



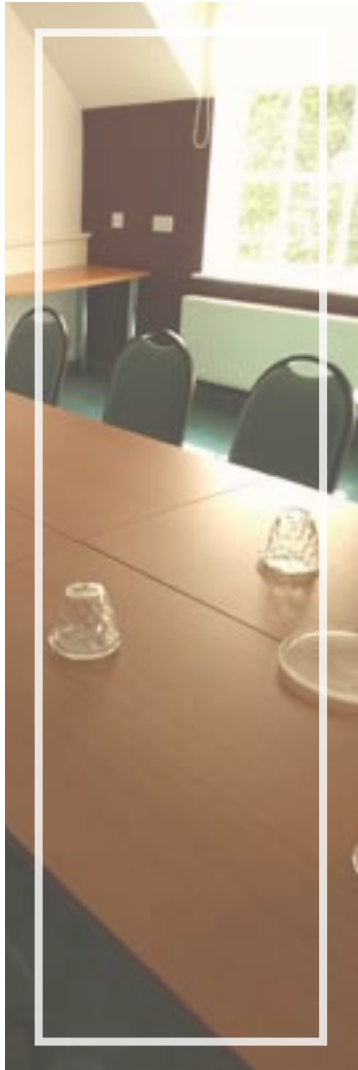
## Flexible spaces to suit you

Whether a meeting for 6 people or a large conference for 650, we have the flexibility to host any size, type and style of event.

[www.kings-centre.com](http://www.kings-centre.com)

# Conferencing and Events in Norwich

The King's Centre is a quality conference venue in Norwich city. We have spaces available to hire to meet all your room requirements, whether a small boardroom style meeting, interviews, educational classes, training days, exhibitions or larger conference with PA and projector facilities.



Find the perfect space for your meeting or event. Several of our rooms boast AV equipment, air conditioning, and natural light. If you aren't sure which room is right for you, please contact a member of the team and we will be more than happy to help you.



































Our medium and larger rooms are the perfect space for you to have a full-team meeting. Fit up to 130 people theatre-style, all in one room.

We also have smaller meeting rooms available; whether for small team meetings, interviews or discussion groups, enjoy the space of your own room away from the office.

For bigger bookings, our Main Auditorium is one of the largest-capacity spaces in Norwich; ideal for larger conferences, marketplaces, and show-stopping events.



# Room Rates & Capacities

	 Natural daylight	 Disabled access	 Air conditioned	 Reception	 Theatre	 Classroom	 U-Shape	 Boardroom	 Cabaret	Size (metres)	Day rate	Half day / evening rate	Hourly rate
<b>Auditorium</b> (Air cooled)				750	650	200	-	-	330	24.0 x 22.5	POA	POA	-
<b>Conference Room 1</b>				150	130	60	40	30	100	15.5 x 10.6	£400.00	£280.00	-
<b>Conference Room 2</b>				100	80	40	26	30	70	12.0 x 7.5	£340.00	£238.00	-
<b>Board Room 1</b>				-	-	14	-	20	-	8.5 x 5.0	£195.00	£136.50	£48.75
<b>Training Room 1</b>				35	35	18	18	18	24	6.6 x 6.6	£230.00	£161.00	£57.50
<b>Training Room 2</b>				-	24	14	12	16	18	5.3 x 5.7	£195.00	£136.50	£48.75
<b>Room 4</b>				50	40	30	25	20	32	9.9 x 7.6	£170.00	£119.00	£42.50
<b>Room 5</b>				-	15	10	14	12	-	5.2 x 4.0	£170.00	£119.00	£42.50
<b>Room 12</b>				-	-	8	-	8	-	4.4 x 4.1	£170.00	£119.00	£42.50
<b>Room 22</b>				-	10	6	6	6	-	4.4 x 4.1	£170.00	£119.00	£42.50
<b>Room 24</b>				-	15	-	-	12	-	5.0 x 3.5	£170.00	£119.00	£42.50

We offer discounts to charities and non-profits, please contact us for details: call 01603 285260 or email [bookings@kings-centre.com](mailto:bookings@kings-centre.com)

[www.kings-centre.com](http://www.kings-centre.com)

## Equipment Rates

	Day rate	Half day / Evening rate	Hourly rate
Projector / TV / OWL*	£50.00	£35.00	£12.50
Flipchart	£13.00	£9.10	£3.25
Laptop	£62.50 + VAT	£43.75 + VAT	-
PA* (Microphones, Audio Equipment, Laptop Connection)	£94.00	£65.80	-
PA Engineer	-	-	£30 + VAT
PA Package* (Projector, PA, PA Engineer, Set up)	£425.00+ VAT	£297.50 + VAT	-
Hearing Loop*	£75.00	-	-

\*Only available in applicable rooms

## Photocopying / Printing Rates

	A4 Paper	A3 Paper
B&W (per side)	£0.10	£0.20
Colour (per side)	£0.20	£0.40

## Day Delegate Rates

Prices include VAT where applicable

### Standard rate

- Room hire (suitable to booking size)
- Three servings of tea, coffee & biscuits
- Buffet Lunch
- Projector
- Flipchart
- PA (Microphone)

12 - 25 people

More than 25 people

£38.00  
per person

£31.00  
per person

## Free WiFi

Our fibre optic broadband is available free of charge throughout the building. Search for 'The Kings Centre Wifi' and follow the instructions.

# Catering

As well as teas & coffees, we have different meal options from our in-house catering team to suit any budget and taste. We are happy to accommodate dietary requirements for your delegates to ensure everyone has a pleasant experience.



We offer a delicious selection of lunches; from our Sandwich Selection, featuring wraps, ciabattas, sandwiches and crisps, up to our Standard Buffet Lunch which includes cake and canapés.

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If you need a quick pick-me-up with your teas & coffees, we can provide cakes, traybakes or pastries for your team. We have a selection of sweet treats for vegans and other dietary requirements, so don't let that stop you!

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For something more refreshing, we have fruit platters available to book as well. You will be presented with a mixture of freshly-prepared fruits - perfect for a summer snack.

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Got something else in mind? Get in touch with our team - we are very happy to discuss bespoke meals and get the catering that's right for your event.

*Some catering options are dependant on delegate numbers - please see following pages for information.*

[www.kings-centre.com](http://www.kings-centre.com)

# Catering Menu

We are able to adjust our catering menu to suit your budget, please contact us to discuss your requirements.

Option	Details	Rate per person
Tea, Coffee & Biscuits	Tea, coffee and biscuits are available for your event. These are served for when your agenda allows.	£2.20 per serving
All-day Tea, Coffee & Biscuits	Tea, coffee and biscuits are available for your event. Refreshed throughout the day.	£7.20 whole day
Standard Buffet Lunch**	Wraps/ciabattas/sandwiches and canapés. Tray bakes/homemade cakes, fresh fruit and fruit juice.	£10.20+VAT
Sandwich Buffet Lunch**	Wraps/ciabattas/sandwiches served with crisps and fresh fruit.	£8.75
Sandwich Selection**	A lighter option with just wraps/ciabattass/sandwiches and crisps.	£7.20
Traybakes/Cakes	A selection of traybakes and cakes.	£2.35+VAT
Pastries <sup>+</sup>	A selection of delicious warm pastries.	£1.75+VAT
Breakfast Rolls	Sausage or bacon rolls, or a vegetarian alternative.	£2.80+VAT
Fruit Selection	Fresh fruit served from breakfast onwards.	£1.70+VAT

\* Only available to bookings of 10 or more

<sup>+</sup> Sample menu available on our website: [kings-centre.com/catering/](http://kings-centre.com/catering/)

Subject to availability

For further information call 01603 285260 or email [bookings@kings-centre.com](mailto:bookings@kings-centre.com)

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# Testimonials

Don't just take our word for it - see what some of our previous customers had to say about us!

Thank you SO much. The facilities were excellent and the hospitality was fantastic. We'll definitely be returning to use your space again.

*Jake, Tender*

A fantastic event, staff were very welcoming and very accommodating throughout – one of the best conference events I have been to from a venue and service perspective. Nothing was “too much” and staff went the extra mile to make sure the day was a success – even taking an interest in the contents that were presented to the audience.

Would definitely recommend to any organisation and will be looking to book again for next year!

*Charlie, Inclusive Schools Trust*

We all liked the facilities and everything was perfect for our event. We will definitely want to use you guys again!

*Kimberly, Equal Lives*

I just wanted to say a huge thank you to you all for your help with the conference last week. Nothing from your team was too much trouble or too stupid a question to ask. Without you I do not think that the event would have gone as well or given us the confidence to know that everything was in hand. We also had some lovely feedback from the attendees about the venue and especially the catering. The way the dietary needs were catered for and put separately from the other food was appreciated.

*Nicola, Norfolk County Council*

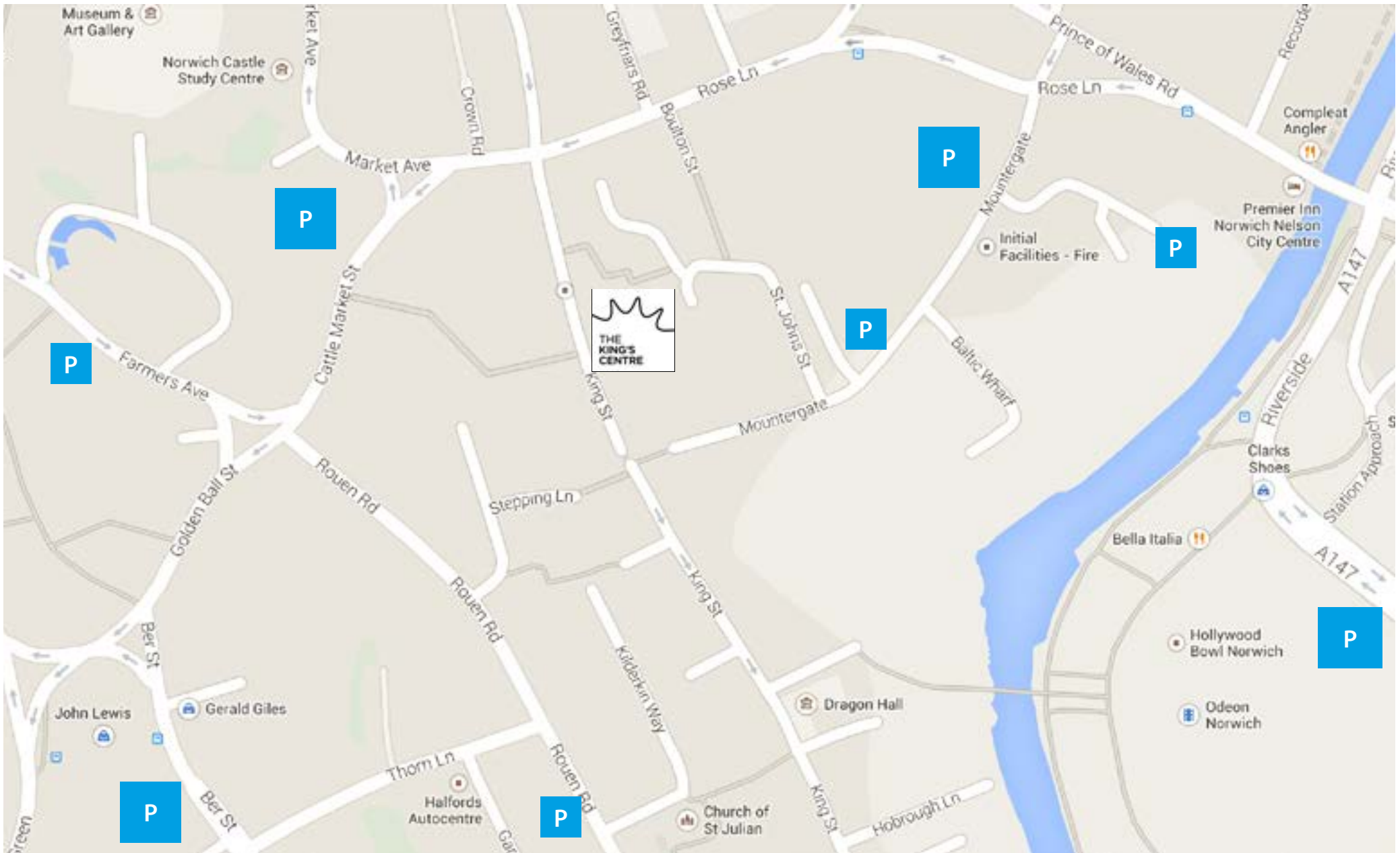
Thank you for a very successful day... Everything went very smoothly, and as always, we felt very supported and in safe hands.

*Victoria, UEA*

# Parking Map

Map data © 2016 Google

The King's Centre, 63-75 King Street, Norwich, NR1 1PH

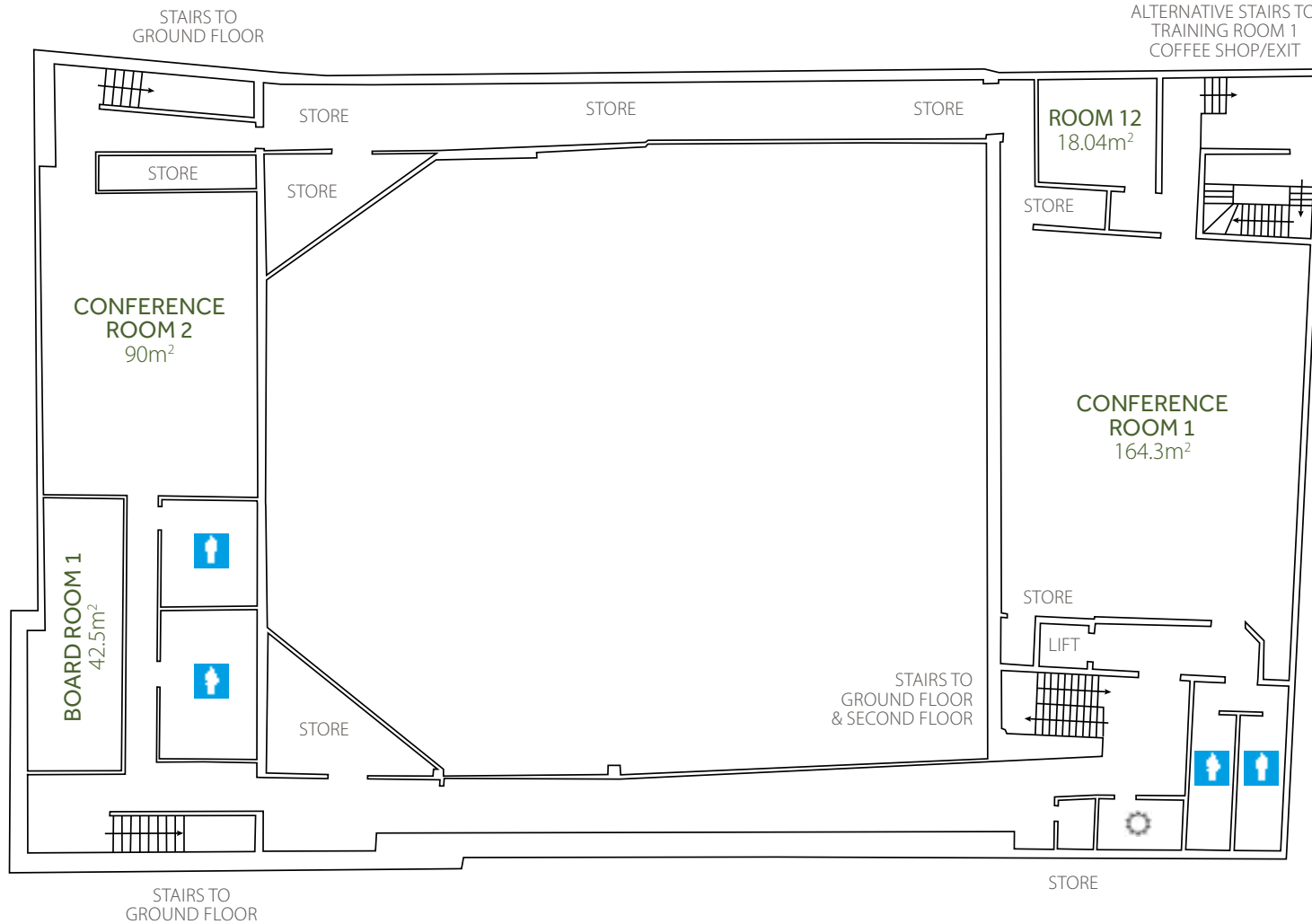


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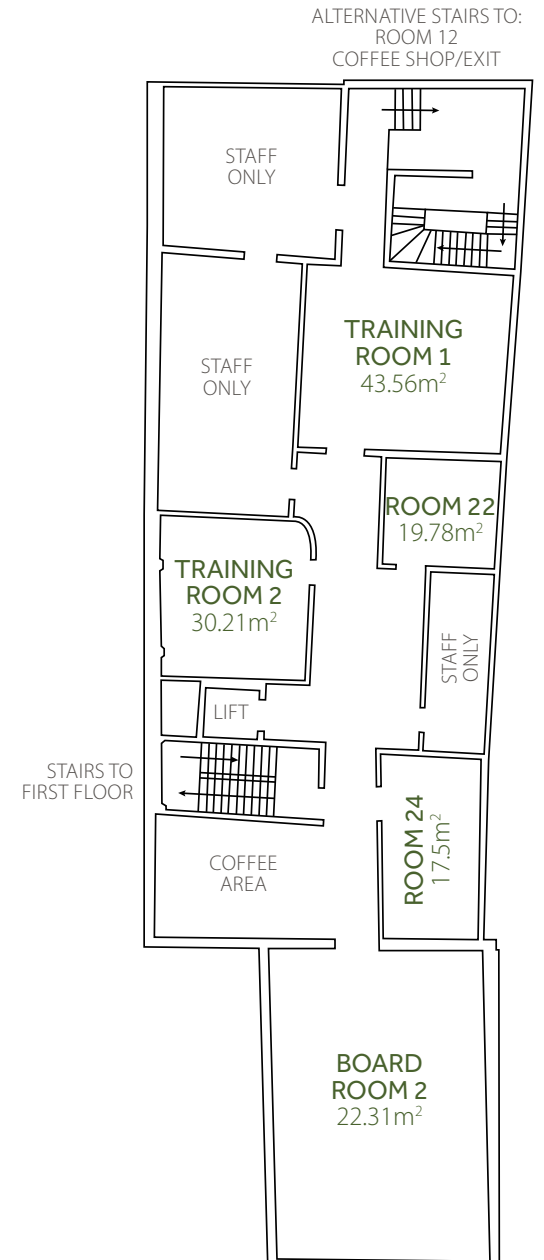
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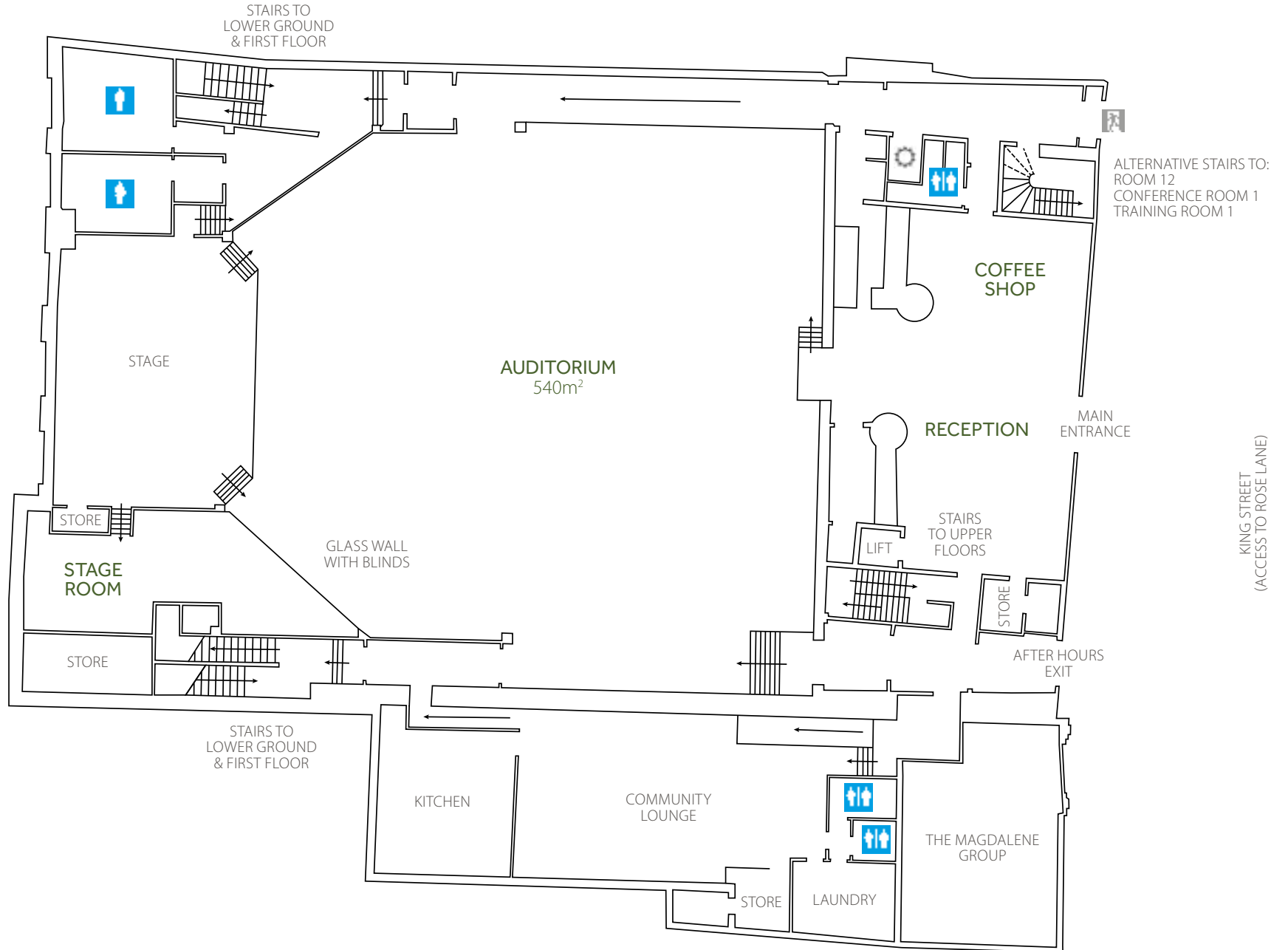
# Layout / First Floor



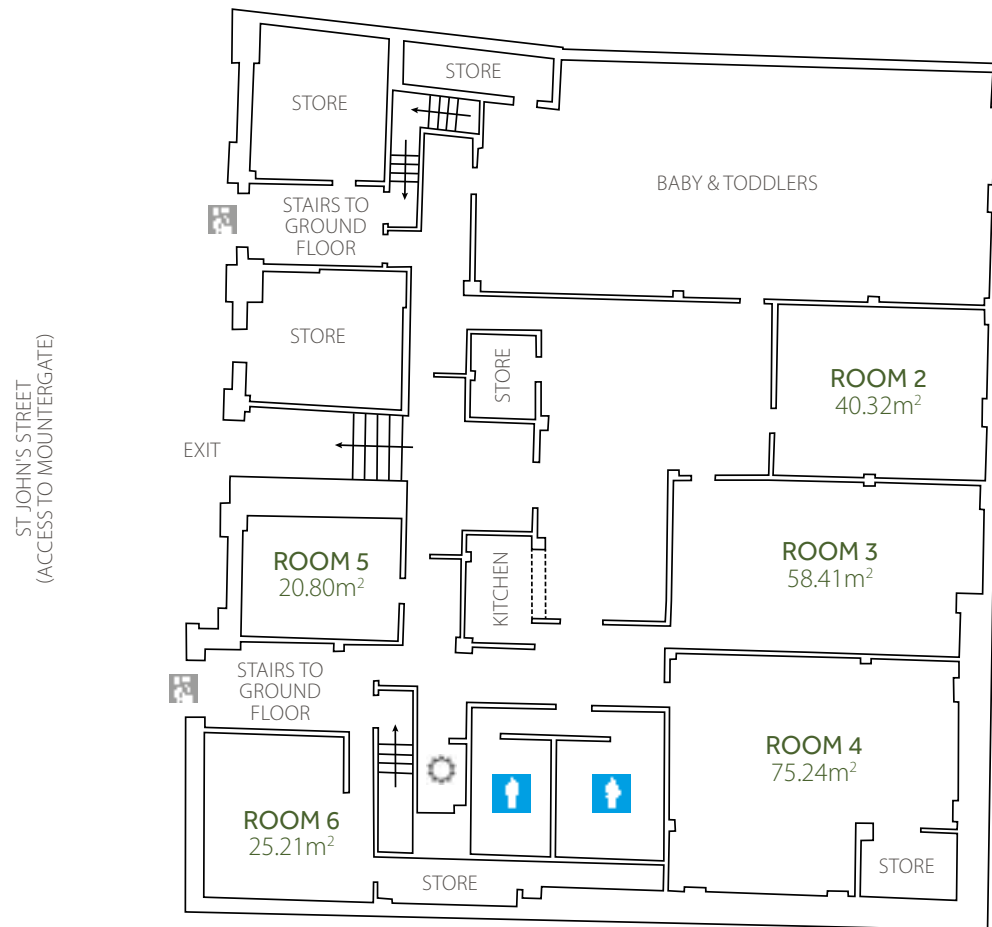
# / Second Floor



# Layout / Ground Floor



# Layout / Lower Ground Floor



# Terms & Conditions of Hire

## Objectives

The principal objectives of The King's Centre are:

- To use the resources we have been entrusted with to help fulfil the mission of King's Church Centre Norwich ("The King's Centre" or "The Church")  
We donate funds generated from our Conference Centre and Coffee Shop to charity through Serving People Saving Lives (<https://www.kings-centre.com/about-us/charity/>).
- To help our hirers and their delegates to fulfil their objectives through meetings, training and development to the benefit of the wider community.
- To enable a building dedicated to God to be used for His glory and fulfil the mission of The King's Centre.

## Pre-conditions

In order to ensure we honour and comply with our doctrinal basis and beliefs, our Christian ethos and charitable objects, we need to be aware of any intended use of the property that could be perceived as compromising these or promoting conduct/beliefs that are in conflict with them.

All prospective hirers must therefore make full disclosure (in advance and on an ongoing basis) of their intended use of the property and, in particular, any intended use where they are uncertain whether or not that use could be perceived as being inconsistent with the above.

By way of example only, this policy:

- Would not prevent an individual of another faith or of no faith from hiring the property to put on an artistic event or to host a fundraising event (provided that event does not promote conduct or beliefs that are in conflict with those of The King's Centre).
- Would prevent it being used for an event the purpose of which is to promote other religious beliefs or to denigrate our beliefs, or to raise financial support for such purposes.
- Would prevent it from being used for indecent/immoral purposes.

In our absolute discretion we may agree whether or not to proceed with a letting and have the right to refuse an application without providing any reason. In particular, where a conflict does arise and the prospective hirer is unwilling to take steps required by us to prevent this, we reserve the right not to let the property to the prospective hirer. This Agreement is not binding upon The King's Centre until

confirmation has been given by The King's Centre that it approves the Agreement and cleared payment has been received for the fee and any deposit.

For the avoidance of doubt, The King's Centre may not be hired for religious ceremonies, including marriages and funerals (or receptions and wakes following these events).

## Other conditions of hire:

### Refusal

In addition to the pre-condition, The King's Centre may not be hired for purposes that are dangerous or involve or may involve: any adverse impact on either the normal functioning of the Church or the Church's reputation in the community; any breach of The King's Centre's insurance policy; any breach of statutory or other regulatory requirements or is otherwise illegal; a likely nuisance, including excessive noise.

The Hirer shall not use the premises for any other purpose than that for which the letting was agreed nor sub-let facilities to any other party. The King's Centre will not be let for any purposes contrary to its Christian ethos and it will not normally be available for hiring at weekends or after 18:00 Monday - Friday or Christian Holy days.

### The Hirer

The Hirer must be over 18 and will be the person with overall responsibility for the letting and will (or must nominate a person also over 18 years of age to) act as the point of contact with The King's Centre for administrative purposes.

### Fee/Payment

The Hirer will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer.

With the agreement of both parties, extra fees may be charged for additional services or facilities provided at an event which have not been specified on the booking form.

All invoices are due within 14 days of the invoice date. Any invoices paid after that point will incur the statutory interest of the Bank of England base rate + 8%.

### Deposit

A deposit of 25% of the total Fee must be provided by new hirers (and other hirers at our discretion) 8 weeks before the Date of Hire to confirm the booking.

The deposit will be applied to remedy any breach of these terms and conditions and will not be refunded in the event of any breach.

The deposit will be off set against any liability of the Hirer to The King's Centre.

### **Notice/Cancellation**

If the event is cancelled, we will charge for any disbursements we have incurred relating to the event plus an admin fee of £25. In addition, if the cancellation is made less than 28 calendar days prior to the Date of Hire, we reserve the right to charge a proportion of the Hire Fee reflecting the administration and other costs incurred to the date of cancellation together with the potential loss of alternative hire of the room.

In the case of the conditions of hire being breached, disregarded, appearing likely to be breached or the premises being unavailable due to circumstances beyond The King's Centre's control, The King's Centre, reserves the right to cancel any booking without notice.

### **Public Safety**

The Hirer shall ensure that the number of persons using the premises does not exceed that agreed.

The Hirer shall comply with all statutory requirements with regard to health and safety in all aspects of their activities and shall be responsible for the prevention of endangering public safety.

The Hirer shall be responsible during the hiring for the safety of the premises and the preservation of good order and decency therein. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

In the event of an emergency, occupants must leave The King's Centre by the nearest exit. The King's Centre will make the Hirer aware of the emergency exits and evacuation procedures. The Hirer is responsible for ensuring that those attending are aware of the emergency exits and evacuation procedures.

Fire exit doors to and from the premises must be kept unfastened, unobstructed and immediately available for exit during the whole time the premises are in use and no obstruction shall be placed or allowed to remain in any corridor, pathway or

driveway giving access to the building.

Except in the case of trained assistance dogs, no animals shall be permitted on the premises.

### **Safeguarding**

The King's Centre has a policy governing all aspects of safeguarding, which is available here: <https://kingsnorwich.com/safeguarding>. The Hirer must comply with this policy and all statutory obligations at all times. Where the Hirer has their own relevant safeguarding policies, they will comply with these policies and their statutory obligations at all times.

### **Damage, loss or injury**

The Hirer warrants to The King's Centre that it has appropriate insurance to cover all its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to The King's Centre arising out of the letting.

The Hirer agrees to indemnify The King's Centre fully for any damage or loss caused to The King's Centre, its fixtures, fittings & furnishings, by the Hirer or persons invited by the Hirer and against all claims, damages, costs and expenses arising out of non-observance of these terms and conditions. The King's Centre shall determine whether any damage caused shall be made good and/or remedied by payment of damages (the assessments of which shall be in the sole discretion of The King's Centre, such discretion not to be exercised unreasonably).

The King's Centre's Health and Safety Policy (<https://kingsnorwich.com/policies>) applies to all lettings; all relevant incidents must be recorded in the Accident Logbook. It is the Hirer's responsibility to make their own arrangements for first aid i.e. trained personnel and provision of first aid kit.

The permission of The King's Centre must be obtained before goods or equipment are left or stored at The King's Centre. Goods or equipment are left at the owner's risk.

The King's Centre accepts no responsibility for any property brought on to the premises by the Hirer or persons invited by the Hirer and, to the extent legally permissible, will not be responsible for any injury to persons, theft or damage to property arising out of the letting of The King's Centre.

### **Protection of premises and property**

Furniture, fixtures and fittings shall not be removed or interfered with in any way

(including decorating of any kind necessitating the drilling of holes or fixing by nails or screws into any part of The King's Centre fabric).

On no account shall inflammable, dangerous or noxious materials be brought on the premises.

### **Access / No tenancy**

The Hirer is entitled to the non-exclusive use of The King's Centre but is licensed to use the agreed parts of The King's Centre premises. It is agreed that this licence does not create the relationship of landlord and tenant.

The King's Centre and its agents reserve the right of access to the premises during the letting. Except in special circumstances this will be agreed with the Hirer prior to the letting. The King's Centre reserves the right to refuse admission and reserve the right of access to the premises at all times.

### **Vacation & cleaning of the premises**

The Hirer shall ensure that premises are vacated promptly at the end of the letting with no activity beyond such time as has been agreed. The room must be left in a reasonable state as would be expected after a conference event. The King's Centre is otherwise responsible for cleaning and tidying the premises.

### **The King's Centre equipment**

This can only be used if agreed as part of the booking process. The Hirer is responsible for the equipment's safe and appropriate use and is liable for damage, loss or theft of the equipment they are using.

### **Electrical items**

All mains electrical items brought on to the premises must have the necessary test certificate in place.

### **Parking**

There is no parking facility at The King's Centre. When delivering or picking up equipment cars/vans shall not be parked so as to cause an obstruction at the entrance to or exits from The King's Centre. We would encourage the use of public transport to access The King's Centre - see <https://www.kings-centre.com/getting-here/> for all transport options.

### **Food and drink**

The King's Centre can provide food and drink to the Hirer if booked as part of the hire agreement. Dietary requirements and final numbers must be provided at least

a week before the Date of Hire, with an additional 2 weeks' notice required for bookings above 100. Hirers are also welcome to make use of the Kings Coffee shop during normal opening hours.

### **Alcohol**

No intoxicating liquors are permitted to be brought, sold or consumed on any part of the premises without the express permission in writing of The King's Centre whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

### **Smoking**

The King's Centre, including its grounds, is a non-smoking area (including e-cigarettes). The Hirer is responsible for ensuring that all visitors to The King's Centre adhere to this policy.

### **Betting, Gaming and Lotteries**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and Hirers shall ensure that the requirements of all relevant legislation are strictly observed.

### **Security**

Only The King's Centre may operate the security system.

Where the Hirer is issued with keys/fobs those keys/fobs must remain in the Hirer's possession and only be used for the purposes of this agreement; they must not be copied or passed to any other person without written permission of The King's Centre and remain the property of The King's Centre. Where keys/fobs are issued, they must be returned to The King's Centre on demand and in any case as soon as is reasonably possible on completion of the letting. The Hirer will be charged in full for the cost of replacing locks and cutting sufficient keys if they cause or permit any key/fob to be lost or duplicated.