

Meeting Facilities at The Marlowe Innovation Centre

The Marlowe Innovation Centre offers excellent facilities for hosting your business meetings, training courses and exhibitions. It is conveniently situated near the town centres of Margate, Ramsgate and Broadstairs, close to Westwood shopping centre. There is free parking on site.

Capacity

The Board Room can accommodate up to 12 people.
The hatchery/exhibition space can accommodate a wide range of events.

Hire Rates

The Boardroom

£60 per full day (8 hours)
£35 per half day (4 hours)
£10 per hour

The Hatchery/Exhibition Space

£150 per full day (8 hours)
£80 per half day (4 hours)

Hot Desks (price per desk)

£3 per hour
£15 per day
£50 per week

- Special terms for regular or block bookings.
- Use of overhead projector and flip chart and other equipment can be arranged for the board room.
- Tea/Coffee/Juice/Water and biscuits can be provided.
- Buffet lunch service by arrangement.

To check availability and discuss your requirements, Leza Riley on 01843 598 600 or email info@marloweinnovationcentre.co.uk

Terms & Conditions

Bookings are accepted subject to completed booking form and full payment of meeting room hire and additional facilities required in advance.

Cancellation Policy

In case of cancellation, a full refund will be provided if 14 or more days notice is given prior booking date. If less than 7 days notice is given, you will receive a 50% refund.
No refund within 48 hours.

The Marlowe Innovation Centre
Marlowe Way, Ramsgate, CT12 6FA
Tel: 01843 598 600, Fax: 01843 598 601
Email: info@marloweinnovationcentre.co.uk
www.marloweinnovationcentre.co.uk

Booking form

Please complete the below and return back to The Marlowe Innovation Centre.

Company Name	
Contact Name	
Telephone Number	
Address	
Email Address	
Date of Meeting	

	Date Required	Start time	Finish Time	No of attendees
The Board Room				
Exhibition Space				

	Price	On Arrival	Mid morning	Lunch	Mid Afternoon	No of persons
Tea/Coffee	£2.00pp					
Tea/Coffee/Biscuits	£3.00pp					
Fruit Juice	£2.00					
Bottled water	£1.50					
Hot Buffet lunch	On request					
Sandwich selection	£5.00pp					
Tea/Coffee - per day	£5.00pp					
Tea/Coffee/Biscuits - per day	£8.00pp					

TV/DVD/Video/Data projector @ £25	
Internet Access @ £5	
Telephone Conferencing @ £10 + calls	

Please make all cheques payable to FFMA (Trading) Limited.

Signed: _____ Date: _____

Print Name: _____

The Marlowe Innovation Centre
Marlowe Way, Ramsgate, CT12 6FA
Tel: 01843 598 600, Fax: 01843 598 601
Email: info@marloweinnovationcentre.co.uk
www.marloweinnovationcentre.co.uk