

FACILITIES HIRE IN HOLBEACH



UNIVERSITY OF
LINCOLN

NATIONAL CENTRE FOR
FOOD MANUFACTURING



The University of Lincoln has:

- Meeting Rooms
- Food Factory Trials Facilities and Equipment Hire
- Specialist Food Laboratories
- Sensory Suite and Test Kitchen

All available to hire at the National Centre for Food Manufacturing and Centre of Excellence in Agri-Food Technologies, Holbeach Campus.

Centre of Excellence in Agri-food Technologies, University of Lincoln, 2 Peppermint Way, Holbeach, PE12 7FJ



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E: ncfm@lincoln.ac.uk
W: www.lincoln.ac.uk/ncfm

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LINCOLNSHIRE

I N S T I T U T E O F
T E C H N O L O G Y



Rooms Available to Hire

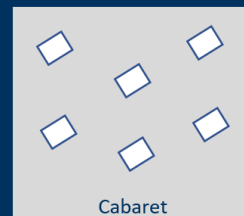
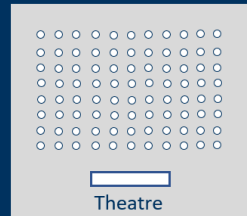
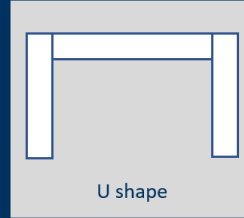
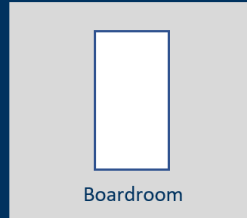
Rooms	Max Capacity	Half Day	Full Day
Centre of Excellence in Agri-Food Technologies			
Room 6	28	£125	£200
Room 8	12	£100	£175
Room 9	12	£100	£175
Group Room 3 with TV screen	6	£50	£90
Group Room 4	6	£50	£90
Institute of Technology			
IoT Conference Room 1	32	£125	£200
IoT Conference Room 2 **	64	£195	£275
IoT Conference Room 3 **	96	£210	£350
National Centre for Food Manufacturing			
Conference Room NCFM	65	£195	£350
Seminar Room 3 NCFM	10	£90	£165
Seminar Room 1 NCFM	5	£50	£90
Seminar Room 2 NCFM	7	£50	£90

All prices quoted above are subject to VAT

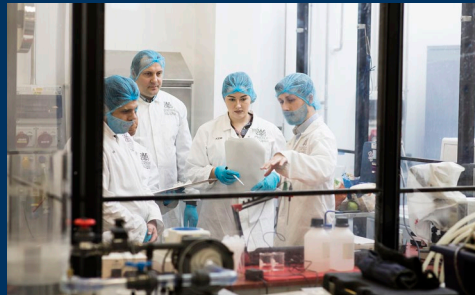
**This room has collapsible walls which can offer breakout space, please ask for more details

We also offer: Room only options with no IT, catering or refreshments / Desk office space for business personnel / Audio-Video equipment for hybrid meetings

Room Layouts:



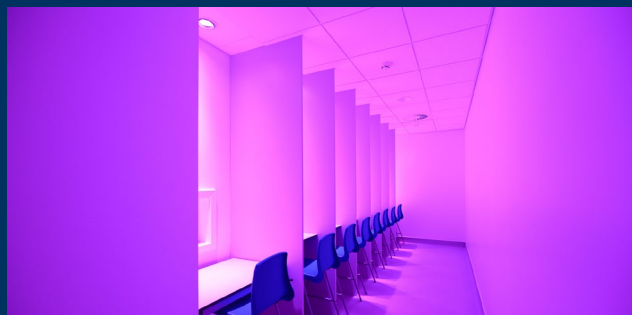
Food Factory Trial Facilities and Equipment Hire



Specialist Food Microbiology and Food Analytical Laboratories



Test Kitchen and Sensory Suite



Terms & Conditions

- Visitors with access needs are advised to phone main reception on 01406 493000 before arriving at NCFM.
- Please make yourself familiar with the NCFM emergency procedures. The event organiser is responsible for Health and Safety of delegates and should ensure that a delegate list is available in the event of an emergency.
- Visitors are responsible for the safety of their own belongings while on campus.
- **Hours of booking (Monday to Friday):** Full Day: 9.00am - 5.00pm.
Half Day: 9.00am - 1.00pm or 1.00pm - 5.00pm.

Times outside of the above hours are negotiable and may incur an additional charge.

- **Confirmation of booking:** Telephone or email bookings will be held for 10 days pending receipt of a completed booking form with purchase order number (by post or email).
- **Cancellation of booking:** Cancellations must be made in writing by email to ncfm@lincoln.ac.uk. Additional costs incurred by the University may be charged and a cancellation fee will be charged, including catering orders, i.e:

Less than 2 weeks notice but more than 1 week: **25%**

By 5pm 5 days before: **50%**

By 5pm 3 days before: **100%**

- If the University of Lincoln is obliged to cancel the reservation, a full refund will be given.
- A purchase order number must be provided at the time of booking.
- There will be a charge for any damage caused to the University's property/equipment or for any additional cleaning charges incurred by the University during the hire period.

Resources Support

- Room hire includes Smart Board or dry wipe board, flip chart, pens, computer, projector and screen.
- Wi-fi - Our UoL Visitor Wi-fi is available for self-register across our campus. Instructions on how to access this are displayed in our meeting rooms.
- All of our PC's run Microsoft Windows 10 with Microsoft Office 2013 applications such as PowerPoint plus they are equipped with USB ports (versions 2.0 &3.0) and have high speed internet connections to access services such as YouTube, DropBox etc.
- If you would like to use your own laptop, it can be connected to our projectors via VGA or HDMI connections. MacBooks are not supported.

- Please ensure you allow time on the day to check your presentations/hyperlinks are accessible, alternatively you can send these across 3 days in advance to ncfm@lincoln.ac.uk and we can check these for you.
- Photocopying available at an additional charge. Black and White - 20p | Colour - 50p.

Catering

~Please note we do not have catering facilities on site, 48hr minimum notice is required

*Please be aware we are not a nut free site

For full menu options or to discuss alternative menu options / specific dietary requirements please call a member of the admin team on 01406 493000

Refreshments Coffee / tea / biscuits / water		£2.50pp Per Serving Or £6.00pp for unlimited hot drinks
Menus	Contents <i>(all menus include one round of tea, coffee and water)</i> <i>Additional servings are charged as above.</i>	Price Per Person
Meal Deal Lunch A	Pre-packed sandwiches and crisps	£4.00
Meal Deal Lunch B	Pre-packed sandwiches, crisps and fruit	£4.50
Finger Buffet <u>Minimum order 20</u>	Freshly made sandwiches, fresh fruit basket, crisps, x2 savory items, variety of cakes & biscuits	£10.00
Lincolnshire Ploughmans <u>Minimum order 20</u>	Freshly made sandwiches, pork pie, honey and mustard Lincolnshire sausages, Lincolnshire poacher cheese and red onion quiche (seasonal), bruschetta with blue cheese and grape, bite size sausage roll, Pipers crisps, Lincolnshire carrot cake & Lincolnshire plum loaf	£14.00

All prices quoted above are subject to VAT

Booking remains provisional until the form is completed and returned by email to ncfm@lincoln.ac.uk, or by post to the above address - an email will be sent to confirm your booking.

We will contact you prior to your event to finalise details with you.

Name of Organisation	
Contact Name	
Invoice Address	
Purchase Order Number (Required to confirm booking)	
Telephone Number	
Email	
Title of Event	
Date and Times of Event	
Number of Attendees (Including Tutors/Organisers)	
Room(s) Required (Please state which room)	
Room Layout (Theatre, Boardroom, U shape, Cabaret)	
Tea, Coffee and Biscuits	On arrival <input type="checkbox"/> At breaks - please give times
Catering: Menu Required	
Do you or other participants have any allergies, dietary or access needs?	