

SOLENT MIND CONFERENCE FACILITIES



***Solent Mind
54 Henstead Road
SOUTHAMPTON
SO15 2DD***

TEL: 023 8033 4977

FAX: 023 8020 8902

Email: info@solentmind.org.uk

Website: www.solentmind.org.uk

Charity registered number: 1081116

Registered with Limited Liability in England and Wales No: 4004500

SOLENT MIND CONFERENCE FACILITIES

LOCATION:

The Solent Mind Head office is located near the centre of Southampton at 54 Henstead Road, Southampton; a 10 minute walk from Southampton Central Train Station, a 5 – 10 minute walk from the nearest bus stop and a 5 minute walk from a number of public car parks. (map & directions attached)

The offices have a disabled lift at the main entrance and a stair lift up to the first floor and there is a disabled toilet which is sited close to the Conference room on the ground floor.

FACILITIES

We have 1 large main Conference Room situated on the Ground Floor which can accommodate up to 30 people in Theatre Style.

The Conference Room can be divided to provide 2 small Meeting Rooms that can be hired. One Meeting Room can accommodate up to 12 people in Boardroom style or 10/12 in theatre Style and one can accommodate up to 8 people in Boardroom Style.

All rooms are available between 9.00am and 5.00pm. Earlier or later meetings may be able to be accommodated but will have to be arranged and additional costs may be incurred.

The main Conference Room can be set up in a number of formats to suit individual requirements. Conference equipment such as OHP, tv/video/dvd, whiteboard, flipchart and stand, powerpoint projector and screen, and a microphone, are available to hire for all rooms and pens, pencils and paper can also be provided for a small cost. Coffee and tea making equipment is also provided in all rooms.

CATERING

We can supply a buffet lunch for a reasonable price provided by a local supplier, or you can bring your own lunch – a refrigerator and kitchen area are available for use when using either the full Conference Room or Meeting Room A

Menus and price list are included herein.

PARKING

We can only provide on-site parking for the Meeting Convenor and any disabled attendees, but there is plenty of all-day parking close by in the public car parks and there is 2 hour on-street parking immediately opposite the Offices.

If you would like further details, have any questions or would like to come and have a look around our facilities please contact

Wendy Kennard on: **023 8033 4977**, or email: **info@solentmind.org.uk**.

Conference Room/Meeting Rooms

A Deposit of 20% of the total room hire cost is required to be sent with the completed booking form, to secure the booking

All rooms are available 9.00am to 5.00pm Monday to Friday

ROOMS:

Our large main Conference Room can be divided to provide 2 smaller meeting rooms. Both rooms when divided are fitted with white noise speakers to assist with soundproofing/noise inhibiting.

Maximum Numbers:

<i>Main Conference Room:</i>	<i>30 theatre style or 24 boardroom style</i>
<i>Meeting Room A:</i>	<i>8 boardroom style (includes kitchen area)</i>
<i>Meeting Room B:</i>	<i>12 boardroom style or 10/12 theatre style</i>

PRICING:

MAIN SIZE CONFERENCE ROOM

Full Day (9.00am – 5.00pm) £93.00
Half Day (4 hours) £57.00
Hourly Rate £15.50

MEETING ROOMS A & B

Full Day (9.00am – 5.00pm) £47.00
Half Day (4 hours) £29.00
Hourly Rate £8.00

The following items are included in all prices:
Overhead Projector (one only)
Whiteboard and pens
TV, Video & DVD
Flipchart & pens
Water cooler supply

REFRESHMENTS - TEA, COFFEE, FRUIT JUICE & BISCUITS

(prices quoted are for up to 4 servings of refreshments per delegate for a full day, as per booking form)

£2.50 per delegate per day
£1.50 per delegate per half day
50p per delegate per hour

LUNCH MENUS - see price lists

Additional facilities that are available if required:

Powerpoint Projector (one only) £20.00 per day
Photocopying 5p per copy
Fax 50p per copy

SOLENT MIND CONFERENCE ROOM/MEETING ROOM BOOKING FORM

Please note that a deposit of 20% of total room hire cost is required when booking is made

ROOM TO BE HIRED (ie: Main Conference Room / Meeting Room A or B)									
NAME OF ORGANISATION									
ADDRESS									
CONTACT NAME AND TELEPHONE NUMBER	NAME: TELEPHONE NO:								
NAME OF MEETING/TRAINING CONVENOR & CONTACT DETAILS (if different to above)	NAME: Tel: Fax: Email:								
DATE OF BOOKING: (Day & Date)									
TIMES ROOM REQUIRED FROM:	FROM:			TO:					
NUMBER OF ATTENDEES (including facilitator(s))									
ANY DISABLED ATTENDEES REQUIRING CAR PARKING	YES / NO (if yes –any special requirements) (there is on street parking available immediately opposite the office building)								
ROOM LAYOUT REQUIRED (see attached for examples) NB: Meeting Room A can only be laid out in boardroom or theatre style)	Theatre	Board room	Class room	Horse shoe (tables)	Banquet	Horse shoe (chairs)			
EQUIPMENT REQUIRED (please tick)	Flipchart / Pens	OHP	TV/ VCR/ DVD	Powerpoint Projector	White board	Micro phone			
REFRESHMENTS REQUIRED (tea, coffee, fruit juice)	Arrival		Mid Morning		Lunch		Mid A/noon		
We can arrange for a buffet lunch to be supplied from an outside caterer (see attached price lists) or attendees can bring their own packed lunch.									
DO YOU REQUIRE LUNCH	YES/NO								
MENU CHOICE AND NUMBER TO BE CATERED FOR (please note that you will be charged for the number of people you state here, even if they do not attend)									
ARE THERE ANY SPECIAL DIETARY REQUIREMENTS (please state)									
TIME LUNCH TO BE SERVED									
METHOD OF PAYMENT (please tick)	CHEQUE			INVOICE (address if different)					
I hereby confirm that I have read and accept the terms and conditions of hire and enclose a 20% deposit (cheques payable to Solent Mind)	SIGNED:					Date:			
	POSTION:								

Please Complete Separate Booking Forms For Any Additional Rooms Required

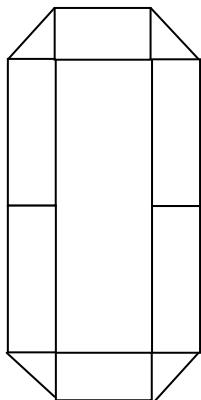
PLEASE ADVISE OF CANCELLATION AS SOON AS POSSIBLE
CANCELLATION CHARGE APPLIES (see Terms & Conditions of Hire)

ROOM LAYOUTS (MAIN CONFERENCE ROOM)

We have a mix of rectangular and trapezoidal tables that can be laid out to suit many layouts

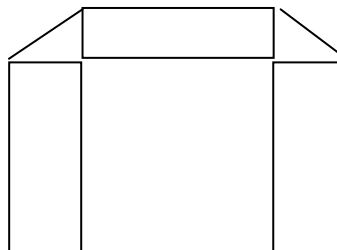
Layout One:

Board Room Style (*max 24*)



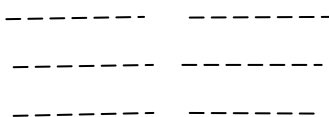
Layout Two:

Horseshoe Style (*max 18*)



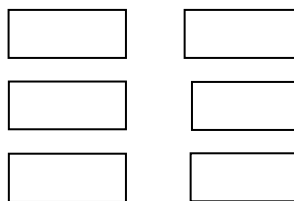
Layout Three:

Theatre Style (*max 30*)



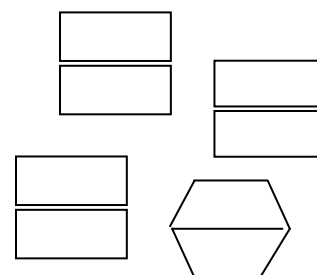
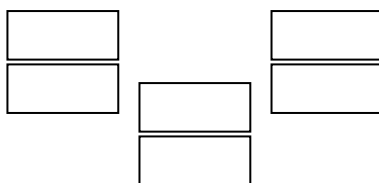
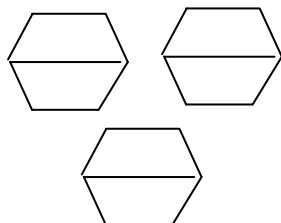
Layout Four:

Classroom Style (*max 16*)



Layout Five

Banquet (*max 30*)



Other: Please specify

TERMS AND CONDITIONS OF HIRE

Enquiries for room booking availability should be made initially by telephone: 023 8033 4977 or email: info@solentmind.org.uk.

All room and catering bookings must be confirmed prior to the booking date by completion of the appropriate forms.

TIMES

Day time bookings allow for the room to be utilised between 9am and 5pm. Half day bookings are for 4 hours; (eg: 9.00am-1.00pm or 1.00pm-5.00pm). If an extension to these times is required, please discuss prior to booking.

CANCELLATION POLICY

Cancellation of confirmed bookings will incur the following charges;

Two weeks plus	- no charge
Between 1-2 weeks	- 25% of room hire
Less than 3 days	- 50% of room hire
24 hours or less	- full room hire plus any food costs

Please note that the number of people confirmed as attending will be the number catered for, and will be the minimum number charged.

DAMAGE

Meeting delegates are requested to report any damage to equipment or décor. The booking organisation may be subject to repair costs.

FIRE PROCEDURE

Delegates are requested to familiarise themselves with the Fire Evacuation Procedures posted in each room.

HOUSEKEEPING

It is the responsibility of the meeting/training convenor to pass on information to delegates regarding health and safety issues, fire procedure, etc and to ensure that the room is left in the same condition as it was found and clean and tidy, including any washing up done.

SMOKING

Solent Mind operates a no smoking policy on all its premises (both offices and grounds). Visitors/attendees wishing to smoke must leave the Solent Mind premises and stand well away from the gates at the main entrance.

PARKING

Parking is only available on site for the Meeting Facilitator and disabled attendees. All other attendees/visitors should be directed to on street parking and car parks nearby – see attached.

Menu Options

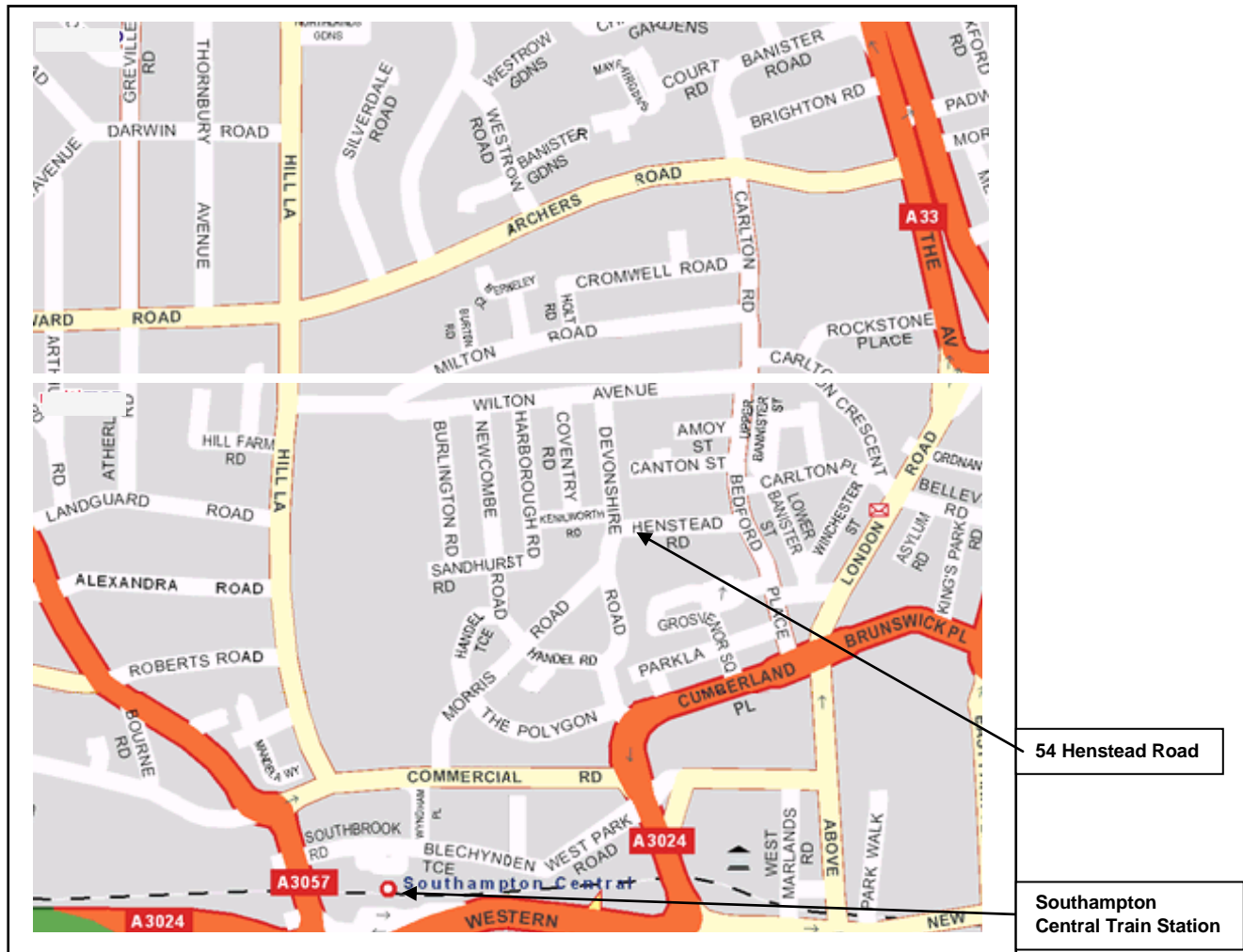
(all prices include VAT - prices are subject to amendment – please contact for current price information)

<p align="center"><u>MENU A</u></p> <p>Selection of Sandwiches</p> <p>Various Savouries</p> <p>Piece of fresh Fruit</p> <p>£5.40 per person</p>	<p align="center"><u>MENU B</u></p> <p>Selection of Sandwiches & Wraps</p> <p>Various Savouries</p> <p>Slice of Quiche or Pizza</p> <p>Piece of fresh Fruit</p> <p>£6.75 per person</p>	<p align="center"><u>MENU C</u></p> <p>Selection of Sandwiches & Wraps</p> <p>Luxury Savoury Item</p> <p>Pizza Slices</p> <p>Platter of Fresh Sliced Fruit</p> <p>Home Made Cakes</p> <p>£8.80 per person</p>	<p align="center"><u>MENU 1</u></p> <p>SANDWICH PLATTER</p> <p>Selection of speciality breads & rolls filled with continental style deli fillings</p> <p>£4.50 per person</p>	<p align="center"><u>MENU 2</u></p> <p>SANDWICH PLATTER</p> <p>As Menu D but with addition of a variety of savoury snacks and selection of seasonal fresh fruit</p> <p>£5.70 per person</p>
<p align="center">Please note that for Menus A, B, C, Sandwich Selection, Platters and Salad Box or Packed Lunch we require at least 1 full working day's notice</p>			<p align="center">Please note that for Menus 1, 2, 3, 4 we require at least 4 working days notice</p>	
<p align="center"><u>SANDWICH SELECTION</u></p> <p>Sandwiches & Crisps</p> <p>£5.10 per person</p> <p>Sandwiches, Crisps & Fruit</p> <p>£5.40 per person</p> <p>Sandwiches, Crisps, Fruit & Cake</p> <p>£6.10</p>	<p align="center"><u>PLATTERS</u> <i>(price per person)</i></p> <p>Sandwich Platter</p> <p>£4.80</p> <p>Cake Platter</p> <p>£2.05</p> <p>Sliced Fruit Platter</p> <p>£2.05</p>	<p align="center"><u>SALAD BOX</u> <i>(price per person)</i></p> <p>with protein</p> <p>£5.40</p> <p>~~~~~</p> <p><i>Packed Lunch</i> <i>(price per person)</i></p> <p>(water, sandwich, cake, crisps & fruit)</p> <p>£5.40</p>	<p align="center"><u>MENU 3</u></p> <p>SANDWICH PLATTER</p> <p>As Menu C but with addition of a selection of small cakes and biscuits</p> <p>£6.90 per person</p>	<p align="center"><u>MENU 4</u></p> <p>A full menu to include sandwiches, snacks, freshly prepared mini savouries, fresh fruit or small cakes</p> <p>£7.15 per person</p>

For Refreshment options available – see booking form – page 3

MAP & DIRECTIONS TO SOLENT MIND

54 HENSTEAD ROAD, SOUTHAMPTON SO15 2DD



FROM M3:

Follow signs to Southampton City Centre along the A33 (The Avenue). After the roundabout at the end of the motorway you will continue across a further roundabout, and 2 sets of traffic lights (not including pelican crossings). After the second set of lights (The Travelodge Hotel will be on your left (Lodge Road Junction), move into the right hand lane. You will need to take the next right fork and then immediate left into London Road. Once in London Road (Magistrates Court will be on your right) take the next right turning into Carlton Crescent and then the left fork into Carlton Place. Follow this road until it meets Bedford Place and then turn left. Henstead Road will be the next turning on the right. Number 54 is situated at the Devonshire Road end of Henstead Road and is the last building on the left.

FROM M27:

Exit the M27 at Junction 5 and follow signs to Southampton City Centre, travelling along Thomas Lewis Way. Continue along Thomas Lewis Way through 4 sets of traffic lights. After the 4th set of lights you will need to take the next right turn, signposted for Shirley, into Lodge Road. Continue along Lodge Road until its junction with The Avenue. At this set of lights continue straight across into Bannister Road. Follow this road across 1 set of traffic lights (junction with Archers Road) which will lead into Bedford Place. Henstead Road is the 6th turning on the right. Number 54 is situated at the Devonshire road end of Henstead Road and is the last building on the left.

PARKING:

There is parking on site only for disabled persons and the meeting/training facilitator; but directly opposite the office there is meter parking for up to 4 hours (£1.00p for 1 hour - £4.00 for 4 hours), or there is a long stay car park in Grosvenor Square or off Amoy Street in Bedford Place.

BY TRAIN

Southampton Central Train Station is approximately a 10 minute walk from the office – Leave the station through Platform 1 exit and turn right. Take the next turning left (Wyndham Place) through to Commercial Road. At Commercial Road cross the road at junction traffic lights then turn right walking up Commercial Road. Take the next left turn into Morris Road (Heinn Gerrick Motorcycle Accessory shop on corner). Follow this until it meets with Devonshire Road. Turn left into Devonshire Road and then take the next right, which is Henstead Road. The office is the first building (white) you come to on the right hand side.