

Training Centre – Hire of Facilities

Ardersier Conference Room

The Ardersier Conference Room can hold approximately 70 people theatre style for a lecture/presentation, with up to 42 people in syndicate style or 36 round the table.



Situated on the first floor of the East Kilbride Training Centre, the Conference Room is a modern facility which includes all equipment required for training and presentation purposes, as well as a self-contained kitchen, breakout and refreshment area at the rear.

The Ardersier Conference Room is available at a rate of £145 per day / £ 75 per half day (plus VAT).

Arisaig Training Suite

The Arisaig Training Suite is designed with training courses and team meetings in mind.



Situated on the ground floor of the Training Centre, this modern facility includes all equipment required for training and presentation purposes, as well as PCs, syndicate group areas, breakout zone and refreshment area at the rear.

The Arisaig Suite is available at a rate of £145 per day / £ 75 per half day (plus VAT).

The Arran Meeting Room

The Arran Meeting Room is on the ground floor of the Training Centre and is well equipped for meetings, seminars and training for smaller groups.

The Arran Room is available at a rate of £95 per day / £ 50 per half day (plus VAT).



Workshop Facilities

Hire of areas within the workshop can be arranged for clients, and a basic daily charge will be agreed subject to the scale of the hire.



All prices quoted include the use of the following audio-visual equipment:

1 Overhead projector, 1 TV / Video Unit, White Screen Boards, 1 Flip Chart plus tea & coffee for up to 12 delegates either at morning break or afternoon. Additional refreshments charged at 50p per delegate.

The use of the following equipment can also be arranged at a modest additional charge: SVGA Computer Graphics Projectors, Use of computing facilities (e.g. PCs), Slide projectors, And additional Flip Charts. Catering facilities can also be arranged to meet your requirements by prior arrangement.

In the event of a course of training or hire of facilities being cancelled by a customer within one week of the planned event, a fee equal to 25% of the cost of the course will be payable by the customer.

FAX BACK BOOKING FORM

TO: EKGTA, 01355 264585 (F)

COMPANY NAME: _____ **CONTACT PERSON:** _____

DATE OF HIRE: _____ **DELEGATE NUMBERS:** _____

APPROX. ARRIVAL TIME: _____ **APPROX. FINISH TIME:** _____

Details	Tick if required	Cost per	Total Cost
Ardersier Conference Room			
Arisaig Training Suite			
Arran Training Room			
Workshop Facilities			
Overhead projector		No additional charge	
TV / Video		No additional charge	
Flip Chart		No additional charge	
SVGA Projector			
Use of computing facilities/PCs			
Additional Flip Charts		£ 5.00	
Catering requirements		By prior arrangement	

Please indicate preferred seating style: Theatre Syndicate Round Table

Signed (on behalf of hirer): _____ Date : _____

Signed (on behalf of EKGTA): _____ Date: _____