

## Frequently Asked Questions

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### ***What spaces are available for hire?***

- The Conference Room seats 14 people around the conference table, or 25 people with no table.
- The Seminar Room has seating for 40 people.

### ***What catering can you provide?***

- We offer sandwiches for £4.00 per head, jacket potatoes with a variety of fillings and salad for £4.00 per head or a finger buffet (sandwiches, savoury items, cakes) for £7.50 per head. Fruit juice is provided with all options.
- A vegetarian option is always available.
- Tea, coffee and biscuits are available throughout the day (£1 per person) and chilled water is also available in the Conference Room.
- If you have particular catering requirements not listed above, please let us know so that we can try and accommodate you.

### ***Where can delegates park?***

- There are some parking places at the rear of the building and there is plenty of street parking.
- We can guarantee parking at the venue for the course leader.
- The Crewe Alex Football Ground pay and display car park is 2 minute walk away

### ***What's the cost of room hire?***

- The cost of hiring the conference room is £120 for a full day, £60 for a half day (including VAT)
- The cost of hiring the seminar room is £180 for a full day, £90 for a half day (including VAT)

### ***Internet access, IT equipment and flipcharts***

- Internet access for the trainers is available in both rooms.
- The Conference Room has a Smartboard, laptop, digital projector and flipcharts.
- The Seminar Room has a digital projector, laptop, flipcharts.
- There is no extra charge for using these items.

### ***How do I make a booking?***

- Please complete the booking form and email it to [sbishop@creweymca.com](mailto:sbishop@creweymca.com)