



## Conference Suite



Located in the CRCC office in **central Truro** and with two rooms available for hire, our conference suite can be used for meetings, seminars, **workshops**, **training courses** and conferences





## Booking Form

There are two rooms available for hire, please specify below which one you are booking and how you require seating arrangements.

Name of organisation \_\_\_\_\_

Number of people attending \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_

Full day  (9.30am to 4.30pm)

Half day  (9.30am to 12.30pm) or Half day  (1.30pm to 4.30pm)

### Conference Room

Board room  (capacity 16 people)

Theatre style  (capacity 22 people)

### Meeting Room

Board room  (capacity 10 people)

Theatre style  (capacity 16 people)

### Equipment – please book in advance

Flip chart stand  1 available, no charge, but please bring own pads

Projector/laptop  2 available (one projector has ability to show dvd's, laptop runs Windows 2000 – please contact us if not compatible)

Hearing loop set up in conference room – no charge

Portable hearing loop available for meeting room – no charge

### Refreshments

Tea/Coffee On arrival 9.30am  Mid morning 11am

Lunchtime 12.30pm  Mid afternoon 3pm

### Invoice details

Contact name \_\_\_\_\_

Name of organisation \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

As representative of the hirer, I agree to read and observe all the conditions and rules for use of the building as attached.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Return form to Maggie Hampstead [maggie.hampstead@cornwallrcc.co.uk](mailto:maggie.hampstead@cornwallrcc.co.uk),  
2 Princes Street, Truro, TR1 2ES, 01872 273952.



## Prices *(all prices exclude VAT)*

Conference room	£70 per day
Conference room	£35 per half day
Meeting room	£60 per day
Meeting room	£30 per half day
Hire of projector and laptop	£10 per session

### Refreshments

Tea/coffee	£1 per person per serving
Biscuits	bring own or £1 per pack

### Lunch

Use external caterers (see list supplied) or alternatively bring your own or book lunch in one of Truro's many local cafes

### Conditions of Hire

1. Please email this booking form to [maggie.hampstead@cornwallrcc.co.uk](mailto:maggie.hampstead@cornwallrcc.co.uk)
2. On receipt of invoice, payment to be received within 14 days
3. The hirer shall, when making the booking, inform CRCC of all their requirements for the room and likely numbers attending. If using own equipment, it should be PAT tested
4. We reserve the right to levy a cleaning charge if rooms are not left in a clean and tidy condition
5. It is the hirers responsibility to ensure visitors are aware of the location of fire extinguishers and exit routes and also comply with the guidelines located in the meeting room.

### Cancellation

Cancellations made with less than seven working days of your meeting date will be charged at 25% of the full rate.





# Guidance Notes for the Meeting Organiser

## Security

As each attendee arrives for the meeting they must sign in our visitor's book in reception or the organiser should take a meeting register. This is a useful register of occupants in the event of a fire and also for security purposes.

Once the meeting has finished each individual must ensure that they sign out as they leave. It is the meeting organiser's responsibility to ensure that all attendees are safely off the premises at the end of the session and that the building is left clean, tidy and secure.

Attendees should be advised by the meeting organiser of the location of the toilet facilities – the 'ladies' are towards the back of the building on the ground floor and the 'gents' on the first floor at the top of the stairs. Attendees should not enter any offices in other areas of the building.

## Disability Access

Wheelchair users can be brought into the building using our portable stairlift. However, we do not yet have accessible toilet facilities in the building. Please phone Maggie for further details 01872 273952.

## Health and Safety

The meeting organiser must explain the basic fire procedures in the event of the alarm sounding.

In the event of a fire, attendees must leave as quickly and safely as possible and meet at the designated meeting point (Mansion House – opposite the CRCC office). The meeting organiser will then take the fire register.

## Hospitality

Hot water flasks will be provided at the times specified on your booking form, along with tea, coffee, milk, sugar and optional provision of biscuits at an extra cost. The meeting organiser is responsible for ensuring that the room is left in a clean and tidy state.





## Lunch Options

We are happy for you to bring your own lunch to our premises or alternatively, here are a few options for you to consider.

### Places to eat locally

Charlottes Tea Rooms - next door to our office (up two flights of stairs). Sandwiches/ cakes/pastries etc  
Tel: 01872 263706

Pizza Express - two doors away from our office. Pizza/pasta/salad etc  
Tel: 01872 263617  
Web: [www.pizzaexpress.com](http://www.pizzaexpress.com)

***Other than these, take your pick - Truro has many cafes and restaurants to choose from.***

### Sandwiches/platters locally

Duke Street Deli - located near our office at 10 Duke Street, Truro, open from 8am. Pre-order sandwich platters. Sandwiches/salads bowls/pastries/cold drinks etc  
Tel: 01872 320025  
Web: [www.duke-street.com](http://www.duke-street.com)

County Café - at 20 River Street, Truro, a five minute walk or they can deliver. Pre-order sandwich platters etc  
Tel: 01872 242468

Warrens Bakery - located near our office at 12 Victoria Square, Truro. Pasties/ sandwiches/cakes  
Tel: 01872 272069

### Caterers

Fancy That Catering -  
Tel: 01208 269791 (Bodmin)  
Web: [www.fancythatcatering.co.uk](http://www.fancythatcatering.co.uk)

Blanches Buffets -  
Tel: 01872 223686 (Truro)

Barnett Fare -  
Tel: 01208 74426 (Bodmin)  
Web: [www.barnettfare.co.uk](http://www.barnettfare.co.uk)

**Please note, we are not responsible for your lunchtime arrangements**





## Fire Procedures

### IF YOU DISCOVER A FIRE:

- Raise the alarm by pressing the nearest break alarm – inform all occupants of your meeting as quickly and calmly as possible
- Only tackle the fire if you are competent to use the equipment provided without undue risk to yourself – fire extinguishers are provided throughout the building
- Leave by the nearest exit, closing all doors behind you and report to the assembly point (Mansion House – opposite the crcc building)
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### IF YOU HEAR THE FIRE ALARM:

- Evacuate the building via the nearest exit
- Close all doors behind you
- Do not stop to collect personal belongings
- Make sure you escort your visitors to the assembly point
- Meet at the designated fire assembly point (Mansion House)
- A fire register will be taken by the crcc fire marshal

CALL THE FIRE BRIGADE

DO NOT SHOUT OR RUN – THIS TENDS TO CAUSE PANIC

### FIRE SAFETY ADVICE:

- Do not take risks
- Keep fire doors closed
- Make note of the position of your nearest exit, alarm and extinguisher.
- Turn off portable fans/convector heaters etc.. when the room is left unattended or at the end of the meeting
- In the event of an evacuation please do not return to the building until told to do so





## Directions

**Truro Office** - Take the A390 into Truro. Our office is based at 2 Princes Street in central Truro, close to rail links, the bus station, cars parks and taxi rank.



CRCC, 2 Princes St, Truro, TR1 2ES  
Tel: 01872 273952 Email: [info@cornwallrcc.co.uk](mailto:info@cornwallrcc.co.uk)  
[www.cornwallrcc.co.uk](http://www.cornwallrcc.co.uk)



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