touch screen HD televisions and projectors. Naturally, a wide selection of hospitality is also available, and parking can be arranged.

Rooms available for hire:

## Conference 1

Seating capacity (theatre style seating): 180  
 Seating capacity (cabaret table style): 80 – 10 tables of 8  
 Facilities: Presentation screen, speakers, lectern.

Conference 1 is our largest facility available. This room can be arranged with either theatre style or cabaret seating depending on your requirements, with a separate table area for tea/coffee/catering arrangements. Conference one includes a large presentation screen, advanced lighting options, speakers throughout and a lectern with microphone for speakers.



## Conference 3\*\*

Seating capacity: 50  
 Facilities: Smart whiteboard & 3x presentation screens.

Newly refurbished conference 3 can comfortably host 50 guests around tables, plus a separate table area for tea/coffee/catering facilities at the entrance of the room. The room includes tables and includes three large screens located across the room, making it perfect for presentations and group activities.

\*\*Please note – Conference 3 is only available for hire during non-term time holidays.



Conference Room	Hourly rate	Half day (4 hours)	Full day (8 hours)
<b>Conference 1</b> Seating capacity (theatre style seating): 180 Seating capacity (cabaret table style): 80 – 10 tables of 8 Facilities: Presentation screen, speakers, lectern	£60.00	£220.00	£450.00
<b>Conference 3</b> Seats 48 comfortably cabaret style	£50.00	£180.00	£350.00

We also have a number of smaller conference rooms suitable for hire for meetings or training requirements, seating from 16-40 individuals. Please note, these rooms are only available for hire during non-term time holidays. Price upon enquiry.

All conference bookings come with the support from our IT team who will be on hand before, during and after your event to aid with any technology related queries. All conference centres are located on the ground floor of the building making them easily accessible, and our friendly reception team will be on hand to welcome all event attendees upon arrival. Prices do not include 20 %VAT.



## Menu Options

### **Silver Package £8.00pp excl. VAT**

Assorted Sandwich Selection  
Quiche  
Doritos & Dip  
Mini Cake Assortment  
Fruit Platter  
(Tea/Coffee/Juice Included)

### **Gold Package £11.00pp excl. VAT**

Assorted Sandwich & Wrap Selection  
Quiche  
Spring Rolls & Dip  
Dim Sum Selection & Dip  
Doritos & Dip  
Mini Cake Assortment  
Fruit Platter  
(Tea/Coffee/Juice Included)

### **Sundries**

#### **Drinks (All prices excluding VAT)**

Coffee/Tea/Biscuits £1.70 Per Cup

#### **Breakfast Cost Per Head (All prices excluding VAT)**

Bacon Bun and Coffee/Tea	£4.50
Sausage Bun and Coffee/Tea	£4.50
Egg Bun and Coffee/Tea	£4.50
Muffins and Coffee/Tea	£4.50

\*Bespoke options may be available on request





For more information on anything included within this pack, or to make a room booking, please contact our Commercial coordinator on 01429 857199 or email [business@hartlepoolfe.ac.uk](mailto:business@hartlepoolfe.ac.uk)