



## General Information



### Committee Rooms One and Two

Overlooking the lakes and incorporating state-of-the-art technology, the two committee rooms in the Civic Centre offer an impressive setting for a conference or seminar with a difference. Mutual features include black-out windows, dimmer controlled lighting and a variety of technological facilities available to suit each customer individually.

Committee Room One also boasts conference facilities including screens, DVD and video players and data projectors.

Meanwhile, Committee Room Two offers a built-in audio visual system, a data projection unit concealed in the roof, a DVD and video player both linked through the data projection unit and an induction loop system in place. The screen and white boards are built into a wall unit for an organised and minimalist look while four speakers are concealed in the ceiling throughout the room.

**Technical support and advice is available for all functions.**

### The Lakeview Suite

As the name suggests, the Lakeview Suite boasts stunning views over Craigavon Lakes and is the perfect setting for a private function or conference. Providing superior accommodation with multi-type layout, a fully equipped sound system, induction loop system and sound insulated wall panelling, all business needs can be accommodated.

The suite is also perfect for a small wedding reception offering stunning views and an intimate atmosphere for unforgettable memories of your special day.

### WJ Mayes Hall

The octagonal Civic Hall with its pyramidal timber-panelled ceiling provides a magnificent auditorium for concerts or shows and an impressive banqueting suite for major functions. With seating capacity up to 530 and fully-equipped with a comprehensive lighting, curtaining and sound system, the Civic Hall imprints prestige and splendour on any event.

### The Lounge

Offering spectacular views and comfortable sofas, the lounge is the perfect place to relax after a meal or network during a conference or seminar break. With its stunning contemporary décor and a laid back atmosphere, the lounge really is the perfect retreat from a challenging conference or just a place to take some time out.



### CHARGE RATES

Rooms	Mon-Sat per hour ☺/☺☺
W J Mayes Hall	
Standard Rate	£75.00
Setting Up/Rehearsal	£37.50
Lakeview Suite III	£55.00
Lakeview Suite II	£30.00
Lakeview Suite I	£25.00
Committee Room 1	£25.00
Committee Room 2	£25.00

- ☺ Customers with an invoice address inside the Borough are entitled to a 20% discount on room hire charges
- ☺☺ Prices quoted are subject to a 20% increase on Public and Bank holidays

### ACCOMMODATION

AREA	THEATRE STYLE	C'ROOM	BOARD RM	MEAL	DINNER DANCE	AREA (MTS SQ)
W J Mayes Hall	530	36 x 2	N/A	240	200	383
Lakeview I	60	6 x 2	25	30	N/A	65
Lakeview II	90	14 x 2	25	70	N/A	130
Lakeview III	150	20 x 2	N/A	110	80	195
Committee Room 1	40	N/A	22	N/A	N/A	65
Committee Room 2	N/A	N/A	22	N/A	N/A	65

### CONFERENCE FACILITIES

The following facilities are available - where applicable charges are inclusive of VAT.

EQUIPMENT AVAILABLE	COMMITTEE RMS	LAKEVIEW SUITES	W J MAYES HALL	PRICE PER DAY
Data Projector (c/w screen)	✓	✓		£50.00
LCD and Back projection wall			✓	£100.00
Laptop (when booked with data projector)	✓	✓	✓	FREE
OHP/Screen	✓	✓	✓	£10.00
35mm Slide Projector/Screen	✓	✓	✓	£10.00
Projection Screens	✓	✓	✓	£7.50
TV /DVD/ Videos	✓	✓	✓	£10.00
Flipchart	✓	✓	✓	FREE
Whiteboards	✓	✓	✓	FREE
Lecterns	✓	✓	✓	FREE
Name Badge Facility	✓	✓	✓	
Non-returnable				£25.00/50
Returnable				or £15.00/50
Wi-Fi	✓	✓	✓	FREE
Photocopying (Black and white)	✓	✓	✓	Per sheet £0.10
Faxing	✓	✓	✓	Per Sheet £1.00
Conference Stationery	✓	✓	✓	POA
Baby Grand Piano	✓	✓	✓	Per event £80.00
If the piano has to be specially tuned for an event, the tuning fee may be recharged to the hirer.				
Upright Piano		✓	✓	Per event £20.00
Stage Technician			✓	£25.00 per hr
Stage Lighting - general wash			✓	FREE
Sound System - (with 2 x mics)			✓	FREE
Sound System - (with 2 x mics)		✓		£25.00
Induction Loop System	✓	✓	✓	FREE
Wheelchair Access	✓	✓	✓	
Car Parking Spaces x 237				FREE

✓ Indicates facilities available at Civic Centre