

# Meeting & Conference Room Facilities



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properties

**e-factor business offers a large portfolio of meeting room and conference facilities which cater from 2 people up to 70 people at a choice of locations across North East Lincolnshire.**

All the facilities are newly refurbished and designed to provide flexible spaces. They are modern, affordable and well equipped with air conditioning and wireless internet. Our dedicated team of staff are on hand to provide you with a professional service to ensure your day runs as smoothly as possible. We are very flexible and will do our best to meet your requirements.

Please contact us to discuss your needs and requirements on 01472 252780 or email [natalie.cresswell@e-factor.co.uk](mailto:natalie.cresswell@e-factor.co.uk)

We really look forward to hearing from you.

**Natalie Cresswell**

**Operations Manager**

## Village Conference Room - Enterprise Village

The Conference Room is the ideal location to host a variety of different events from board meetings to seminars, training sessions to team meetings, the room is set in board room style and can accommodate 20 people.

### The room consists of:

- LCD power point projector
- DVD
- Smart board
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £100.00

Half Day Hire - £55.00

Up to 2 Hours - £30.00



## Village Training Room - Enterprise Village

The Training Room is a flexible space which allows various layouts to meet any requirements you may have. This room is ideal for any event from board meetings to seminars, training sessions to team meetings. We can comfortably seat 50 delegates theatre style and 25 board room style, however this room works well in any style of setting.

### The room consists of:

- LCD power point projector
- DVD
- Smart board
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £100.00

Half Day Hire - £55.00

Up to 2 Hours - £30.00



## Small Meeting Rooms - Enterprise Village

Also available are our small meeting rooms which are perfect for 1:1 meetings, interviews, smaller groups or as break out rooms in conjunction with one of the other larger rooms. Each room holds a maximum of 6 people board room style.

### The room consists of:

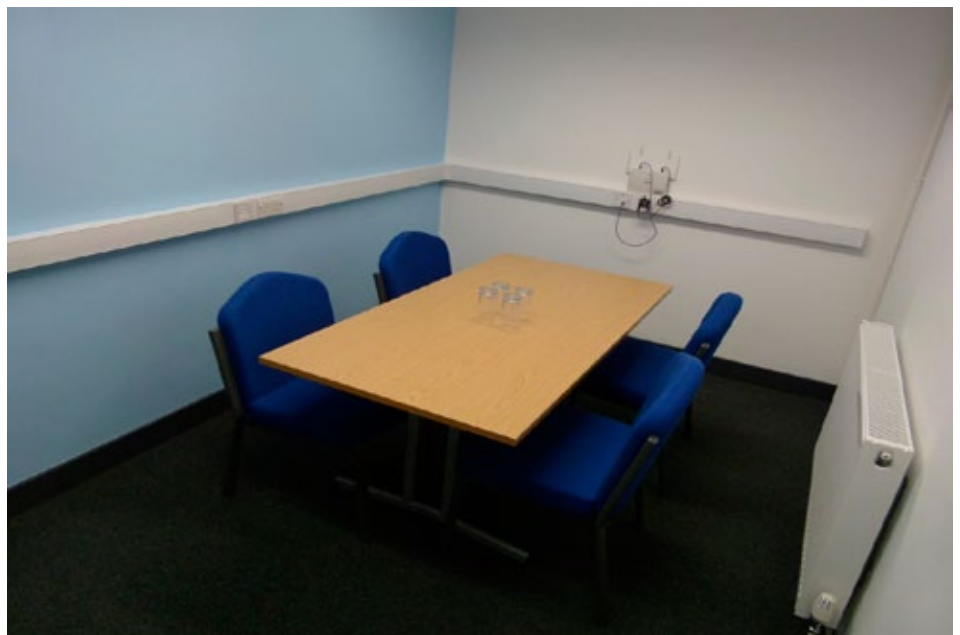
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £25.00

Half Day Hire - £15.00

Up to 2 Hours - £10.00



## Conference Room A - The Business Hive

Conference Room A is the ideal location to host various different events from board meetings to seminars, training sessions to team meetings, the room can be set as either a board room accommodating a maximum of 30 delegates or theatre style comfortably holding 40 delegates.

### The room consists of:

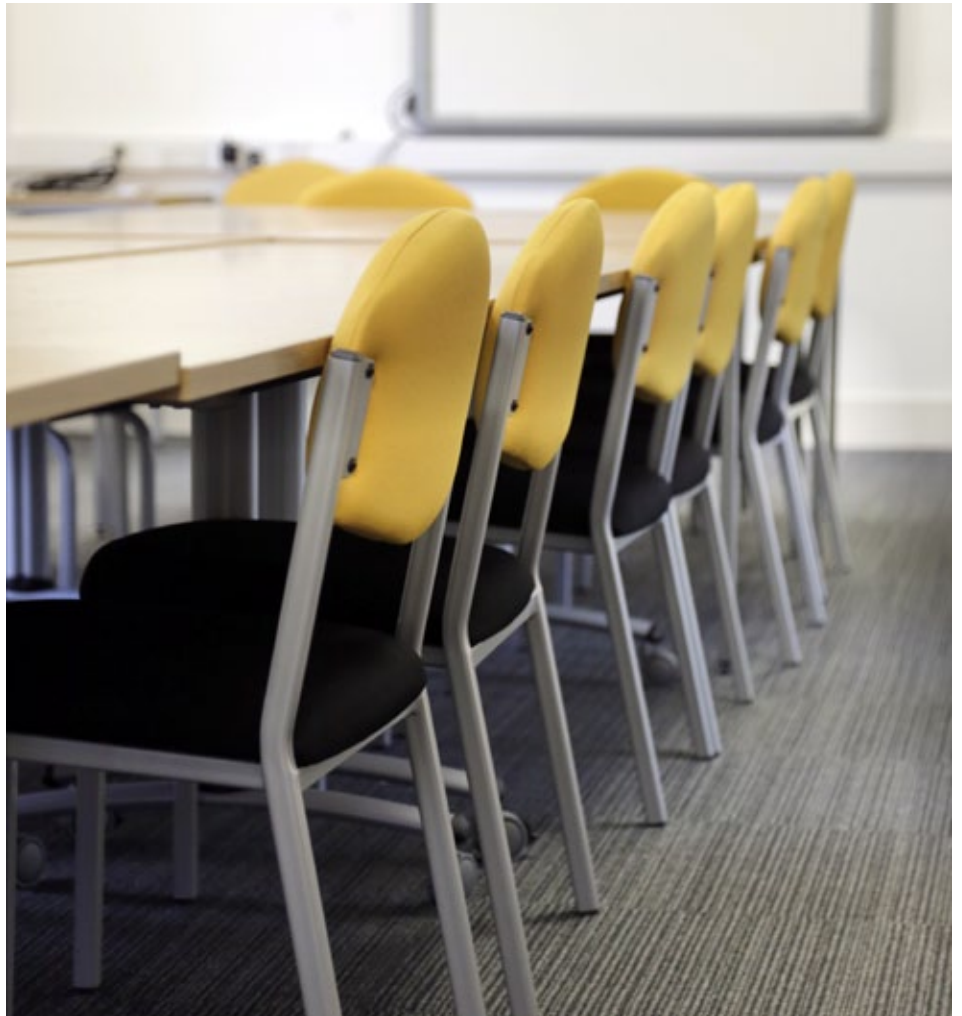
- LCD power point projector
- DVD
- Smart board
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £100.00

Half Day Hire - £55.00

Up to 2 Hours - £35.00



## Conference Room B - The Business Hive

Conference Room B offers a very flexible space being able to meet most meeting requirements, from board room style seating 30 delegates, theatre style holding 50 delegates and workshop style comfortably accommodating 40 delegates.

### The room consists of:

- LCD power point projector
- DVD
- Smart board
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £140.00

Half Day Hire - £75.00

Up to 2 Hours - £45.00



## Meeting Rooms 1 & 2 - The Business Hive

Meeting room 1 is ideal for 1:1 meetings or interviews and can hold a maximum of 5 people.

Meeting room 2 is ideal for a less formal meeting, finished with soft furnishings this room is ideal for 1:1 meetings or smaller meetings with a maximum of 4 attendees.

Both rooms are ideal break out rooms in conjunction with the larger Conference Rooms.

### The room consists of:

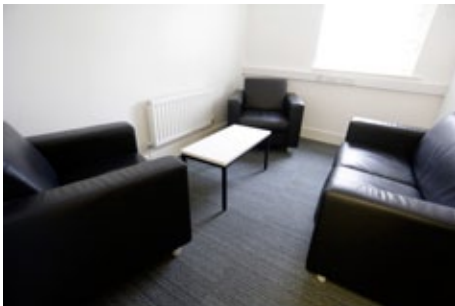
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £25.00

Half Day Hire - £15.00

Up to 2 Hours - £10.00





## Conference Room - Wellington Street

This large conference room is an excellent space for either board meetings or training and seminar events. Capable of holding 20 people board room style and up to 70 theatre style.

### The room consists of:

- LCD power point projector
- DVD
- Smart board
- Flip Chart
- Wireless internet

### Room Tariffs:

Full day Hire - £140.00

Half Day Hire - £70.00

Up to 2 Hours - £35.00



# Virtual Business Addresses and Hot Desk Facilities

If you run your business from home and don't require separate premises, having a commercial address is often more appropriate for projecting a professional image.

If you work from home, having a virtual office address also protects your privacy and family from unsolicited callers and post.

## Included in the Virtual Office Address package is:

- The right to use the Enterprise Village or The Business Hive as your business address
- A secure post locker with your own keys (mail collection 8.30am 5.00pm Mon Thurs, 8.30am 4.30pm Friday)
- Your business name on public display in the reception of the property your address is registered

## Virtual Address Tariff - £20.00 per month

## Hot Desk Facility

Hot-desking is becoming increasingly popular for people who need occasional office facilities or a workspace off-site. It may be that you work from home, in a workshop or an environment where you need to use a more traditional office space occasionally. The hot-desking area situated within the Business Hive is a place to get a few hours of work done in between meetings or calls.

The package consists of:

- 1 Desk
- 1 Chair
- Wireless internet

## Hot Desk Tariff

Full Day Hire: £10.00 • Half Day Hire: £5.00 • Hourly Rate: £2.50



# Refreshments & Buffet Options

The following options are included free of charge in all of our rooms:

- Tea
- Coffee
- Water

Additionally we are able to arrange the following choices:

## Option 1 - Light Refreshments

- Tea
- Coffee
- Water
- Fruit Juice
- Sparkling Water
- Biscuits

£1.00 per head per session

## Option 2 - Working Lunch Buffet

- Hot & Cold Buffet Available

From £7.50 per head



Please note 1 week's notice must be given when requesting a buffet lunch.

We can also accommodate breakfast meetings, afternoon tea and cakes on request.

# e.factor properties



e-factor properties in association with e-factor Business

**Tel. 01472 252780**

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**[www.e-factor.co.uk/properties](http://www.e-factor.co.uk/properties)**