



## 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 seminar or meeting with a difference. Mutual features include black-out windows, dimmer controlled lighting, induction loop system and a variety of audio-visual equipment available to suit each customer individually.

### 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 sound system is available on request.

The suite is also perfect for small wedding receptions 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 500 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 decor 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.

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



## ACCOMMODATION

| AREA             | THEATRE<br>STYLE | C'ROOM | BOARD RM | MEAL | DINNER<br>DANCE | AREA<br>(MTS SQ) |
|------------------|------------------|--------|----------|------|-----------------|------------------|
| W J Mayes Hall   | 500              | 36 x 2 | N/A      | 240  | 200             | 383              |
| Lakeview I       | 50               | 6 x 2  | 25       | 30   | N/A             | 65               |
| Lakeview II      | 80               | 14 x 2 | 25       | 60   | N/A             | 130              |
| Lakeview III     | 130              | 20 x 2 | N/A      | 100  | 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   |
|--|---------------|-----------------|----------------|-----------------|
| 84" Interactive Screen   | ✓             | ✓               |                | £50.00          |
| Video Conferencing Facilities<br>(clw interactive screen)  | ✓             | ✓               |                | £60.00          |
| Data Projector (clw screen)  | ✓             | ✓               |                | £50.00          |
| LCD and Back projection wall   |               |                 | ✓              | £100.00         |
| Laptop<br>(when booked with data projector)  | ✓             | ✓               | ✓              | FREE            |
| Projection Screens   | ✓             | ✓               | ✓              | £10.00          |
| Flipchart  | ✓             | ✓               | ✓              | FREE            |
| Whiteboards  | ✓             | ✓               | ✓              | FREE            |
| Lecterns   | ✓             | ✓               | ✓              | FREE            |
| Name Badge Facility  | ✓             | ✓               | ✓              |                 |
| Non-returnable   |               |                 |                | £25.00/50       |
| Returnable   |               |                 |                | £15.00/50       |
| Wi-Fi  | ✓             | ✓               | ✓              | FREE            |
| Photocopying (Black and white)   | ✓             | ✓               | ✓              | £0.10 Per sheet |
| Conference Stationery  | ✓             | ✓               | ✓              | POA             |
| Baby Grand Piano   |               |                 | ✓              | £80.00          |
| If the piano has to be specially tuned for an event, the tuning fee may be recharged to the hirer. |               |                 |                |                 |
| Upright Piano  |               | ✓               | ✓              | £25.00          |
| Digital Piano  |               | ✓               | ✓              | £50.00          |
| Stage Technician   |               |                 | ✓              | £25.00 per hr   |
| Stage Lighting - general wash  |               |                 | ✓              | FREE            |
| Sound System - Podium  |               |                 | ✓              | FREE            |
| Sound System - (with 1 x mic)  |               | ✓               |                | £35.00          |
| Lead Mic   |               | ✓               | ✓              | £5.00           |
| Handheld Mic   |               | ✓               | ✓              | £10.00          |
| TV Monitor for Stage Front   |               |                 | ✓              | £30.00          |
| D I Box  |               |                 | ✓              | £5.00           |
| Foldback Monitor   |               |                 | ✓              | £10.00          |
| Outside AV Company using<br>our sound  |               | ✓               | ✓              | £100.00         |
| Induction Loop System  | ✓             | ✓               | ✓              | FREE            |
| Wheelchair Access  | ✓             | ✓               | ✓              |                 |
| Car Parking Spaces x<br>237 Available  |               |                 |                | FREE            |
| Event Management   | ✓             | ✓               | ✓              | POA             |
| Bar Facility   |               | ✓               | ✓              |                 |
| 35mm Slide Projector   OHP + TV   OVO All Available on request                                     |               |                 |                | POA             |

✓ Indicates facilities available at Civic Centre