

The space to **meet,** the
space to **talk,** the space to
...introducing **think...**
The Business Space

THE BUSINESS SPACE

CORNWALL COLLEGE BUSINESS' NEW CONFERENCE VENUE IN TRURO

CHILTERN HOUSE, CITY ROAD, TRURO, CORNWALL TR1 2JL

BOOKING INFORMATION

The Business Space offers a range of flexible rooms for your business needs, whether you require space to hold a conference, event, seminar, meeting or training session, our team is on hand to help you create the atmosphere you need. CCB has created The Business Space to provide a conference venue specifically designed for business and will regularly host events and run training from the centre. Offering flexible, modern, comfortable and professional surroundings, The Business Space can be booked for a full or half day, and delicious local catering in our own on-site café, ranging from breakfast, lunch or afternoon tea, completes your event.

Conveniently located in the centre of Truro, The Business Space can be reached by car, train, bus or Park and Ride. Limited parking is available on-site for event organisers and disabled users, with public car parks within 2 minutes walk. Bus stops are in a variety of locations close by and Truro train station is only 7 minutes walk from The Business Space. Park and Ride tickets are free from CCB at the time of booking your event.

Below are details of the options available to you at The Business Space. If you have any questions, do not hesitate to call our dedicated team on 0800 731 7594.

Room layout	Theatre style	Boardroom	Full Day	Half Day	Hourly
Large Conference Suite*	60 people	40 people	£450	£275	n/a
Small Conference Suite	40 people	28 people	£150	£95	n/a
Boardroom 1	12 people	12 people	£150	£95	n/a
Boardroom 2	12 people	12 people	£150	£95	n/a
Meeting room	6 people	6 people	£80	£55	£15

* Please note the Large Conference Suite cannot be booked at the same time as the Small Conference Suite and Boardroom 1. No VAT will be charged on these rates.

Room rates include:

Projection equipment, laptop, wireless internet access, flip chart and pens and photocopying and faxing (use of some these services will incur a charge).

Refreshment options

Menu One - £6.50 per person

Sandwich, pork pie and quiche platter, hand baked crisps and a cake board, including tea or coffee.

Menu Two - £9.50 per person

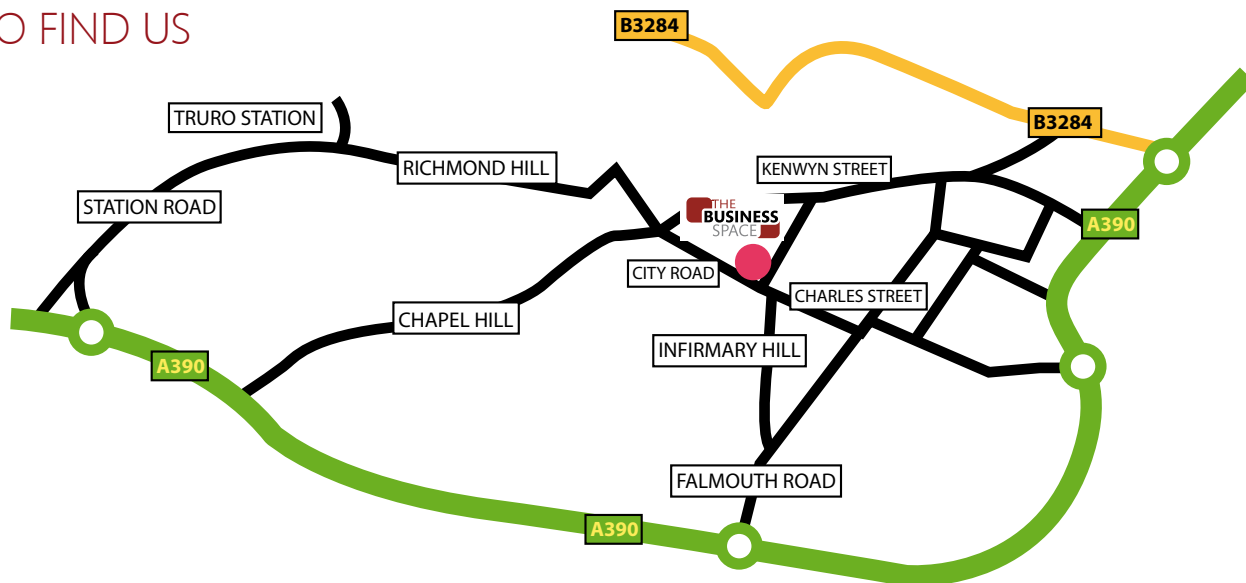
Elite sandwich, pork pie and quiche platter with hand baked crisps, smoked salmon & cream cheese blinis, onion bhajis, chicken kebabs and a cake board, including tea or coffee.

Refreshments

Morning and/or afternoon coffee and biscuits £1.75 per serving.

Alternative menus and special dietary requirements are available upon request. Menu may be subject to change.

HOW TO FIND US



BOOKING FORM

Company details

Company name	
Contact name	
Address	
Phone number	
Email	

Booking details

Number of delegates			
Large Conference Suite	<input type="checkbox"/> Theatre	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Horseshoe
Small Conference Suite	<input type="checkbox"/> Theatre	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Horseshoe <small>(not available if booking Large Conference Suite)</small>
Boardroom 1	<input type="checkbox"/> Theatre	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Horseshoe <small>(not available if booking Large Conference Suite)</small>
Boardroom 2	<input type="checkbox"/> Theatre	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Horseshoe
Meeting Room	<input type="checkbox"/> Theatre	<input type="checkbox"/> Boardroom	
Date(s)			
Time			
Equipment requirements			

Catering details

Menu Option	<input type="checkbox"/> One	<input type="checkbox"/> Two	Numbers		Time	
AM Tea/Coffee	Time	Numbers	PM Tea/Coffee	Time	Numbers	
AM Tea/Coffee	Time	Numbers	PM Tea/Coffee	Time	Numbers	
Special Requirements						

Parking details

Number of Park and Ride tickets required	(free of charge for delegates)	Number of on-site parking bays (max. 5)	(for event organisers and disabled clients only)
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Payment details

Type of payment:	<input type="checkbox"/> Invoice	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit Card
Purchase order/ company ref:			
Invoice address (if different from above)			
Signature			
Name (please print)			
Date			

TERMS OF HIRE

BOOKING: We can only guarantee a room hire once this form has been returned by fax, email or post.

TIMES: Full day hire from 8.30am – 5.30 pm. Half day hire from 8.30am – 12.30pm or 1.00pm – 5.30pm.

An additional charge may be incurred for venue hire outside these hours.

EQUIPMENT: Rooms are equipped with projectors and computers. Additional equipment may be available at additional cost.

PAYMENT: Cheque, credit/debit card or BACS payment must be received within 15 days of invoice. For payments made by credit card, we will contact you before your event to collect your payment over the phone.

PERSONAL BELONGINGS: We cannot be held responsible for the lost or damage of any personal belongings left at the venue.

CODE OF CONDUCT: You will take full responsibility for any damage to our premises, furniture or other equipment during the time of the hire.

SPECIAL REQUIREMENTS: Please notify us of any dietary requirements or disabilities on 0800 7317594

PARKING: Free delegate parking has been arranged through Truro Park and Ride. There is limited disabled parking at the venue, please call 0800 731 7594 to reserve a space.

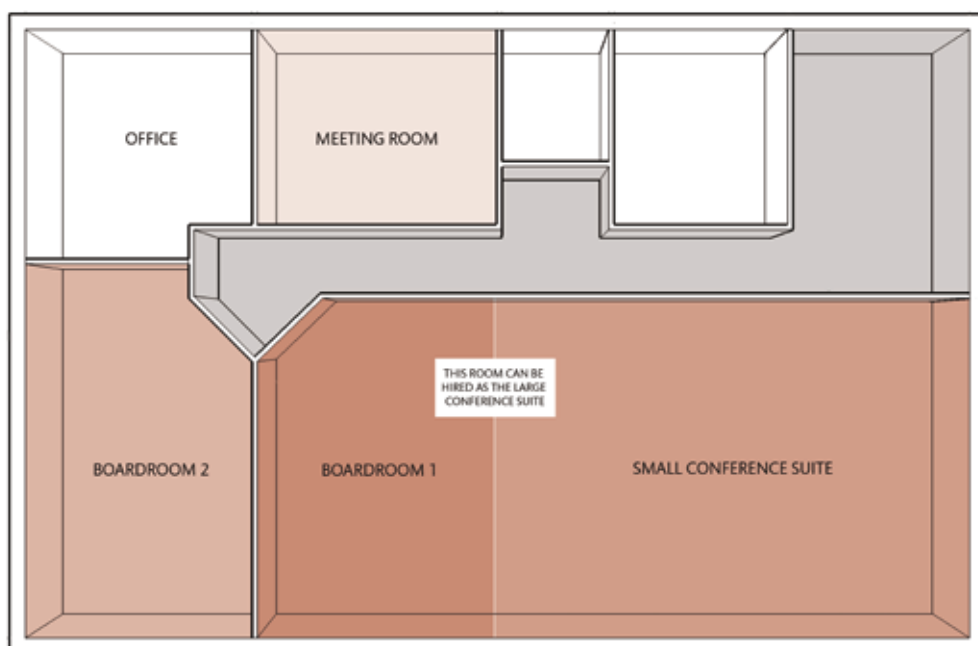
DEPOSIT: Deposits may be required for some bookings.

CANCELLATIONS: Any cancellation must be received in writing, via post, fax or email. Full hire costs will be payable on cancellations made 7 days before the event. Cancellations up to 14 days before the event will incur 50% of anticipated charges. Earlier cancellations will incur no cost.

CATERING: All catering requests need to be confirmed 7 days prior to the event.

DATA PROTECTION: Should you prefer not to be included on a CCB database for marketing purposes, please tick this box. ☐

PROVISIONAL BOOKINGS: Provisional bookings will be held for 14 days, after this time we cannot guarantee availability.



Contact our dedicated team if you have any questions on 0800 731 7594 or email enquiries@ccb.cornwall.ac.uk