

# Hiring Function Rooms at The Space Centre



**The Space Centre**

**Opportunity, Choice  
and Well Being**

**creative  
SUPPORT**

# The Conference Room

Our original oak-panelled Conference Room sits adjacent to the sensory centre with its own entrance.

Suitable for larger gatherings such as team meetings, training days, seminars or corporate and family functions, the conference room also benefits from separate amenities.

Offering an adjoining private kitchen with external access for catering delivery without interruption, this facility includes a fridge, microwave, toaster and large urn for hot drinks so that groups can bring their own refreshments or arrange their own catering provision. In order to keep our costs low, crockery and utensils can be provided on the understanding that they are put back after use.

Parking - Please understand that a high proportion of the car parking at Space is reserved for those with disabilities. There is ample on-street parking on Edgerton Road, 200 yards away, and we also have an agreement with Homebase for our visitors to use their facility. Parking will be reserved for the conference organiser so that materials and equipment can easily be brought into the building.

Our listed Victorian gardens can be used for breaks and lunch.



## What you need to know:

Size:

Capacity and room style:

Theatre – 80 delegates

Circular – 45 delegates

Fully accessible

Wifi

Projector and screen

Flip chart and pens

# The Garden View Room

Our serene Garden View room is the smallest of our meeting rooms but certainly not to be forgotten about.

With a boardroom setting overlooking our heritage gardens, Garden View is a calm, quiet retreat suitable for executive meetings, interviews and low-key presentations.

Vibrant photography of Preston landmarks, recently donated by local photographer Donna Clifford, adorns the walls and is always a point of conversation.

Unique to many meeting rooms of this size, Garden View has its own contiguous kitchen with fridge, microwave and hot water boiler.

To suit clients on a limited budget, groups may bring their own refreshments and food or arrange their own catering provision. Alternatively, there is an honesty box if you require hot drinks with a suggested donation of £1 per serving. Unfortunately we cannot provide a waiting service or offer catering beyond light refreshments.

Clients are invited to take time out in our listed Victorian gardens.



## What you need to know:

Size: 17ft x 16ft

Capacity and room style:

Boardroom - 10-12 delegates

Circular – 16 delegates

Horseshoe – 12 delegates

Theatre – 18 delegates

Parking for up to 12 cars plus disabled parking

Fully accessible

Wifi

Flip chart and pens

By choosing Space for your venue you will be supporting a charity and indirectly making a contribution to the running costs of the centre. There are hundreds of children and adults with very varied difficulties who visit Space regularly each month and gain skills from the unique facilities. We need to keep this valuable resource going for their benefit and appreciate the support we receive from businesses that use us.

# The Terrace Room

## What you need to know:

Size: 29ft x 18ft

Capacity: 30 max

Fully accessible

Wifi

Projector and screen

Flip chart and pens

Kettle

CD player and docking station

Hour, half day and full day rates available

**This bright and vibrant room is very popular for children's parties in conjunction with their sensory room session at Space. Its colourful small tables and chairs, along with comfortable corner seating for adults, make this room ideal for family celebrations.**

Situated next to the conference room, the Terrace Room is also regularly used as a break out room for delegate workshops, small presentations, coffee breaks and lunches.

Original hand-painted murals adorn the walls dating back to the centre's previous use as The Willows Child Development Centre.

Hosts may bring their own food and refreshments. The room offers kettle and dish washing facilities for those wanting hot drinks. For the party people there is a set of disco lights, CD player and a docking station for music. Toilets and Changing Places are also located adjacent.

Parking is limited to those with disabilities. There is ample on-street parking on Egerton Road, 200 yards away, and we have an agreement with Homebase to use their car park. The host may park at Space so that materials and catering may be brought in easily.

