

Welcome to Stevenage Leisure Ltd.



Stevenage Leisure Limited offers a great variety of activities and facilities including: arts, theatre, sports and fitness centres, golf course, sailing centre and conference suites, making it an ideal choice for your corporate function whether it's a board meeting, corporate away day, gala dinner dance or team building event.

- Stevenage Arts & Leisure Centre
- Gordon Craig Theatre
- Stevenage Golf Centre
- Stevenage Swimming Centre
- John Henry Newman Leisure Centre
- Fairlands Valley Park
- Shephall Leisure Centre
- Saxon Pool & Leisure Centre
- Flitwick Leisure Centre
- North Hertfordshire Leisure Centre
- Letchworth Outdoor Pool
- Biggleswade Recreation Centre & Leisure Centre
- Sandy Community Sports Centre
- Fearnhill Sports Centre
- Knights Templar Sports Centre

The Stevenage Arts and Leisure Centre is the venue of choice for business and pleasure. It is superbly located in the centre of Stevenage, beside the A1 (M) between junctions 7 & 8 and just a step away from the railway and bus station.

Equipped to the highest standards and driven by dedication to the success of your venture, the centre includes disabled access to all areas.

Our versatile venue, along with our superb catering facilities, makes Stevenage Arts & Leisure Centre the ideal location for your function.

Here at Stevenage Arts and Leisure Centre we have three purpose built conference rooms and a separate Reception Lounge with comfortable seating.

There are many additional break out and workshop areas including an adjoining open air patio.

A unique facility, two large halls are also accessible for a range of events from exhibitions and presentations to concerts, fashion shows and Annual General Meetings.



Queen's visit



The Reception Lounge

The Thomas Alleynes



Thomas Alleynes cabaret style

Conferences – Seminars – Meetings –
Training Sessions – Presentations –
Intimate Private Corporate Dinners – Drinks Reception

The smallest of our purpose built conference suites is the Thomas Alleynes. It has excellent natural daylight and is ideal for a more intimate event.

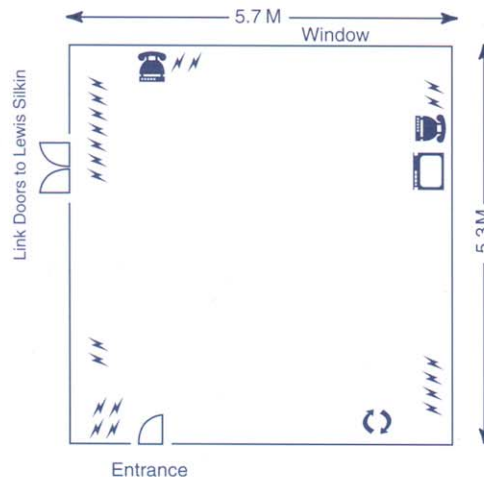
Equipped with sliding flipcharts and screen, it is a purpose built, well maintained Conference Suite for all your conference needs.

It also has access to The Lewis Silkin Room with an interconnecting door, which makes it an ideal syndicate or break out room.

Maximum Capacity:

- 25 x Theatre Style
- 12 x Dinner Dance
- 16 x Boardroom

- First Floor
- Natural Daylight
- Disabled Access via Lift
- Air Conditioned



Thomas Alleynes - boardroom style



The Ellen Terry

Conferences – Product Launches – Presentations – Seminars –
Meetings – Training Sessions –
Press Conferences – Dinner Dances – Cocktail Parties –
Buffets – Drinks Receptions

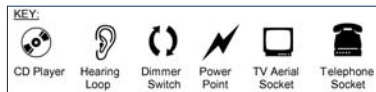
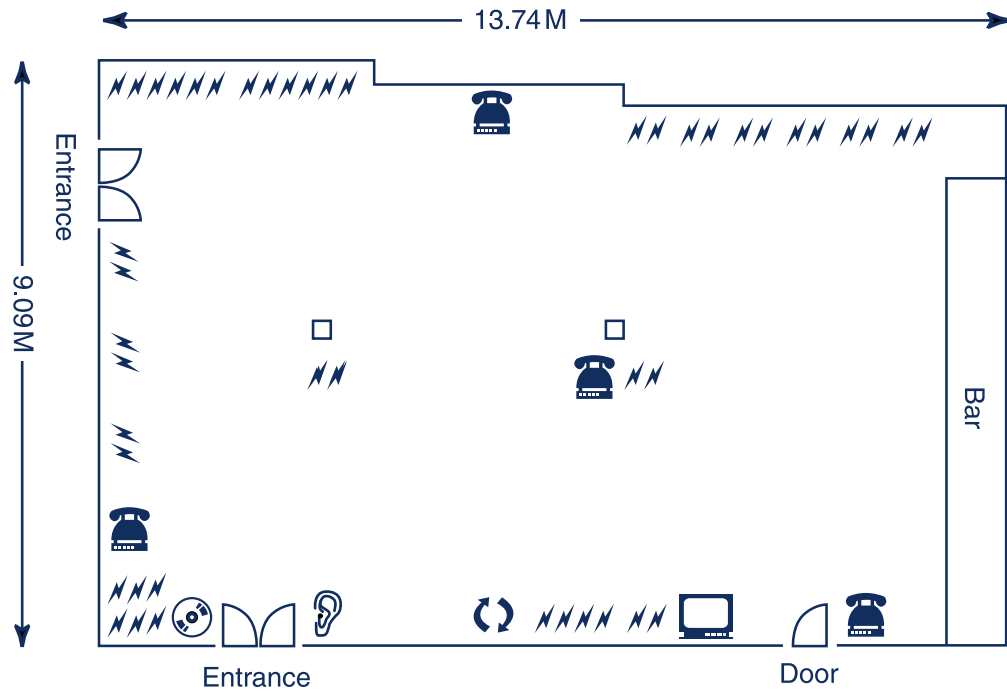


The Reception Lounge

The Ellen Terry is an ideal venue for your corporate or social needs and has built in bar facilities which can be used or completely covered away.

It can be used for any event and opens out into our large spacious Reception Lounge, which is ideal for break out sessions, catering and drinks receptions.

Equipped with sliding flipcharts and screen, it is a purpose built, well maintained Conference Suite for all of your conference needs.



Maximum Capacity:

- 120 x Theatre Style
- 70 x Dinner Dance
- 50 x Boardroom

- First Floor
- Disabled Access via Lift
- Air Conditioned
- Fully Licensed Bar



The Lewis Silkin

Conferences – Product Launches – Presentations – Seminars –
 Meetings – Training Sessions –
 Press Conferences – Dinner Dances – Cocktail Parties –
 Buffets – Drinks Receptions

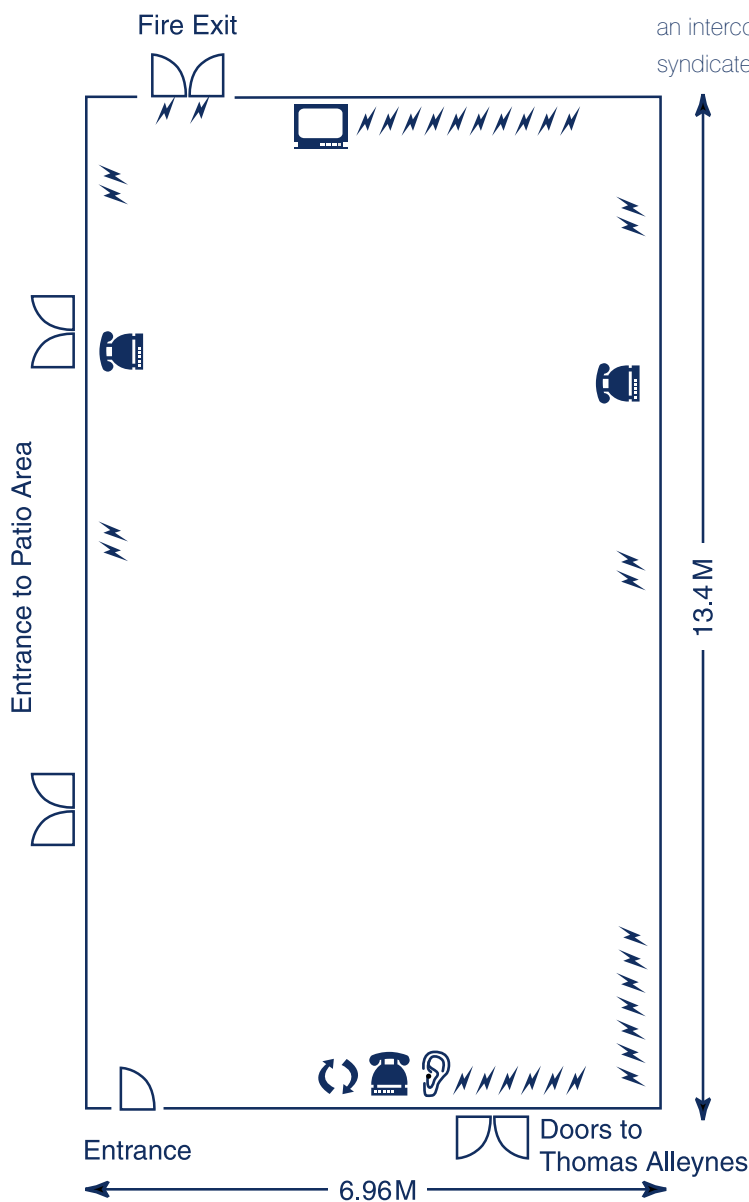


Lewis Silkin theatre style

The Lewis Silkin has fantastic natural daylight and access onto our adjoining roof patio, which can be used by all of your delegates.

Equipped with sliding flipcharts and screen, it is a purpose built, well maintained Conference Suite for all of your conference needs.

It also has access to The Thomas Alleyne Studio with an interconnecting door, ideal if you need a syndicate room.



| KEY: | | | | | |
|-----------|--------------|---------------|-------------|------------------|------------------|
| | | | | | |
| CD Player | Hearing Loop | Dimmer Switch | Power Point | TV Aerial Socket | Telephone Socket |

Maximum Capacity:

- 90 x Theatre Style
- 60 x Dinner Dance
- 40 x Boardroom

- First Floor
- Natural Daylight
- Open Air Terrace
- Disabled Access via Lift
- Air Conditioned



Lewis Silkin with adjoining doors to Thomas Alleynes

Gordon Craig Theatre

Conferences – Product Launches – Presentations – AGMs –
– Seminars – Fashion Shows



This luxurious 501 seat theatre is the perfect venue for full scale conferences, but it can also be used as a venue for corporate hospitality when coupled with our year – round programme of entertainment.

There is also an adjoining Theatre Foyer with private lounge and bar facilities together with the Boxfield Gallery which can be turned into an exhibition area or reception area.

- Continental-style raked seating
- Allocated disabled wheelchair seating
- Extensive range of lighting and sound facilities
- Cinema screen with 35mm projection facility
- 14 dressing rooms
- Full use of technical staff



Seating Plan



Boxfield Art Gallery



Gordon Craig Theatre

Main Event Halls



Main Hall - dinner dance

Conferences – Product Launches – Presentations –
Seminars – Exhibitions – Fashion Shows – Exams –
Sporting Events – Press Conferences – Dinner Dances –
Cocktail Parties – Buffets – Concerts

Unique in its capability to host a multitude of events, we have two versatile halls, linked by short corridors with an option to extend to outside areas.

As an added option, we can also supply a custom made modular indoor ivory marquee, high quality laminate wooden flooring or luxury carpet, transforming these halls into exceptional venues, giving your delegates a day or night to remember.

Both Halls are equipped with full staging and on hand technical support and advice.



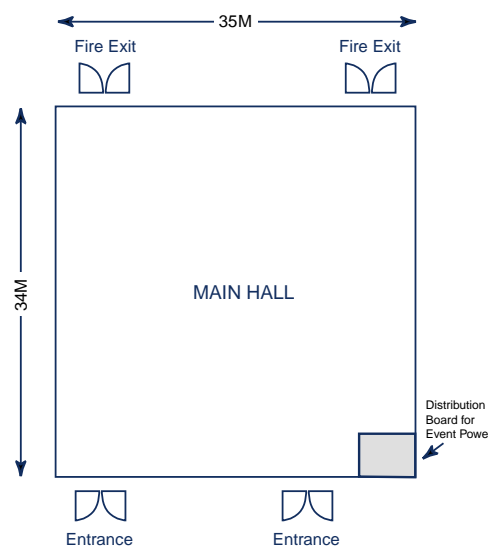
Main Hall - corporate awards dinner



Bowls Hall - drinks reception

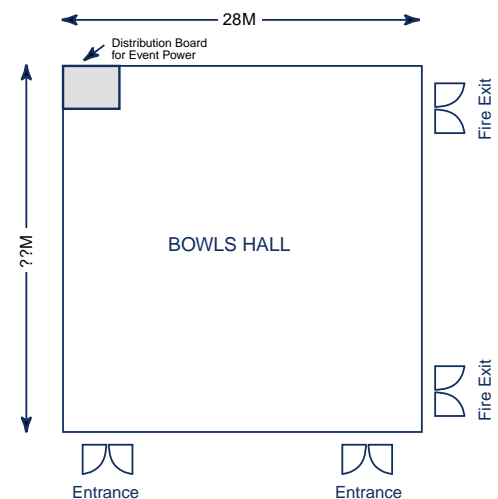


Main Hall - exhibition



Maximum Capacities per Hall:

- 1200 x Theatre Style
- 600 x Dinner Dance
- 2000 x Reception



- Ground Level Access
- Metal Lattice Ceiling
- Total Blackout Curtaining
- Tiered Seating for 328 People

Options available with Main Event Halls:

- * Full Black Drapes with carpet
- * Full Black Drapes, no carpet
- * Marquee with carpet
- * Marquee, no carpet
- * Marquee roof with black out walls
- * Marquee roof with star-cloth walls
- * Any other combination or idea can normally be accommodated

Room Specifications

| | Theatre | U-Shape | Boardroom | Cabaret | Classroom | Dinner | Buffet Reception | Dinner Dance | Private Parties | Length (m) | Width (m) | Area (m) | Height (m) | Air Con | Nat Daylight | Pillars |
|----------------------|---------|---------|-----------|---------|-----------|--------|------------------|--------------|-----------------|------------|-----------|----------|------------|---------|--------------|---------|
| Ellen Terry | 120 | 60 | 50 | 60 | 60 | 80 | 100 | 70 | 150 | 13.5 | 8.5 | 114.75 | 2.4 | Y | Y | Y |
| Lewis Silkin | 90 | 40 | 40 | 50 | 35 | 60 | 70 | 60 | 100 | 11 | 6.5 | 71.5 | 2.4 | Y | Y | N |
| Thomas Alleyne | 25 | 12 | 16 | 16 | 12 | 12 | 16 | - | - | 5.5 | 5 | 27.5 | 2.4 | Y | Y | N |
| Reception Lounge | 150 | - | - | - | - | - | - | - | 150 | 25 | 6 | 150 | 2.4 | Y | Y | N |
| Restaurant & Bar | 80 | 60 | 70 | 80 | 70 | 120 | 250 | 160 | 250 | 18 | 16.8 | 302.4 | 2.3 - 5 | Y | Y | Y |
| Main Hall | 1200 | - | - | 500 | - | 600 | 2000 | 600 | - | 35 | 34 | 1190 | 8 | N | N | N |
| Bowls Hall | 800 | - | - | 450 | - | 500 | 2000 | 500 | - | 34 | 28 | 952 | 8 | N | N | N |
| Theatre | 501 | - | - | - | - | - | - | - | - | - | - | - | - | N | N | N |
| Theatre Foyer | - | - | - | - | - | - | - | - | - | - | - | - | - | Y | Y | Y |
| Boxfield Art Gallery | 50 | - | 20 | - | - | - | 150 | - | - | - | - | - | - | Y | N | N |

Useful Information

Hotel Accommodation

Preferential rates have been negotiated with nearby hotels situated in the local area. We are happy to make all arrangements on your behalf.

| | |
|---------------------|--------------------|
| Premier Travel Inn | Tel: 01438 344 300 |
| Holiday Inn Express | Tel: 01438 344 300 |
| Novotel Stevenage | Tel: 01438 346 100 |
| Ibis Stevenage | Tel: 01438 779 955 |
| Quality Inn Welwyn | Tel: 01438 716 911 |

Car Parking

Ample car parking/disabled car parking is available in front of and adjacent to the Arts & Leisure Centre. A map is available for location and there is a nominal charge of £1 per car all day. Tickets will be validated on site.

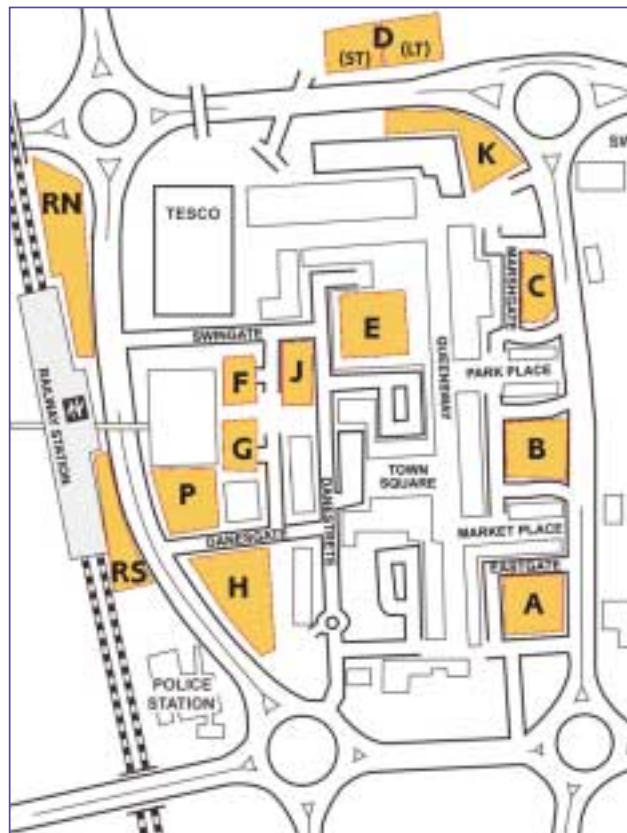
Complimentary VIP car parking can also be arranged for up to 20 cars on request.

Walkway link to railway station - 25 minute journey to Kings Cross or Cambridge. Rail and bus timetables are available upon request.

Emergency Procedure

All evacuation routes and assembly points are clearly displayed in all areas. On your arrival we ask you to ensure that all attendees are familiar with these instructions.

Staff will be on hand to assist should such an occasion occur. A first-aider is always available on site.



Terms and Conditions of Hire

1. Upon mutual agreement of a date for the hire of the facility, the hirer must provide written confirmation of their intentions. The booking will not be definite until Stevenage Leisure Ltd has acknowledged this confirmation in writing.
2. Upon confirmation of booking the client must agree with the company a guaranteed minimum number of guests.
3. Stevenage Leisure Ltd on confirmation of the booking will require a deposit by the client.
4. A payment request schedule for the total balance of the function will be included in the contract. This must be settled within 10 days of the payment date stated. Should there be any outstanding payments beyond the 10 day period or on the date of the event, Stevenage Leisure Ltd may treat the confirmed booking as cancelled by the client and it reserves the right to retain any payments previously made by the client in relation to the specific event.
5. In the event of a hirer cancelling a booking, the following cancellation fees will be charged:
 - 5a. If cancelled more than seven days before the date, 60% of the estimated hire fee plus a non-negotiable Administration fee of £200.00 will be charged.
 - 5b. If cancelled within seven days of the date, 100% of the hire fee plus a non-negotiable Administration fee of £200.00 will be charged.
6. If the client reduces the number of guests below the agreed minimum then cancellation charges to the value of the reduction may apply.
7. The client should provide final numbers of guests no later than one week prior to the event.
8. The property of the client and their suppliers should be removed immediately after the event unless otherwise agreed. In the event that this is not adhered the client may incur storage charges.
9. The client will be responsible for any damage to the premises caused during the function.
10. The client is responsible for leaving the facilities used in a reasonable condition.
11. The client is responsible for compliance with all regulations (statutory, local and otherwise) affecting the event.
12. No exits may be blocked, or fire-fighting equipment removed or tampered with.
13. On booking a function, the client is reserving a room(s) of the Stevenage Arts and Leisure Centre only and should be aware that other room(s) may be used concurrently for other events. However, Stevenage Leisure Ltd will exercise reasonable care to minimise the effects of other bookings on clients' functions.
14. No hire charge shall be made nor, will any loss of income be accepted by SLL for days upon which the hirer is unable to use the facilities by reason of any cause beyond SLL's control, such as National Mourning, War, Fire, Strikes or Lock outs in the district directly affecting the venue or any public authority having jurisdiction.
15. SLL reserves the right to review prices at the beginning of every financial year.

If you are in agreement with the terms and conditions outlined, please sign and return one copy of this letter and return it to us, retaining the other copy for your own records. Receipt of this countersigned document will be deemed to form the basis of a contract between yourselves and Stevenage Leisure Limited.

Contract sent on

Signed:
Client/Event Organiser

Dated:

Signed:
Conference & Events Manager

Dated:

SHOULD YOU HAVE ANY QUERIES REGARDING THIS CONTRACT PLEASE CONTACT:

Conference Coordinator

Conference and Events Office
Stevenage Arts & Leisure Centre
Lytton Way
Stevenage
Hertfordshire
SG1 1LZ

Telephone: 01438 242638
Fax: 01438 231101
E-mail: conference@stevenage-leisure.co.uk