

# ***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 2 rooms available for hire.

The Conference Room, which is situated on the Ground floor and can accommodate up to 30 people in Theatre Style and Meeting Room 1, which is situated on the first floor and can accommodate up to 8 people. Both rooms are available between 9.00am and 5.00pm. Earlier or later meeting may be able to be accommodated.

The Conference Room can be set up in a number of formats to suit individual requirements. It is fitted out with conference equipment such as OHP, tv/video/dvd, powerpoint projector and screen, a microphone, whiteboard and flipchart and stand. Pens, pencils and paper can also be provided for a small cost.

It has its own kitchen area within the room with tea and coffee making equipment

Meeting Room 1 can be used as a breakout room as well as for small meetings/training. Due to its size room layouts are restricted in Meeting Room 1 to small boardroom layout, and chairs set out in either Theatre, classroom or horseshoe style. It is equipped with a flipchart and pens, whiteboard and a small TV/Video.

## **CATERING**

We can supply a buffet lunch for a reasonable price provided by a local supplier, or you can bring your own lunch. 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**.