

Marlowe Innovation Centre Meeting Spaces

At the Marlowe Innovation Centre, we can provide smart, practical meeting spaces for large or small meetings, training events and exhibitions.

- Prime location for delegates coming from all across Thanet and Kent
- Free car parking
- Choice of room layouts
- Free use of data projector and screen
- Catering services at competitive rates
- Rooms can be booked by the day, half day and hour
- Special rates for regular or block bookings on request

The Board Room

- Seats up to 20 people
- Ideal for training courses or seminars
- Boardroom or U shaped layout
- Ceiling mounted data projector and electronically operated screen
- Flip-chart

Exhibition Space

Open space area at the centre of the Marlowe Innovation Centre, able to seat 50 people for large meetings and training events. Ideal for exhibitions and small trade shows.

Hot Desks

Hot desks are available with internet access for £3 per hour, £15 per day or £50 per week. Special terms are available for regular or block bookings.

Prices

Board Room (seats up to 20)	£70 per day (8 hours) £40 per half day (4 hours) £20 per hour
Exhibition Space (seats up to 50)	£150 per day (8 hours) £80 per half day (4 hours)
Internet access	£5 per half day
Telephone conferencing	£10 + calls
Tea/coffee	£2 per person
Tea/coffee/biscuits	£3 per person
Fruit juice	£2 per person
Bottled water	£1.50 per person
Sandwich buffet lunch	£5 per person

All prices exclude VAT.

Cancellation charges apply as follows:
If a booking is cancelled with 14 days notice, there is no charge. Between 7 and 14 days, a 50% charge will be levied. Within 48 hours, 100% of the charge applies.

We will happily consider any other catering arrangements.

Marlowe Innovation Centre

Marlowe Way, Ramsgate, CT12 6FA

Marlowe Innovation Centre is owned by the Friends of the Folkestone and Marlowe Academies registered company no. 05017884, charity no. 1103352

Reg. address: Strand House, 125 Sandgate High St., Folkestone, CT20 3BZ

It is managed by FFMA (Trading) Ltd company no. 06523683

e. info@marloweinnovationcentre.co.uk

w. www.marloweinnovationcentre.co.uk

t. 01843 598600 f. 01843 598601

Marlowe Innovation Centre

Meeting Spaces Booking Form

To check availability and discuss your requirements, please call 01843 598600 or email info@marloweinnovationcentre.co.uk. Please complete this form and return to the Marlowe Innovation Centre.

Company name	_____
Contact name	_____
Company address	_____
Telephone number	_____
Email address	_____
Nature of business	_____

Space	Layout	Date	Start time	End time	Number attending
Board room	_____	_____	_____	_____	_____
Exhibition space	_____	_____	_____	_____	_____

Refreshments	On arrival	Mid morning	Lunch	Mid afternoon
Tea/coffee	_____	_____	_____	_____
Tea/coffee/biscuits	_____	_____	_____	_____
Fruit juice	_____	_____	_____	_____
Bottled water	_____	_____	_____	_____
Sandwich buffet lunch	_____	_____	_____	_____
Internet access	_____	_____	_____	_____
Telephone conferencing	_____	_____	_____	_____

I enclose a cheque £..... payable to FFMA(Trading) Ltd

Please invoice me (if an account has been set up)

Signed.....

Print name..... Date.....

All prices exclude VAT

Marlowe Innovation Centre

Marlowe Way, Ramsgate, CT12 6FA

Marlowe Innovation Centre is owned by the Friends of the Folkestone and Marlowe Academies registered company no. 05017884, charity no. 1103352

Reg. address: Strand House, 125 Sandgate High St., Folkestone, CT20 3BZ

It is managed by FFMA (Trading) Ltd company no. 06523683

e. info@marloweinnovationcentre.co.uk w. www.marloweinnovationcentre.co.uk

t. 01843 598600 f. 01843 598601