



The
Brain
Charity

Conference Information Pack

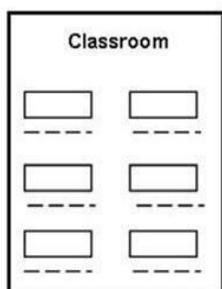
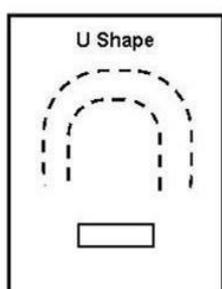
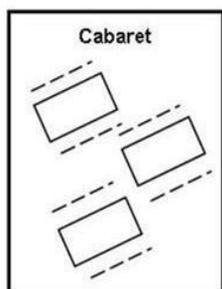
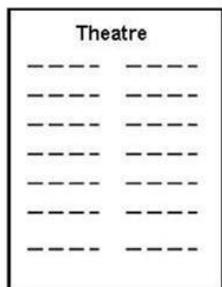
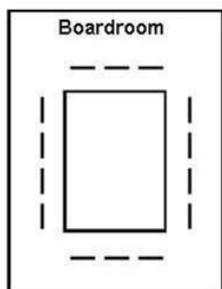
- **Room Capacities, Layouts and Tariffs**
 - **Terms and Conditions**
 - **Additional Information**
 - **Directions and Maps**
 - **Food Menu**



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Room Capacities, Layouts and Tariffs



Rooms	Boardroom	Theatre	Reception	Cabaret	U Shape	Classroom
Meeting Room	20	40	30	20	30	20
Seminar Room	20	50	45	20	30	20
Lounge	10	20	N/A	N/A	20	N/A
Seminar & Lounge	30	85	100	50	45	50
All 3 Rooms	AOR*	AOR*	AOR*	AOR*	AOR*	AOR*

* AOR – Available on request. Whenever possible we will try to meet your requirements. Please ask our experienced staff if you don't see what you need and we will try to accommodate it.

Why use The Brain Charity?

- We have provided consistently excellent customer service and conference facilities for over 20 years.
- As a social enterprise, revenue from our room hire assists the vital work of the centre supporting people with neurological conditions, their families and Carers.
- Our centre is fully accessible, with disabled car park and plenty of local pay and display parking.

Room Tariffs

Rooms	Weekdays prices		Weekend/Evening Prices	
	Full Day	Half day	Day	Half Day
Meeting Room	£163.90	£94.05	£ 204.88	£ 117.57
Seminar Room	£192.50	£104.50	£ 240.63	£ 130.63
Lounge	£139.70	£81.40	£ 174.63	£ 101.75
Seminar & Lounge	£308.00	£168.30	£ 385.00	£ 210.38
All 3 Rooms	£478.50	£267.30	£ 598.13	£ 334.13

We offer a 20% discount to any registered charities with a turnover of less than £1 million. And 10% for any registered charities.

Catering

We offer a range of catering options, including Tea & Coffee and food. Please refer to the *menu* for full details.

For all bookings, please let us know your requirements, including any special dietary needs.

- **Alcohol-Free Zone:** No alcohol is permitted on the premises.
- **Food & Catering:** External catering and bringing your own food is not allowed.

All rooms have Wi Fi
high-speed WiFi, ultra-
HD Smart-TVs for
video conferencing and
flipchart stands.



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Terms and Conditions

QUOTATION

You will receive a quotation based on your enquiry. You then need to confirm the information is correct and you are accepting our Terms & conditions. A new customer form might be required if the booking is made for the first time.

BOOKINGS

Once your acceptance of the quotation has been received, we will convert your booking. Your booking is not confirmed until written confirmation has been received.

CANCELLATIONS

Bookings cancelled with less than one week's notice will be charged the full price of the room. Unless your booking is long term/ongoing - a one month's notice must be given to avoid the charges. Cancellations must be made in writing.

OPENING TIMES

The Brain Charity is open from 9.00am to 5.00pm Monday to Friday. If you require access to the Centre outside of these times arrangements must be made with Room hire team at the time of the booking.

CATERING

The Brain Charity can provide a variety of catering options. Please contact us with your requirements. All orders will be confirmed. Access will not be granted to unapproved caterers unless under special circumstances and by prior arrangement with The Brain Charity management. It would be appreciated if delegates could return their used mugs etc to the kitchen as soon as possible. No cutlery should be taken outside the building and breakages will be charged for.

CAFÉ

We have an excellent café on site, selling a variety of snack and meals along with a selection of hot and cold drinks.

FIRE PROCEDURES

Meeting organisers are responsible for familiarising themselves with evacuation procedures in the event of fire. All Facilitators and Delegates must sign in and out in their rooms to comply with fire safety regulations.

Additional information

The Brain Charity centre is a non-smoking building.

E-Mail: meetings@thebraincharity.org.uk

Post: Room Hire
The Brain Charity
Norton Street
Liverpool
L3 8LR

Tel: 0151 298 2999

Fax: 0151 298 2333



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CAR PARKING

NB: The Brain Charity car park is a facility for Blue Badge holders only. Could conference/meeting organisers and facilitators please inform those attending that this is the case. There is ample 'Pay and Display' parking available opposite the Centre on Kempston Street.

There are no facilities at the Centre for bicycles. All bicycles brought to the Centre must be left outside the building at the owner's risk.

PUBLIC TRANSPORT

Lime Street Railway Station is less than five minutes' walk away. There are many bus routes from all over the city that set down near to The Brain Charity.

To find your nearest bus route please visit the Merseytravel website. <http://www.merseytravel.gov.uk/travelling-around/route-maps/Pages/Bus.aspx>

Directions to The Brain Charity Centre from M62 Motorway

At the end of M62, go directly on to A5080. Continue directly ahead on to A5047 Edge Lane. At the traffic lights Hall/Tower Street turn left and immediately right down Irvine Street onto Mount Vernon Road, then West Derby Street, continuing on to Pembroke Place (still A5047). At the Traffic Lights at the junction of Norton Street and London Road, turn right. The Brain Charity is first turn on the left.



The Brain Charity



matrix
quality standard for information
advice and guidance services



meetings industry association

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Decade of Health & Wellbeing



Rooms

Lounge



Seminar



Seminar & Lounge



Meeting room



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Room Hire - Food Menu

SANDWICH PLATTERS PER PERSON

£4.50



A selection of freshly made sandwiches on both white and wholemeal bread.

Ham, Cheese,
Egg mayo, Tuna mayo.

Gluten Free / Vegan options - £10.50 pp



Room Hire - Food Menu

BUFFET PER PERSON

£15

A Tasty Selection of Freshly Prepared Options,
Featuring:

- Assorted Sandwiches

Premium white and wholemeal bread filled with a variety
of classic options:

Pastrami · Chicken · Cheese · Egg · Tuna

- Fresh Salads

Green Salad · Potato Salad · Coleslaw

- Savory Bites

Sausage Rolls · Quiche

- Sweet Finish

Savour a selection of cakes & fresh fruits.

Gluten-Free / Vegan options available



Drinks Menu

STANDARD PER PERSON

- Teas & Coffee X 2 drinks £ 2.50
- Teas & Coffee X 4 drinks £ 5.00

PREMIUM PER PERSON

- Teas & Coffee X 2 drinks £ 5.00
- Teas & Coffee X 4 drinks £ 10.00



- **Coffee:** Black coffee, White coffee, Cappuccino, Caffe latte, Espresso, Macchiato, Mochaccino, Chocolate, Choco milk.
- **Tea:** Camomile, Strawberry & Raspberry, Peppermint, Lemon & Ginger.

ADDITIONAL PER PERSON

- Green Salad with dressing £2.00
- Chips £1.50
- Fresh Fruit £1.00
- Seasonal fruits £2.00
- Cherry Bakewell (GF) £2.00
- Blueberry muffin £2.00
- Chocolate brownie (GF) £2.00
- Lemon drizzle £2.00
- Snacks £1.50
- Soft drinks/bottled water £1.50

