



albemarle

venue information

WHAT'S NEW IN THE NEW LOFT?

Multi point Audio Visual

Mobile Public Address System

Flexible Space; Moving Acoustic Walls

Free Teas & Coffees *(all meetings)*

Improved flooring

Sound Enhancing Acoustic Baffles

Filtered Hot/Chilled Water Points

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information

- A separate Booking Form with Terms & Conditions will have accompanied this Information Pack.
- Please return the Booking Form to bookings@alblifescills.org to confirm your reservation. We advise that un-confirmed provisional enquiries should not be assumed as a secure reservation.
- Catering numbers, if applicable, will be needed at least a week prior to your meeting. These can be adjusted subsequently and any specific dietary requirements will be needed at least 48 hours before your event.
- We are happy to take details over the phone but do ask for confirmation by email.

Thank you

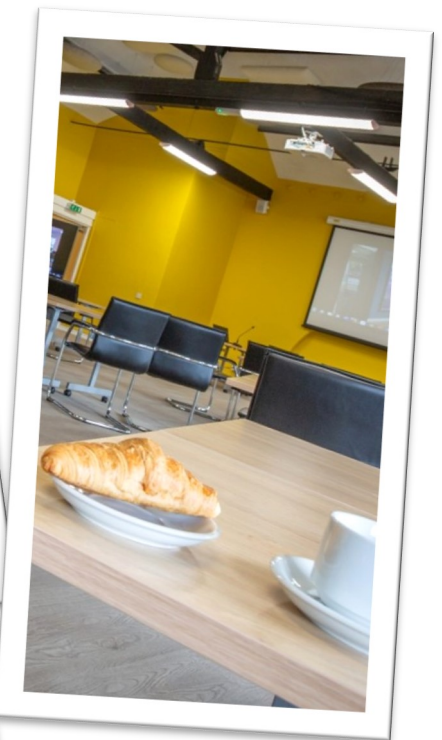


Studio's A & B and The Loft

The LOFT is a 2000 square foot Conference facility capable of hosting 150 people or more that is also easily sub-divided into two well proportioned and generous sized conference spaces, known as Studio A and Studio B.

Features include:

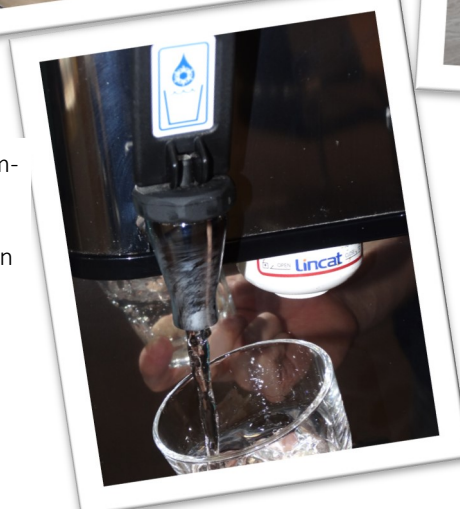
- New LED lighting reducing eye strain
- Two Self-service Tea & Coffee points with filtered Hot/Cold water, on tap throughout the day to suit your requirements
- High quality Acoustic baffling enhancing sound quality, improving the experience for those with challenging or sensitive hearing
- Mobile PA system with various microphone options, maximising the opportunity to listen to feedback from delegates
- High quality seating and conference tables
- Multi Point AV System meaning that for the largest of events, wherever someone is sat they will be able to view presentation screens
- New flooring minimising the sound of people, chairs and furniture movement



The Loft when set up in cabaret-style can accommodate 100+, in theatre style over 150

Chilled, filtered water, all year round, not just on the hottest of days

Treat yourself! Start your meeting off with a freshly served pastry from our kitchen





Easily divided with an Acoustic Wall of the highest acoustic rating, The Loft can quickly be converted into Studios A and B with their own Refreshment points and AV systems



the training suite

This spacious, well-lit ground floor room with LED lighting comfortably seats

24+ Boardroom

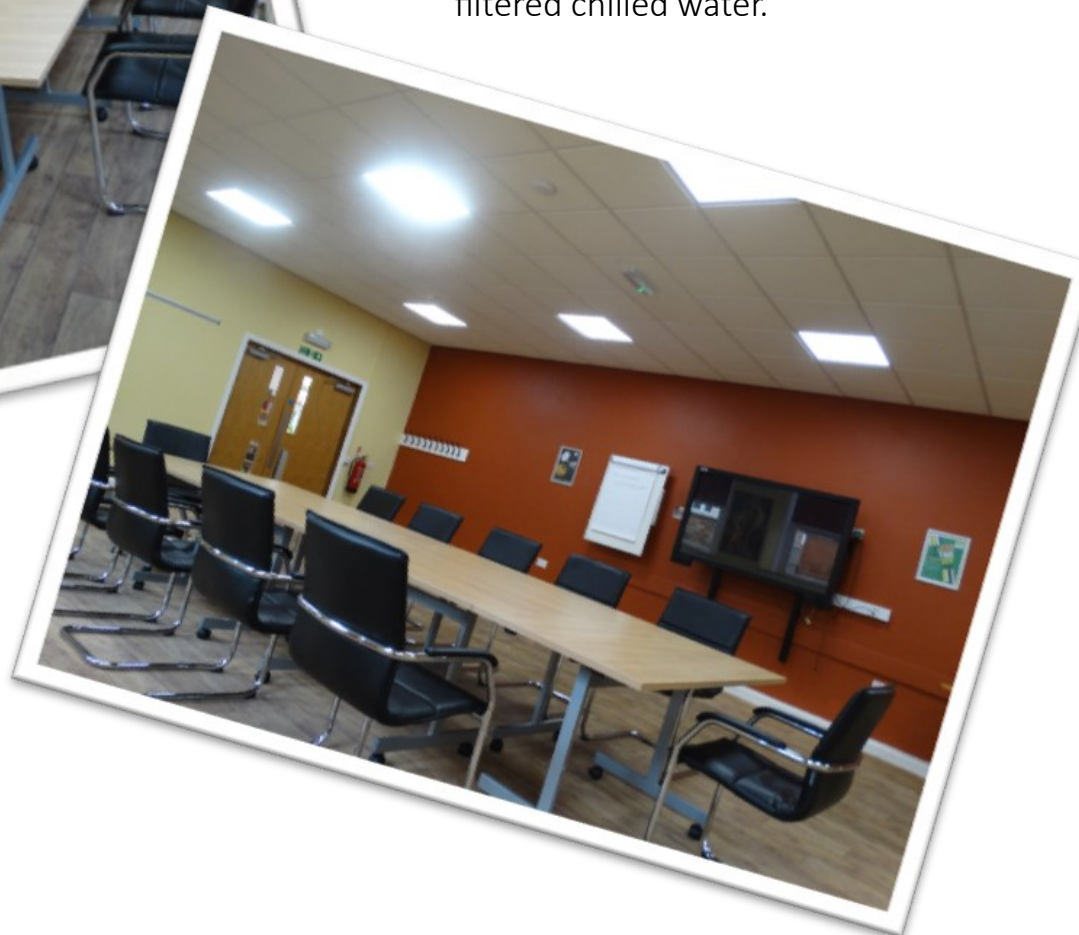
32 Cabaret

60-65 in Theatre Style



This popular ground floor room includes a 65" monitor for plugging in laptops making presentations with Wi-Fi access easy. Comes with a wall mounted flip-chart, and paper hangars.

A Self-service Refreshment point with a plumbed-in urn means that your tea & coffee breaks are easy for when you want them, without interruption. This also provides filtered chilled water.



Somerset Room



Boardroom

Up to 20



Theatre

Up to 30



Classroom

Up to 20

Cabaret

Not applicable

**U Shape
With Tables**

Up to 16

**U Shape
No Tables**

Up to 25

Conference Room



Boardroom

Up to 20



Theatre

Up to 30



Classroom

Up to 20

Cabaret

Not applicable

**U Shape
With Tables**

Up to 16

**U Shape
No Tables**

Up to 25

The above rooms have self-service Refreshment so you can have your refreshments at times

Small Meeting Room

This small comfortable room is convenient for private discussion in groups of two or three or just a solo room to use for private calls or preparation work during larger event, As part of ongoing improvements this room is being remodelled to accommodate two to four people in comfort.





delicious buffets, freshly prepared in-house

Join your colleagues over lunch, relax, enjoy some great food prepared fresh in our kitchens. Choose from menus appropriate for your event and budget or talk to us about any other requirements or designing your own menu

the finger buffet

Four types of tasty fresh white and wholemeal sandwiches with fillings of Tuna & Red Onion, Cheese & Tomato, Ham & Pickle and Falafel with Roasted Red Pepper Hummus (*V*), Quiche (*inc VG*) with salad accompanied with nibbles, fruit and cake



the working lunch

Open continental white and wholemeal rounds and wraps. Topped or filled with Coronation Chicken and fresh Coriander, Prawns & Dressing with Shredded Lettuce, Smoked Salmon with Somerset Brie or Cream Cheese, Falafel with Roasted Red Pepper Hummus (*V*), Vegan Sausage Wrap with Mustard & Ketchup. With Quiche (*inc VG*), Cocktail Sausage Rolls and/or Cheese & Onion, Chunky Coleslaw (*VG*), nibbles, fruit and cake

jolly jackets

Enjoy a hot jacket potato buffet with a selection of fillings including Tuna Mayo, Cheese, Ham, homemade Coleslaw, Hummus or ask for a filling of your choice. Comes with salad garnish



veritably vegan



Bread rounds of Falafel and Roast Red Pepper Hummus with Tomato & Lemon; Vegan Sausage wrap with Mustard & Ketchup, Onion Bhajis & Vegetable Samosas or Pakoras, various dips and a fruit platter

for groups of 40+ the 'build your own'

Continental white and wholemeal bread rounds and wraps with Ham & Pickle, Cheese & Red Onion, Cold Poached Salmon, Sliced Roasted Paprika Chicken, Honey & Mustard Glazed Cocktail Sausages with Ketchup & Mustard dips, various quiches (*inc VG*). Salads, determined by group size, can include Mixed, Cous-Cous, Wild Rice & Bean, Pasta salads, Coleslaw (*VG*) plus Potato Wedges. Cheese platter with biscuits and fruit



super scones

Enjoy a selection, according to size of group, of sweet and savoury scones. Servings are a combination of some or all of the following

For the sweeter toothed there are Plain & Fruit served with Strawberry or Raspberry jam and clotted cream, also Lemon Drizzle with Lemon Curd

For those who have more savoury taste buds there is Sun Dried Tomato with Tomato Chutney; Cheese & Chive with Onion relish



(V) suitable for Vegans (VG) suitable for Vegetarians

All dishes are subject to availability, we reserve the right to modify menus if necessary

useful info

For enquiries: please call 01823 252945 or email bookings@alblifeskills.org

To confirm: return your Booking Form as provided with the above email

Hire fees: as published on the Booking Form

terms & conditions

These conditions provide the guidelines for the hirer of The Albemarle Ltd (hereinafter "Albemarle") facilities. All conditions apply unless separate agreement is sought and agreed with the General Manager or representative.

1.0 Hirer

1.1 The person, persons or organisation making the application for the hire of facilities from Albemarle is deemed to be the hirer throughout these conditions.

2.0 Application

- 2.1 Confirmation of hire is made by the completion and submission of the booking form.
- 2.2 For Clubs/Teachers & Instructors hiring the facilities may be required to produce copies of their Liability Insurance if deemed necessary.

3.0 Payment

- 3.1 Payment for the hire period will be invoiced at the end of each week.
- 3.2 Payment can be made by cash at the Albemarle (please present the invoice with payment), by post to the Finance Department or by BACS. Cheques should be made payable to "The Albemarle Ltd"
- 3.3 Settlement of invoice should be within 30 days of date issued. Late payments will incur additional interest charges at BoE Base rate plus 8%.
- 3.4 On top of the interest charge, recovery compensation is fixed within the late payment legislation at £40.00 for debts up to £999.99, 70.00 for debts £1,000 to £9,999.99 and £100.00 for £10,000+

4.0 Cancellation

- 4.1 Should the hirer cancel a booking with less than 14 days notice the hirer shall be liable to pay 80% of the hire fee.
- 4.2 Between 15 and 21 days this amount will be 65%, 22 to 28 days notice is 50% and 29 days or more incurs no charge.
- 4.3 In the event of the facilities being re-let, the fee will be refunded minus a £5.00 administration fee. Hire fees for cancellations up to 7 days prior to the booking date may be adjusted or waived; this is at the discretion of Albemarle.
- 4.4 Albemarle reserves the right to:
- 4.4.1 Refuse a hire without giving reason for such a refusal.
- 4.4.2 Close or prohibit use of facilities at any time. Payments in respect of a cancellation in accordance with this condition will be refunded. Albemarle will not be liable for any other expenditure incurred, or loss sustained directly or indirectly arising from the cancellation.

5.0 Public safety

- 5.1 Hirers working with children/vulnerable adults who use their own staff require Disclosure Barring Service checks to be in place. The hirer or agent must be present on the premises at all times such provision is being conducted.

6.0 Conduct and Control

- 6.1 Anyone under the influence of drink or drugs or behaving disorderly will be expelled from the building.
- 6.2 The hirer will co-operate with Albemarle staff in all matters of public safety and public control.

7.0 Albemarle Staff

- 7.1 Albemarle employees are at all times entitled to have access to all areas for any purpose during hire periods.
- 7.2 The hirer shall comply with all reasonable requests of Albemarle employees during the hire.

8.0 Dogs & Other Animals

- 8.1 No dogs or other animals are allowed into the building without prior permission. Attendance dogs are permitted.

9.0 Times

- 9.1 The event for which the facilities are hired shall commence at and finish at the time agreed as stated on the booking form. This includes entry and exit to and from the facilities.

10.0 Damages

- 10.1 The hirer shall be responsible for and pay to Albemarle on demand, the amount of any damage done to that part of the facilities being used by the hirer or the organisation they represent. The hirer shall have the right to an independent assessment of the amount of such damage.

11.0 Liability

- 11.1 Albemarle, its Trustees, Senior Management and staff will not, under any circumstances accept responsibility or liability:

11.1.1 For any damage or loss of any property or articles placed or left within the entirety of the facilities.

11.2.1 For any accident or injury suffered by any participant or person using the facilities in the course of or arising from the use of the facilities by the hirer of the organisation they represent.

12.0 Photographs, broadcasting or television

12.1 There is no sound, television broadcasting or filming rights without prior consent. If given, Albemarle reserves the right to be party to any negotiations and to terms and conditions of any agreement reached and to share any income and publicity derived thereof.

12.2 Use of photographic, video or sound recording equipment is not permitted without prior consent of Albemarle.

13.0 Catering & Waste Removal

13.1 Final numbers for catering and any dietary requirements are required 48 working hours prior to venue hire commencement.

13.2 Hirers are required to remove and dispose off-site any food or drink packaging or waste

that they bring onto the premises if not using in-house catering.

13.3 In the event of excess waste, Albemarle reserves the right to charge a discretionary rate for time and cost of disposal.

vat

- Room hire only or with minimal refreshments is exempt. Minimal refreshments defined as tea, coffee and biscuits only.
- Room hire that is predominantly for a catering purpose i.e. a dinner event is standard rated.
- Room hire, which includes food, is a mixed supply and is split VAT. The hire element is exempt and the food standard rated. A buffet is classed as food and in cases where refreshments and a buffet are supplied then the refreshments are standard rated.
- Hire of equipment and photocopying is always standard rated.

contact

Address: The Albemarle Centre
Albemarle Road
Taunton
Somerset TA1 1BA

Email: bookings@alblifeskills.org

Telephone: 01823 252945

our charitable work

Since 1982 we've helped vulnerable people develop life skills, have fun and make friends. This happens at home, in the community, on a one-to-one basis or in small groups. People tell us they feel more confident about reaching their goals. Some people choose to learn new work skills,, others choose to chat with friends, relax and laugh. Many enjoy both. We have a great reputation as an accessible venue for meetings and conferences. Socially responsible, forward thinking organisations using us for their conference needs directly contribute to helping fund our charitable aims.

a little bit of history



Originally built as a Baptist Chapel in the 1870s, the Albemarle operated as such until over 100 years later when it closed and sold. In the early 1980s it was announced that Sandhill Park, a local Learning Disabilities Hospital, would close. A group of enthusiastic staff rallied together with the purpose of raising funds with the aim of finding somewhere that could act as a safe social place for the former patients. Work started in earnest and what was originally known as “The Albemarle Assembly Rooms” officially opened in 1983.