

MEETINGS |



The Biscuit Factory offers a choice of small meeting rooms or breakout spaces, with or without catering

- up to 30 theatre-style; 22 boardroom-style
- The Glass House
- The Drawing Room
- The Biscuit Room Lounge (as part of a larger event)
- DDR in all rooms includes unlimited tea/coffee • room hire with tables, chairs, linen • basic stationery • flip charts, paper, pens

For larger meetings, presentations or conferences for up to 200 delegates, we offer The Biscuit Room Suite

STANDARD AV RESOURCES

- hand-held, stand & lapel mics • lecturn • Bose sound system • WiFi • remote controls
- power sockets • industrial sockets & 3-phase supply • standalone desktop and ceiling-mounted LCD projectors
- standalone 6' screen • 7 wall-mounted screens (3 located at stage-end; 4 at bar/lounge-end):
 - 5 x 120" screens / wide format / 16:9 aspect ratio / approx. 2.7 x 1.5 m
 - 1 x 150" screen / wide format / 16:9 aspect ratio / approx. 3.3 x 1.8 m

AV RESOURCES



RESOURCES - price on application	DETAILS
Clear Acrylic Lecturn	With fitted, static microphone (branding also available, with 7 days notice)
Wireless Roving Microphone (Sennheiser G3 model)	Plus head-set or tie-clip radio microphones and a wired microphone with stand, available on request
7 Front-Projection Screens	5 x 120" screens (2.7 x 1.5 m); 1 x 150" screen (3.3 x 1.8 m); all wide format / 16:9 aspect ratio 1 stage-left; 1 stage-right; 1 centre-stage; plus 2 at back-of-house (left and right);
2 Ceiling-Mounted Projectors	3000 lumens, mounted stage-left and stage-right
Bose PA System	Speakers are equally spaced at positions around the main suite
Mackie Stage Speakers	Speakers are positioned stage-left and stage-right
MS Windows 8 Laptop	With DVD playback capability
Comfort Monitor	For speaker support
Keynote Remote	For PowerPoint remote control
Control Desk	Can be set up at 4 optional points in main suite: on-stage; house-left; house-right; back-of-house
WiFi	Robust wireless connection with 150 MB router speed; plus several hard-wired internet access points
Technician	Includes onsite meeting (pre-event) to agree AV needs, plus AV technician at event for up to 8 hours
Additional Resources Upon Request	e.g. LCD or Plasma TVs on stands; or bespoke lighting (spotlights, par cans, follow spots) etc.

DDR



MEETING ROOM	DDR TYPE	CATERING	SERVED IN	NOS.	DAY DELEGATE RATE PER PERSON
GLASS HOUSE or DRAWING ROOM <i>Ideal for smaller meetings or as breakout spaces</i> <i>theatre or boardroom style</i> <i>minimum 8 delegates</i> <i>maximum 30 delegates</i>	Full day delegate rate	2-course set lunch	Restaurant	8 - 30	£ 35 + VAT
	Full day delegate rate	Buffet lunch	Meeting Room	8 - 30	£ 25 + VAT
	Full day delegate rate	Without lunch	n/a	8 - 30	£ 20 + VAT
	Half day delegate rate	Without lunch	n/a	8 - 30	£ 15 + VAT
THE BISCUIT ROOM <i>Ideal for larger meetings, seminars, presentations, conferences</i> <i>theatre, cabaret, banqueting or other bespoke style</i> <i>minimum 50 delegates</i> <i>maximum 200 delegates</i>	Full day delegate rate	2-course set lunch	The Biscuit Room	50 - 200	£ 45 + VAT
	Full day delegate rate	Buffet lunch	The Biscuit Room	50 - 200	£ 35 + VAT
	Full day delegate rate	Without lunch	n/a	50 - 200	£ 30 + VAT
	Halfday delegate rate	Without lunch	n/a	50 - 200	£ 25 + VAT

CAPACITIES



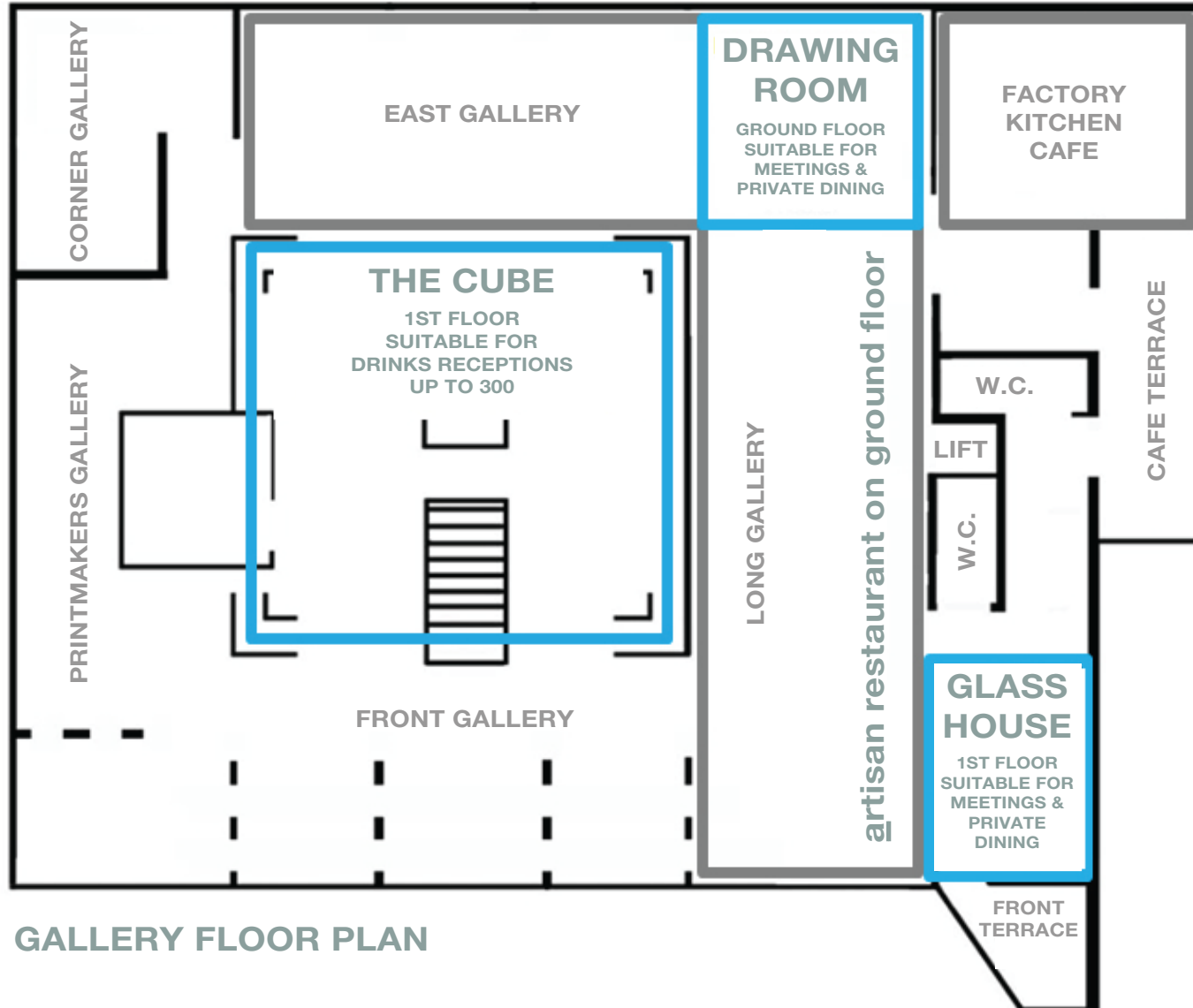
THE BISCUIT FACTORY

VENUE SPACE	Drinks Reception	Banqueting	Cabaret	Theatre	Classroom	Boardroom	U-shape	Area (m2)	Dimensions in metres (& feet)	Ceiling height	Natural daylight
The Biscuit Room	350	200	160	200	150	-	-	384	24 x 16 m (78 x 52')	3.4 m	yes
The Biscuit Room : Bar	30	-	-	25	-	-	-	28	7 x 4 m (23 x 13')	3.4 m	yes
The Biscuit Room : Lounge	30	-	-	25	-	-	-	30	4 x 7.6 m (13 x 25')	3.4 m	yes
Gallery : The Drawing Room	35	22	-	30	-	22	18	34	7 x 4.8 m (23 x 16')	3 m	yes
Gallery : The Glass House	40	24	-	35	-	24	20	40	9.6 x 4.2 m (32 x 14')	3 m	yes
Gallery : Upper Floor	350	-	-	-	-	-	-	-		4 m	yes
Gallery : The Factory Kitchen Café	50	-	-	-	-	-	-	40		2.5 m	yes
Gallery : Artisan Restaurant	80	80	-	-	-	-	-	150		3 m	yes

GALLERY



THE BISCUIT FACTORY



GALLERY FLOOR PLAN

SPACE

01. ENTRANCE FOYER
02. LINK TO GALLERY
03. BAR & LOBBY
04. THE LOUNGE

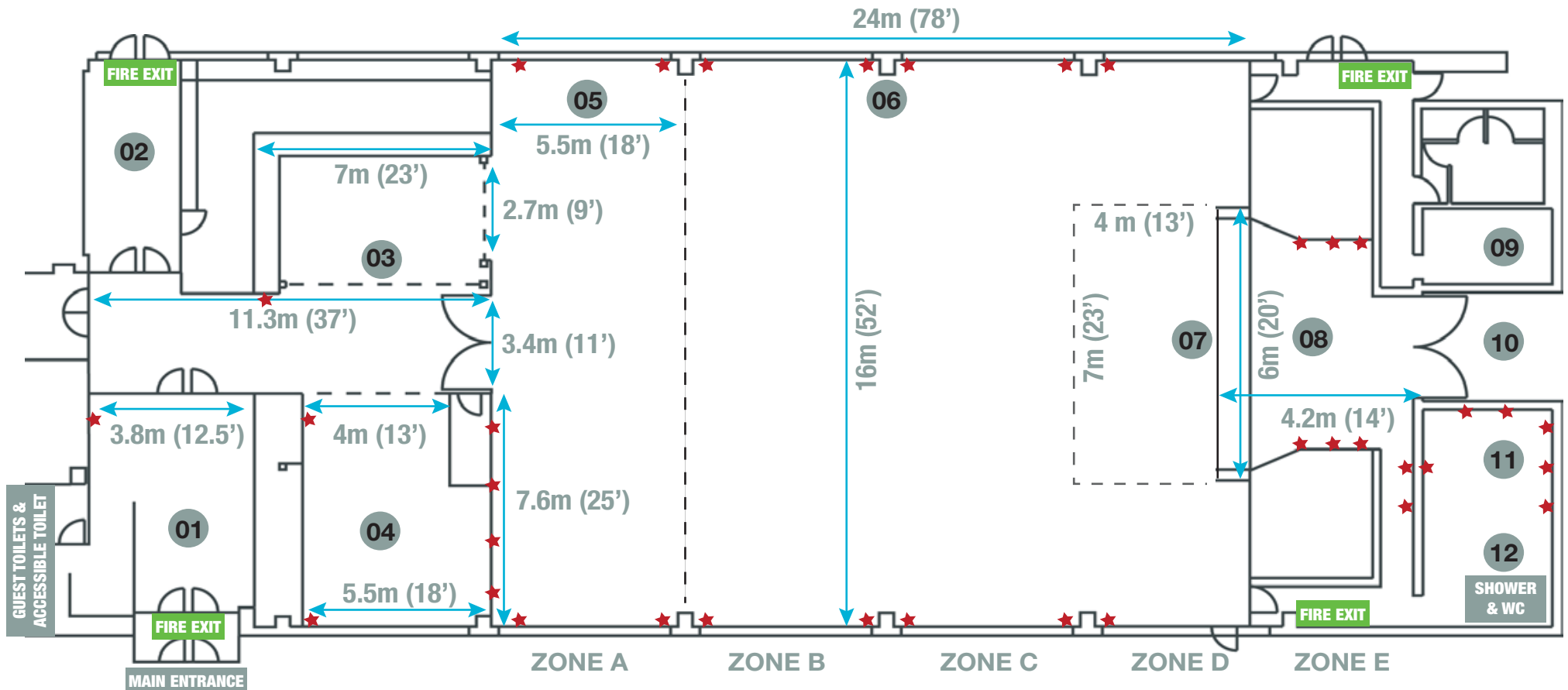
05. PARTITIONED SPACE (OPTIONAL)
06. MAIN FUNCTION SUITE
07. DANCE FLOOR AREA
08. STAGE & STAGE APRON

09. STORAGE
10. LOADING BAY
11. GREEN ROOM
12. PRIVATE SHOWER & WC

DIMENSIONS

OVERALL ROOM AREA: 384 sq m

- FUNCTION SUITE WIDTH: 16 m / LENGTH: 24 m
- STAGE WIDTH: 6 m / LENGTH: 4.2 m / HEIGHT: 2.7 m
- LOUNGE WIDTH: 4 m / LENGTH: 7.3 m
- BAR WIDTH: 3 m / LENGTH: 7 m
- CEILING HEIGHT (floor to beam): 3.4 m
- LOADING BAY DOORS WIDTH: 1.7 m / HEIGHT: 1.9 m
- ★ ELECTRICAL POWER SOCKETS
(inc. 2 x 240v & 1 x 3-phase industrial socket outlets)



LAYOUT

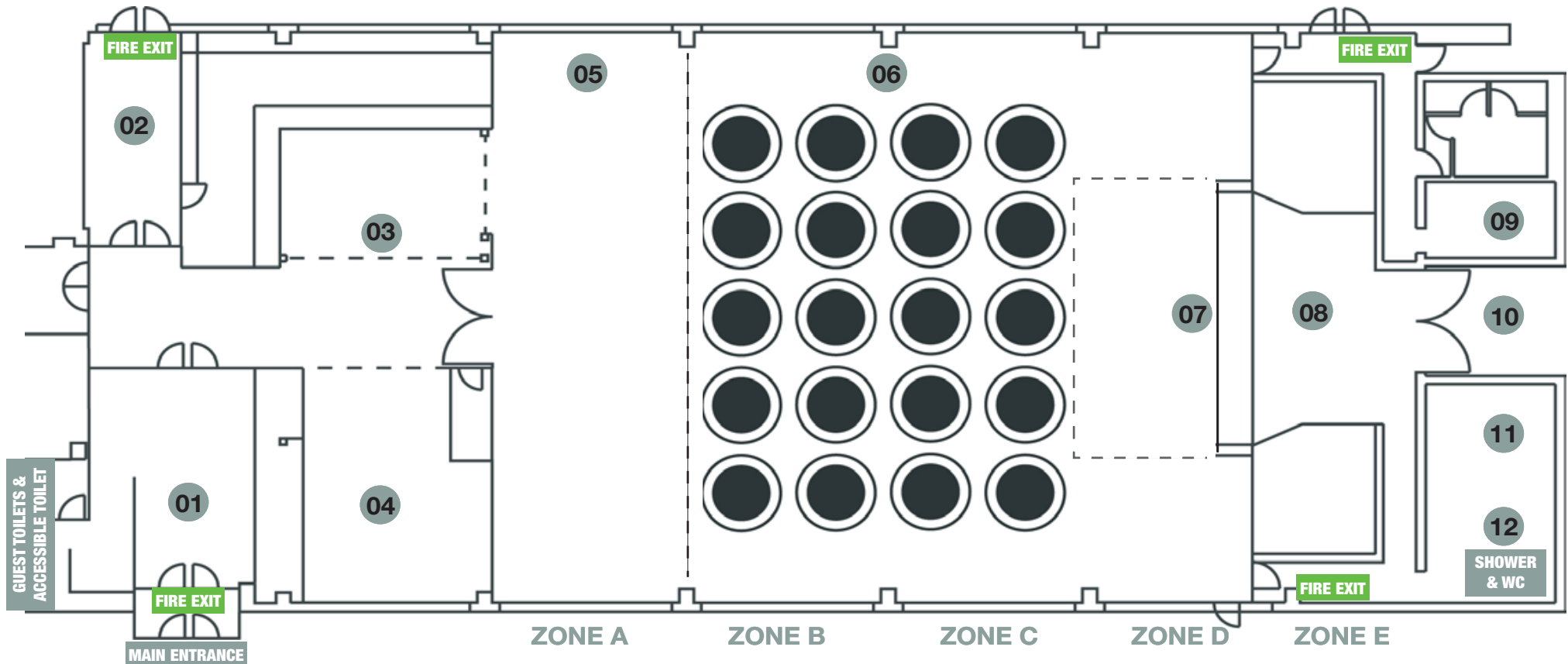
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- 02. LINK TO GALLERY
- 03. BAR & LOBBY
- 04. THE LOUNGE

- 05. PARTITIONED SPACE (OPTIONAL)
- 06. MAIN FUNCTION SUITE
- 07. DANCE FLOOR AREA
- 08. STAGE & STAGE APRON

- 09. STORAGE
- 10. LOADING BAY
- 11. GREEN ROOM
- 12. PRIVATE SHOWER & WC

CONFERENCING

- THEATRE-STYLE UP TO 200 DELEGATES
- BANQUETING-STYLE UP TO 200 DELEGATES
- CABARET-STYLE UP TO 160 DELEGATES
- STAGE, LECTURN & MICS, BOSE SOUND, WIFI
- FULLY PROGRAMMABLE LIGHTING
- WINDOW BLINDS



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