

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

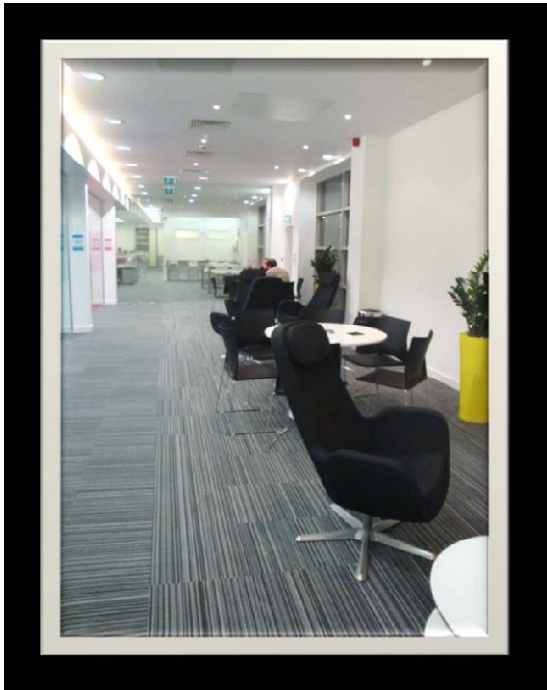
LOCATION:	Ground Floor	
ROOM HIRE CHARGE:	£140.00 per day	
ROOM LAYOUT	Boardroom Style	16
OPTIONS:	Theatre Style	40
	Networking / Standing	60
REFRESHMENTS:	Served in the room	
FOOD:	Served in the room	





EXHIBITION AREA

LOCATION:	Ground Floor	
ROOM HIRE CHARGE:	£120.00 per day	
ROOM LAYOUT	Boardroom Style	N/A
OPTIONS:	Theatre Style	70
	Networking /	100
	Standing	
REFRESHMENTS:	Served Conference Room 1	
FOOD:	Served Conference Room 1	



VISION MEDIA

MEETING ROOM 1

LOCATION:	Ground Floor	
ROOM HIRE CHARGE:	£105.00 per day	
ROOM LAYOUT	Boardroom Style	10
OPTIONS:	Theatre Style	16
	Networking /	16-30
	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	10
OPTIONS:	Theatre Style	16
	Networking /	16-30
	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	10
OPTIONS:	Theatre Style	16
	Networking /	16-30
	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)	



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

AV/OTHER AVAILABLE FOR HIRE/TO USE

- | | |
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| • 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 3 rd party) | £250.00 (per day) |
| • Stand by technician (Via 3 rd Party) | £250.00 (Per day) |
| • Flipchart & Pens (1x) | FOC £15per one thereafter 1 st 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 3 rd Party) | Available upon request |
| • Stage
(2m x 1m – with carpet & skirt- for use in Exhibition Area) | From £75.00 |

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 16 Boardroom style Conference room 2 – Capacity 60 theatre style 28 Board room style		
AV/Other requirements:			
Number of Attendees:			
Room Layout required: (e.g. Boardroom/Theatre)			
Refreshments Required?	Yes/No		
Tea/Coffee (£1per 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		