

VISION: MEDIA



Meeting Rooms for Hire



10%
Discount

(for meeting rooms hire)
for all Vision+Media
subscribers

Vision+Media

100 Broadway

Salford Quays

Greater Manchester, M50 2UW

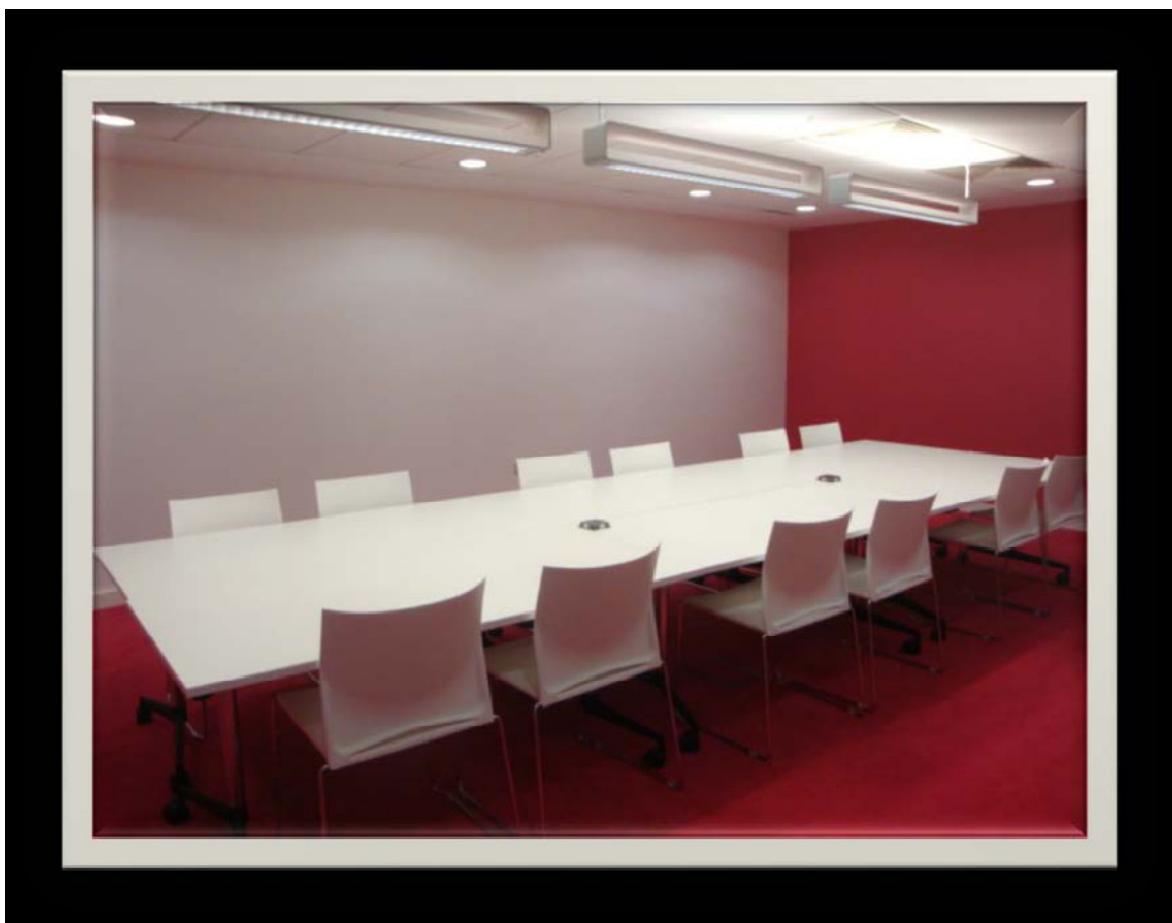
Tel: 0844 395 0385

www.visionandmedia.co.uk



CONFERENCE ROOM 1

LOCATION:	Ground Floor	
ROOM HIRE CHARGE:	£140.00 per day	
ROOM LAYOUT	Boardroom Style	16
OPTIONS:		
	Theatre Style	40
	Networking /	60
	Standing	
REFRESHMENTS:	Served in the room	
FOOD:	Served in the room	

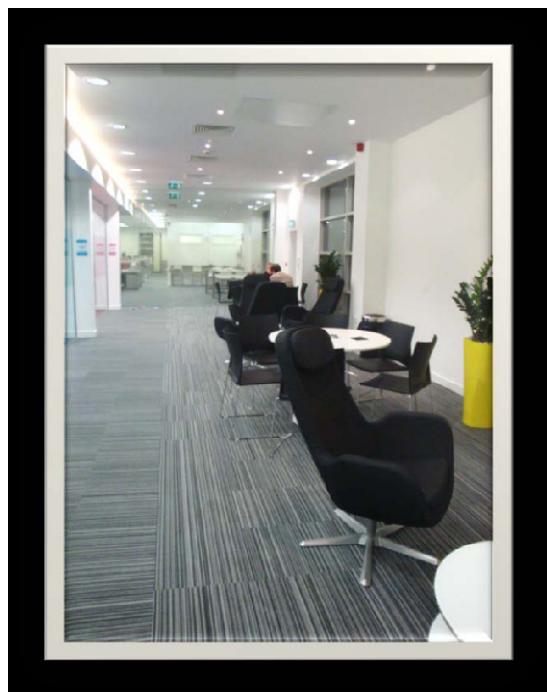


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EXHIBITION AREA

LOCATION:	Ground Floor
ROOM HIRE CHARGE:	£120.00 per day
ROOM LAYOUT	Boardroom Style
OPTIONS:	N/A
	Theatre Style
	Networking /
	Standing
REFRESHMENTS:	Served Conference Room 1
FOOD:	Served Conference Room 1

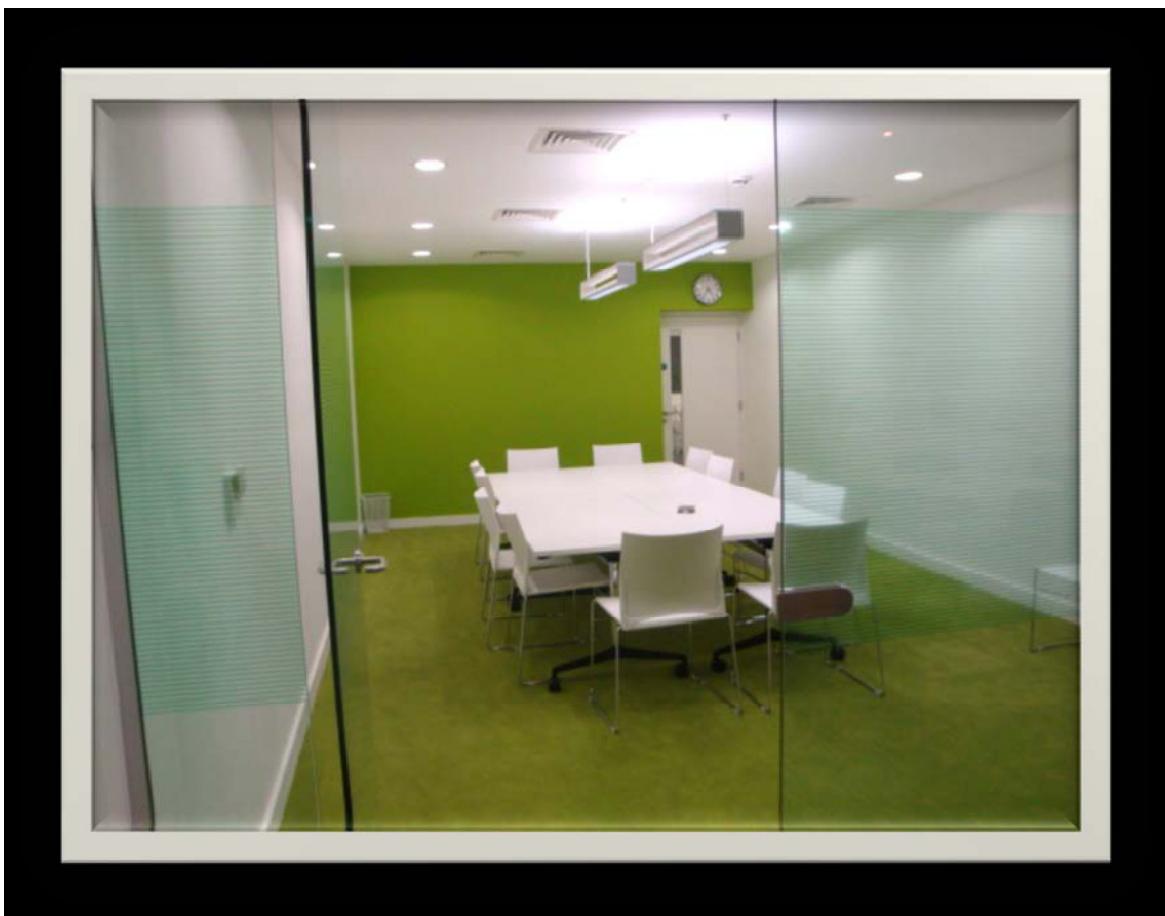


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MEETING ROOM 1

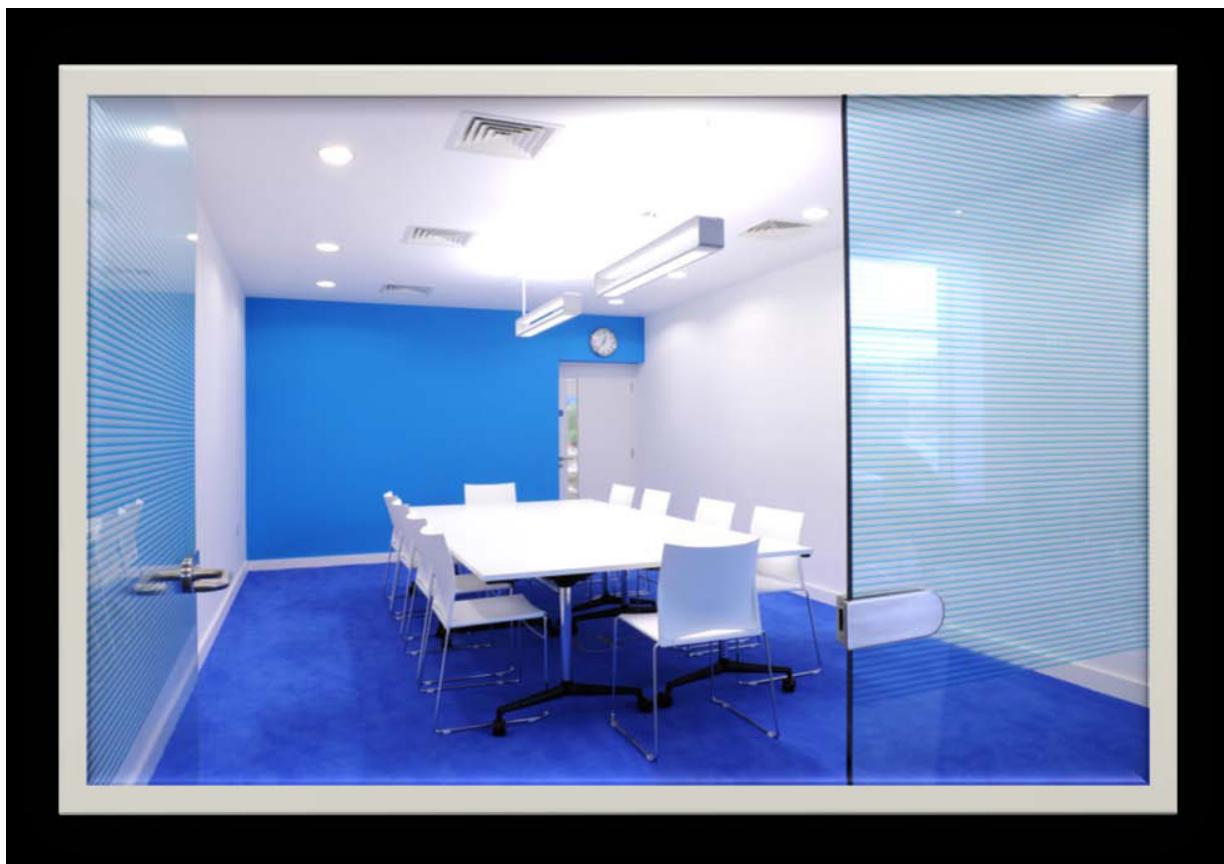
LOCATION:	Ground Floor
ROOM HIRE CHARGE:	£105.00 per day
ROOM LAYOUT	Boardroom Style
OPTIONS:	10
	Theatre Style
	Networking /
	Standing
REFRESHMENTS:	Served in room
FOOD:	Served in room





MEETING ROOM 2

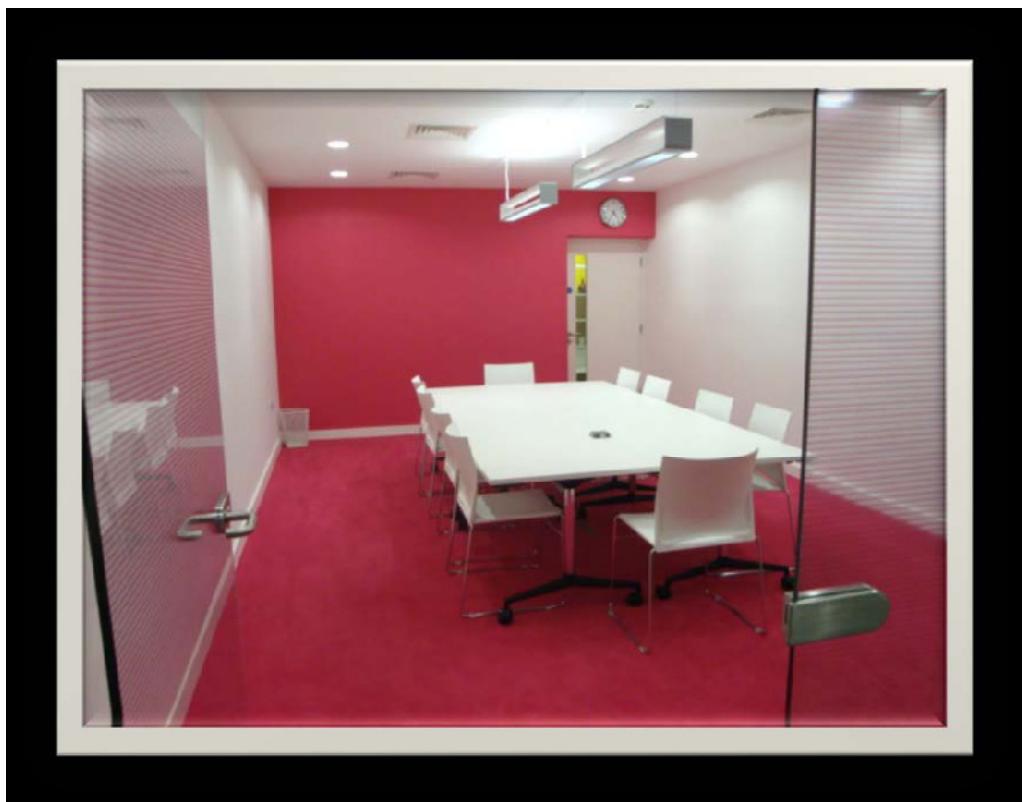
LOCATION:	Ground Floor
ROOM HIRE CHARGE:	£105.00 per day
ROOM LAYOUT	Boardroom Style
OPTIONS:	10
	Theatre Style
	Networking /
	Standing
REFRESHMENTS:	Served in room
FOOD:	Served in room





MEETING ROOM 3

LOCATION:	Ground Floor
ROOM HIRE CHARGE:	£105.00 per day
ROOM LAYOUT	Boardroom Style
OPTIONS:	10
	Theatre Style
	Networking /
	Standing
REFRESHMENTS:	Served in room
FOOD:	Served in room



CATERING

REFRESHMENTS

Tea	£1.00 per serving
Coffee	£1.00 per serving
Orange Juice (jug)	£4.00 per jug (6 glasses)
Iced Filtered Water	Free of Charge
Cafetiere Coffee	£6.00 per pot (4 sml cups)
Biscuits (basic)	£0.50 per head
Biscuits (chocolate bars)	£0.85p per head

BUFFET OPTIONS:

<u>Option 1 (MIN 6 order)</u>	£5.50 per person
Standard Sandwich Platter with Crisps and Cake	
<u>Option 2 (MIN 6 order)</u>	£5.95 per person
Standard Sandwich Platter with crisps and Fruit	
<u>Option 3 (MIN 8 order)</u>	£6.95 per person
Luxury Sandwich platter with crisps and fruit or cake	
<u>Option 4 (MIN 6 order)</u>	£7.95 per person
Standard Sandwich Platter with a selection of savouries plus Cake or Fruit (please state which)	
<u>Option 5 (MIN 8 order)</u>	£8.95 per person
Luxury Sandwich platter with crisps and a selection of savouries plus Cake or Fruit (please state which)	

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ROOM LAYOUTS AT BROADWAY 100

	<u>U-Shape</u>	<u>Networking/standing</u>	<u>Theatre Style</u>	<u>Boardroom</u>	<u>Classroom</u>
Conf Room 1 (8.4m x 5.6m)	16	Up to 60	40	16	16
Exhibition Area	N/A	Up to 100	75	N/A	N/A
Conf Room 2 (11.9m x 5.7m)	20	Up to 80	65	28	20
Meeting Room 1 (4.1m x 6.7m)	N/A	Up to 20	N/A	10	N/A
Meeting Room 2 (4.1m x 6.7m)	N/A	Up to 20	N/A	10	N/A
Meeting Room 3 (4.1m x 6.7m)	N/A	Up to 20	N/A	10	N/A

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AV/OTHER AVAILABLE FOR HIRE/TO USE

- Data Projector (Screens not required in most of the meeting rooms) £90.00 per full day (£45.00 per half day)
- Photocopying (in house) 12p per B&W Sheet 40p per Colour sheet
- Full PA System (Via 3rd party) £250.00 (per day)
- Stand by technician (Via 3rd Party) £250.00 (Per day)
- Flipchart & Pens (1x) FOC £15 per one thereafter 1st free one
- TV/Video/DVD player (42' & 48') £45.00 per day
- Use of telephone in room £5.00 admin plus call charges
- Use of telephone conference in room £20.00 admin plus call charges
- Microphones (Via 3rd Party) Available upon request
- Stage From £75.00
(2m x 1m – with carpet & skirt- for use in Exhibition Area)



Conference & Meeting Room Booking Form

****Please note after hours bookings (after 18:00& weekends) incur 25% increase in costs ****

Company Name:			
Company Address & Contact Details & Event Contact Name:			
YOUR PO Number:			
Meeting Title:			
Meeting Date:			
Start Time:	Finish Time:		
Room Required: Please highlight Meeting room 1 – Capacity 10 Board room Meeting room 2 – Capacity 10 Board Room Meeting room 3 – Capacity 10 Board room Exhibition area – Capacity 60 (This area may only be booked out if all 3 above meeting rooms are also booked.)	Conference room 1 – Capacity 48 Theatre style Conference room 2 – Capacity 60 theatre style 16 Boardroom style 28 Board room style		
AV/Other requirements:			
Number of Attendees:			
Room Layout required: (e.g. Boardroom/Theatre)			
Refreshments Required?	Yes/No		
Tea/Coffee (£1 per head) many:	How		£
Juice (£4 per jug- up to 6 sml glasses per jug) jugs:	How many		£
Water – Free of Charge jugs:	How many		£
Biscuits (50p per person)			£
Café Tier Coffee (£6.00 per pot - up to 4 sml cups) - pots:	How many		£
Lunch Required?	Yes/No		
	yes please see our list of lunch options		