

Novus Business Centre has meeting and conference facilities available for hire at very competitive rates. With a modern feel and multi media facilities, the conference room is the ideal venue for your meeting, conference or training event. The centre's two smaller meeting rooms provide less formal meeting accommodation. Novus Business Centre is close to the A19 and has on site car parking.

All prices are exclusive of VAT

## **R a t e C a r d**

### **C o n f e r e n c e R o o m**

(Maximum 22 person capacity)

Full day (8.30am - 5.15pm) £130.00

Half day or part thereof £65.00

### **M e e t i n g R o o m s**

(Maximum 8 person capacity)

Full day (8.30am - 5.15pm) £85.00

Half day or part thereof £45.00

### **B u s i n e s s L o u n g e**

(Maximum 6 Workstations)

Full day (8.30am - 5.15pm) 1 workstation £30.00

Full day (8.30am - 5.15pm) 6 workstations £130.00

(Room costs include free hot beverages in the Business Lounge)

### **R e f r e s h m e n t s**

Coffee & Biscuits (approx 8 mugs per pot) £10.00 (per pot)

Tea & Biscuits (approx 8 mugs per pot) £10.00 (per pot)

Filtered Water £1.50 (per jug)

Buffets ranging from £3.50 per person

### **E q u i p m e n t**

#### **Conference Room**

Use of the Whiteboard, Projector, Printer, PC & connection to the Internet £40.00

#### **Meeting Room**

Use of the Whiteboard and Laptop £20.00

**Flipchart** £10.00

For further information please contact: [reception@edbs.co.uk](mailto:reception@edbs.co.uk) or call 0191 586 3366.

## T e r m s   a n d   C o n d i t i o n s

1. Definition – Hirer means the company, body or person that is represented on the booking form as the ‘name of organisation’. EDBS refers to East Durham Business Service.
2. Booking - A signed and completed booking form must be received by EDBS at least two days prior to the date of the event. Upon receipt of this confirmation of the booking will be sent out in writing. In the case of the Business Lounge the above applies only when more than one workstation is booked, to use a single workstation on an ad hoc basis drop-in bookings are permissible on the day with payment by cash or cheque.
3. Room Capacity - The capacity of both conference and meeting rooms has been set in accordance with health and safety requirements and based on room setup, therefore no additional seating can be supplied.
4. Services – Provided only are Meeting and Conference rooms and catering if required. Administrative services such as photocopying can be arranged.
5. Domestic Arrangements - It is the responsibility and duty of the person(s) chairing the event to read the induction sheet provided and make the rest of the delegates aware of the procedures.
6. Indemnity - The hirer accepts all risks of any kind in respect of personal injury or loss or damage to the property and Novus Business Centre accepts no liability in respect of any such risk. The hirer should make good any damage to the premises, furniture or fixtures therein. The hirer of the room shall keep staff at Novus Business Centre notified of:
  - a) any loss or damage to the property
  - b) any accidents which occur on the premises (particularly any personal injuries).
7. Health and Safety – The hirer must adhere to all health and safety rules of the centre throughout the duration of the hiring of the room(s).
8. Cancellation - Cancellation of meeting rooms must be made 24 hours prior to the start of the event in writing. Failure to make this notification may incur the full cost of the room and buffet if booked.
9. Parking – Delegate parking is available. Disabled parking is situated near to the main entrance. Parking is at delegates own risk.
10. Special Needs:
  - Disabled toilet with nurse call is available
  - Hearing loop situated on reception
  - Special adjustable conference chairs available
  - Any special dietary requirements must be requested at the time of booking.

## D e l e g a t e   i n f o r m a t i o n

1. Delegates must sign in and out of the building.
2. In the event of a fire the fire exits are situated to the left and rear of the building and are clearly marked.
3. The fire assembly point is located in the main car park.
4. Toilets are situated near the main reception area and on the first floor.
5. Disabled toilets are available near the main reception area and on the first floor.
6. Please ensure that cars are parked in the main car park however delegates park at their own risk. Disabled bays are situated near the main entrance.
7. This is a no smoking building; no smoking is allowed outside the building or in its grounds. Failure to adhere to this will result in the Delegate/Visitor/Guest being asked to leave.
8. Please refrain from using the reception area as an additional meeting room.
9. In the event of any accident please inform the receptionist, there is an appointed first aider who will be able to deal with and record any incident appropriately.
10. A lift provides access to the first floor if required.

# B u f f e t M e n u

**M e n u 1** £ 3 . 5 0 p e r p e r s o n

Assorted sandwich platter (60% veg & 40% meat)  
Crisps & salsa dip  
Chicken goujons & sweet chilli sauce  
Crudites & dip  
Fresh fruit

**M e n u 2** £ 3 . 6 0 p e r p e r s o n

Assorted sandwich platter (60% veg & 40% meat)  
Vegetable samosas & mango chutney  
Chicken goujons & garlic dip  
Feta cheese/Olive/tomato Kebab  
Mini fresh cream cakes

**M e n u 3 ( v e g e t a r i a n )** £ 4 . 5 0 p e r p e r s o n

Sandwich platter (100% vegetarian)  
Broccoli quiche  
Crudites & dip  
Brie & grape kebab  
Mini fresh cream cakes

**M e n u 4** £ 4 . 6 0 p e r p e r s o n

Assorted sandwich platter (60% veg & 40% meat)  
Onion Bhaji bites with mango chutney  
Chicken satay with garlic dip  
Mini duck & Hoi sin Spring rolls  
Fresh fruit (whole)

**M e n u 5** £ 5 . 8 5 p e r p e r s o n

Premium sandwich platter (60% veg & 40% meat)  
Assorted mini quiche  
King prawn & chilli rolls  
Skewered chicken yakatori  
Vegetable samosa  
Mini individual desserts

# B u f f e t M e n u

## **M e n u 6**

£ 5 . 8 5 p e r p e r s o n

Premium sandwich platter (60% veg & 40% meat)  
Broccoli quiche  
Chicken drumsticks  
Bite size sausage rolls  
Pork pie & pickled onion  
Mini individual desserts

## **M e n u 7**

£ 6 . 3 5 p e r p e r s o n

Premium sandwich platter (60% veg & 40% meat)  
Chicken Tikka Kebabs  
Vegetable samosa  
Mini crostini  
Battered King prawns & sweet chilli sauce  
Cheese & biscuits

## **M e n u 8**

£ 6 . 9 5 p e r p e r s o n

Premium sandwich platter (60% veg & 40% meat)  
Mini toad in hole with horseradish sauce  
Mediterranean bruchetta  
Chicago style appetizers  
Kettle chips with dip  
Mini individual desserts

## **M e n u 9**

£ 7 . 5 5 p e r p e r s o n

Assorted wraps - healthy fillings  
Assorted filled granary rolls-healthy fillings  
Crudites and dip  
Cherry tomatoes stuffed with cous cous  
Skewered chicken yakatori  
Soy marinated quorn and sweet pepper kebabs  
Fresh fruit platter

## **M e n u 10**

£ 7 . 8 0 p e r p e r s o n

Assorted wraps - healthy fillings  
Assorted filled granary rolls-healthy fillings  
Crudites and dip  
Feta cheese/Olive/tomato Kebab  
Carrot and coriander goujons  
Roast veg brochettes  
Fresh fruit platter

## B r e a k f a s t M e n u

### **M e n u 1 1 ( B r e a k f a s t )**

£ 6 . 4 0 p e r p e r s o n

Selection of danish pastries, Croissants  
Platter of ham, Platter of cheese, Yoghurts  
Fruit platter

### **B r e a k f a s t M e n u B**

£ 6 . 0 0 o r d e r c h a r g e  
p l u s £ 2 . 0 0 p e r i t e m

Freshly Baked Danish Pastry  
Small Danish Bacon Sandwich  
Small Lincoln Sausage Sandwich  
Small Vegetarian Sandwich: Scrambled Eggs and Mushrooms

# B o o k i n g F o r m

## Y o u r d e t a i l s

Name of Organisation: \_\_\_\_\_

Representatives Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Your Reference / Purchase Order No. \_\_\_\_\_

Invoice Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

## E v e n t d e t a i l s

Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Room Required:            Conference Room            Meeting Room            Business Lounge  
(Max 22 people)            (Max 8 people)            (Max 6 Workstations)

## R e q u i r e m e n t s ( p l e a s e c i r c l e )

Coffee	(£10.00)	Yes	No
Tea	(£10.00)	Yes	No
Filtered Water	(£1.50)	Yes	No

Choice of buffet: \_\_\_\_\_  
(please state menu number e.g. Menu 3, hot beverages included in cost for Business Lounge)

No. of delegates: \_\_\_\_\_

Use of the Whiteboard, Projector, Printer, PC & connection to the Internet (Conf Room)            £40.00

Use of the Whiteboard and Laptop (Meeting Rooms)            £20.00

Flipchart            £10.00

(IT equipment included in the cost of the Business Lounge)

Please tick box to acknowledge that you have read and agree to the terms and conditions   

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_