

The Birch Meeting Room provides a meeting place for the local community, businesses and schools to use for a wide variety of purposes;

- ♦ meetings
- ♦ presentations
- ♦ training days
- ♦ working breakfasts & lunches
- ♦ interviews.



The school is within easy reach of the M56, M6 and M62, whilst Birchwood Station served by the west coast main line, is just a few minutes walk away. Car Park passes are available from the college reception for the local Shopping Centre car park.

Located on the ground floor of college within the heart of this vibrant and successful school is the Birch Meeting Room.

Hire includes the use of:-

- ♦ Computer with Internet Access
- ♦ Projector & Screen
- ♦ Overhead Projector
- ♦ Flipchart and White board
- ♦ Video Recorder
- ♦ Free WiFi connection

Dedicated personnel are available to customize our conference facilities to suit each individual client's needs.



Contact:

Carole Carpenter
Front of House

01925 853500

CCarpenter@birchwoodhigh.org



***Meeting
All Your
Business Needs***

situated in
Birchwood College
at

Birchwood Community High School



Birchwood Community High School

A Business & Enterprise College with Applied Learning Specialism



Birchwood Community High School

A Business & Enterprise College with Applied Learning Specialism



Daily delegate rate **£19.50**

Price per delegate includes:

- ◆ Hire of meeting room from 8.30am- 5.00pm
- ◆ Use of room's equipment
- ◆ Tea / Coffee on arrival
- ◆ Morning Coffee with biscuits
- ◆ Buffet Lunch
- ◆ Afternoon tea with biscuits



Room Hire Rates

Whole Day	£100.00
1/2 day	£60.00
Hourly rate	£15.00



Additional charges

Photocopying	10p per sheet
Colour	20p per sheet
Photocopying onto acetate	80p per sheet
Faxes (outgoing)	£1.00 per sheet
Faxes (incoming)	£2.00 per sheet



Seating Arrangements

Theatre Style	50 covers
Boardroom	30 covers
Classroom	20 covers
U Shape	20 covers

Equipment Hire

Additional Flipchart	£5
CD Player	£10
Lectern	£20
Paper & pencils	£15

Delegate access Lap top computers —
(price available on request)



Refreshments

Our Buffet menus are available for you to choose from, offering delicious options for you and your delegates, ranging from coffee and biscuits through to a full working lunch, all prepared to your precise specifications.



We can also accommodate all special dietary requirements.

For further information, a copy of our sample menus, or to discuss your individual requirements, please contact us.