

Sleaford New Life Conference & Events Centre



Bringing meetings & conferences to life

Welcome to Sleaford New Life Conference & Events Centre – one of the largest and best equipped conference centres in Lincolnshire

Conveniently located in the centre of Lincolnshire with excellent road & rail links, New Life Conference & Events Centre is the perfect place for all your business, conference and training events.

Boasting a fully air conditioned 300 seater **Auditorium** - our hi-spec, hi-tech venue is the ideal location for any conference, large or small. With our excellent service and first class facilities, we are able to cater for a wide range of events including conferences, AGM's, gala dinners, training events, product launches, exhibitions & concerts.

Looking for something a little smaller? Then look no further than our **3 Seminar Trainings Rooms** - great for interactive participation.

Alternatively for more formal meetings check out our impressive **Executive Boardroom & Community Room**. All our rooms are fully equipped to meet your needs.

Please take the time to look through this brochure & visit - www.nlconferencecentre.co.uk

At New Life we don't adopt the one-size-fits-all approach. Instead we appreciate the importance of flexibility

Which is why we have a dedicated team to listen to your requirements & see how they can be met. On the day our team will work with you to help make your event a success. In fact, we will do as much or as little as you like.

Food, glorious food

From canapés to breakfast meetings, business lunches to banquets whatever your catering requirements, New Life can make it happen.

We offer a range of food and refreshment packages, from tea and biscuits to fingers buffets and knife and fork menus. Our main auditorium can hold up to 120 banquet style.

For further information please call us on **01529 413 063** or email - conference@nlcm.org.uk

The Auditorium.

With over 214 square metres of floor space, our Auditorium is ideal for large or small conferences & banquets.

The light & spacious Auditorium can cater for up to 300 people in comfort. It is equipped with a hearing loop & has full IT equipment available.



Seminar Rooms 1, 2 & 3.

These Seminar rooms are well lit by natural light & are ideal for training or meetings & functions with up to 50 participants.

These rooms can be equipped with IT to your specification.



Executive Boardroom.

This room is ideal for boardroom & presentation style meetings.

It is well lit by natural light & equipped with full IT equipment available.



Room name	Approx size	Theatre	Banqueting	Cabaret	Boardroom	U-shape
The Auditorium	17.1m x 15.1m	300	150	150		
Seminar Room 1	7.2m x 6.2m	50	32	32		21
Seminar Room 2	7.2m x 6.7m	60	32	32		21
Seminar Room 3	9m x 3.7m	24	24	24		15
Executive Boardroom	9m x 3.7m				24	

Free WI-FI is available throughout the centre.

Price list and menus

Room name	Daily Rate	Morning 8.30am – 12.30pm	Afternoon 1.00pm – 5.00pm	Evening 6.00pm – 10.00pm	Minimum Numbers for Day Delegate
The Auditorium	£495	£325	£325	£275	60
Seminar Room 1	£175	£95	£95	£75	16
Seminar Room 2	£175	£95	£95	£75	16
Seminar Room 3	£175	£95	£95	£75	16
Executive Boardroom	£175	£95	£95	£85	16

Refreshments. Minimum choice of 20 to choose from	1 x serving	2 x servings	3 x servings	4 x servings
Per delegate	£1.95	£3.90	£5.85	£7.80

Breakfast & mid morning snacks	Danish Pastries	Fried egg baps	Back Bacon baps	Lincolnshire sausage baps
Per delegate	£2.35	£2.50	£2.50	£2.50



All Inclusive day delegate rate - £25

Meeting room hire & free parking

Water & sweets
changed throughout the day

Arrival refreshments & Breakfast toast

Mid morning refreshments with
complimentary snacks

Healthy buffet (50% vegetarian)

Lunchtime refreshments

Mid afternoon refreshments with
complimentary tuck shop

Trainers laptop & projector with screen

Flipcharts & delegate pads with pens

TV & DVD player

WIFI connectivity & technical support

Buffet menus and prices

Menu 1 - Sandwich buffet

Selection of sandwiches on wholegrain & soft white bread

Country style ham & wholegrain mustard

Roast beef & horseradish

Sliced chicken & stuffing

Lincolnshire sausage & chutney

Smoked salmon & herb cream cheese

Mozzarella & rocket (v)

Roasted vegetables & pesto (v)

Brie & cranberry (v)

Cream cheese & cucumber (v)

Mature cheddar & chutney (v)

Selection of crudité's & dips

Hand cooked crisps

Fresh fruit platter

Selection of mini cakes & pastries

£6.95 per person

Menu 3 - Finger buffet

Selection of sandwiches on wholegrain & soft white bread

Selection of crudité's & dips

Hand cooked crisps

Satay chicken skewers

Breaded cheese melts (v)

Assorted meat & vegetable canapés

Hand cooked crisps

A selection of crolines

Chicken dippers & bbq sauce

Potato wedges

Fresh fruit platter

Selection of mini cakes & pastries

£12.45pp

Menu 2 - Finger buffet

Selection of sandwiches on wholegrain & soft white bread

Country style ham & wholegrain mustard

Roast beef & horseradish

Sliced chicken & stuffing

Lincolnshire sausage & chutney

Smoked salmon & herb cream cheese

Mozzarella & rocket (v)

Roasted vegetables & pesto (v)

Brie & cranberry (v)

Cream cheese & cucumber (v)

Mature cheddar & chutney (v)

Satay chicken skewers

Breaded cheese melts (v)

Assorted meat & vegetable canapés

Crudité's & dips (v)

Hand cooked crisps

Fresh fruit platter

Selection of mini cakes & pastries

£8.95 per person

Day delegate rate includes Menu 2.

We can provide for most diets. Please contact us if you have specific requirements.

We provide off site catering for all occasions.

Equipment hire rates

Equipment	Full day rate	Half day rate
Wireless internet	Free	Free
Speakers lectern	Free	Free
Extension cable	Free	Free
PowerPoint presentation clicker	Free	Free
White tack/ Post it notes	Free	Free
Room dividers in Auditorium	Free	Free
Use of staging in Auditorium	Free	Free
Table number stands	Free	Free
Flip chart stand, paper and pens	£9	£9
Projector Screen	£25	£17.50
Projector & Screen	£65	£45
Laptop PC with PowerPoint	£65	£45
Laptop audio speakers	£25	£17.50
Touch Screen with DVD player	£65	£40
Portable hearing loop system	£25	£25
Table cloths for exhibition tables. Per table	£4	£4
Full audio visual system in the Auditorium*	£295	£195

*Full audio package includes PA system, speakers, video projection & screens, lectern, laptop for power-point presentations, up to 3 fixed or wireless microphones, hearing loop system, PowerPoint presentation clicker and wireless internet.

Terms & conditions

Please read carefully before confirming your booking.

Terms of Booking

NLCC facilities are let on the basis of agreed published/quoted rates and the terms & conditions of booking and venue hire described below.

Conditions of Acceptance of Booking

For provisional bookings, rooms will be held for 7 days or up to 7 days prior to the event, whichever is sooner.

NLCC will only consider a booking confirmed when the booking confirmation has been sent by email, fax or postal mail and is received by NLCC.

If the above timescales are not met it will be assumed by NLCC that the dates can be offered to other interested parties.

New Life Conference Centre Quotation & Event Details

NLCC quotations will be issued on request to the client or organiser following an event enquiry.

NLCC quotations will detail agreed event dates, number of delegates, rooms booked, catering services, and additional equipment required.

Final numbers of delegates must be confirmed no later than five working days before the event.

Standard NLCC room hire rates are set according to from/to hire times as published on our price lists.

Payment

Upon successful completion of event NLCC will issue invoice for full and final amount, which should be paid in full within 14 days of invoice date. Any challenge or objection to any part of the invoice must be made in writing within five working days of receipt of invoice otherwise invoice should be paid in full.

Commission

NLCC operate a commission policy. Commission will be paid to event management companies and third parties who introduce clients to NLCC.

Cancellation Policy

Cancellation of booked event given in writing more than 28 days prior to the event date will result in no charge to the customer.

Cancellation 14-28 days prior to the event date will incur a charge of 50% of the total room booking cost, including all refreshments and equipment booked for each day event.

Cancellation within 14 days prior to the event date will incur a charge of 100% of the total room booking cost, including all refreshments and equipment booked for each day event.

Cancellation of events within the 28 days of the booked event will only attract a 30% of the room booking cost, if the event is rescheduled & held within 28 days of the original date.

Running Time.

Should an event exceed the hours stated and agreed for your event, there may be additional charges for every hour or part thereof. NLCC generally have clearance teams organised for agreed event finish times to prepare for following events.

Safety & Fire Regulations

All events are subject to compliance with current Health & Safety and Fire Safety Regulations and to the requirements of any other relevant authorities. Organisers are responsible for carrying out all necessary risk assessments for their own events.

NLCC requires notice in advance of any aspects of the event which may necessitate special safety or security arrangements.

The organiser will be responsible for all consequential costs.

Organisers should ensure provision of adequate First Aid personnel if risk assessments require.

All electrical appliances brought to site by the client should be tested in accordance with current electrical safety legislation, damage or injury caused by faulty appliances or equipment will be the sole responsibility of the client.

Loss and Damage

The client is responsible for taking all reasonable precautions to protect the venue, equipment, facilities or any other NLCC property. Any costs incurred by NLCC for repairs following accidental or negligent damage caused at the event will be chargeable to the client. This includes any necessary cleaning required over and above reasonable wear & tear. NLCC will take all reasonable care to protect and maintain security for client property and staff but will not take responsibility for any damage or loss of client property or items before, during or after an event. The client must accept responsibility at all times. NLCC management reserves the right to terminate any event where it is satisfied that continuation will jeopardise the safety and security of staff, delegates, property or the reputation of NLCC.

Special Conditions

NLCC is a no smoking venue; smoking is only permitted at designated external areas on site.

The client is not permitted to use any part of NLCC to carry out any illegal activity. NLCC management reserve the right to refuse admission or expel any person for illegal or inappropriate behaviour.

If NLCC is rendered unable wholly, or in part, to fulfil its obligations due to Force Majeure, Acts of God, industrial dispute, government regulation or intervention, restrictions on travel, acts of terrorism, delivery, equipment or utilities failure or for any other reason beyond the control of NLCC, in no event will NLCC be liable for loss of profit or consequential damage from any of these matters.

New Life Conference Centre

Mareham Lane, Sleaford, Lincolnshire NG34 7JP
Tel: +44 (0)1529 413063

Public Transport



By Rail, Sleaford Station

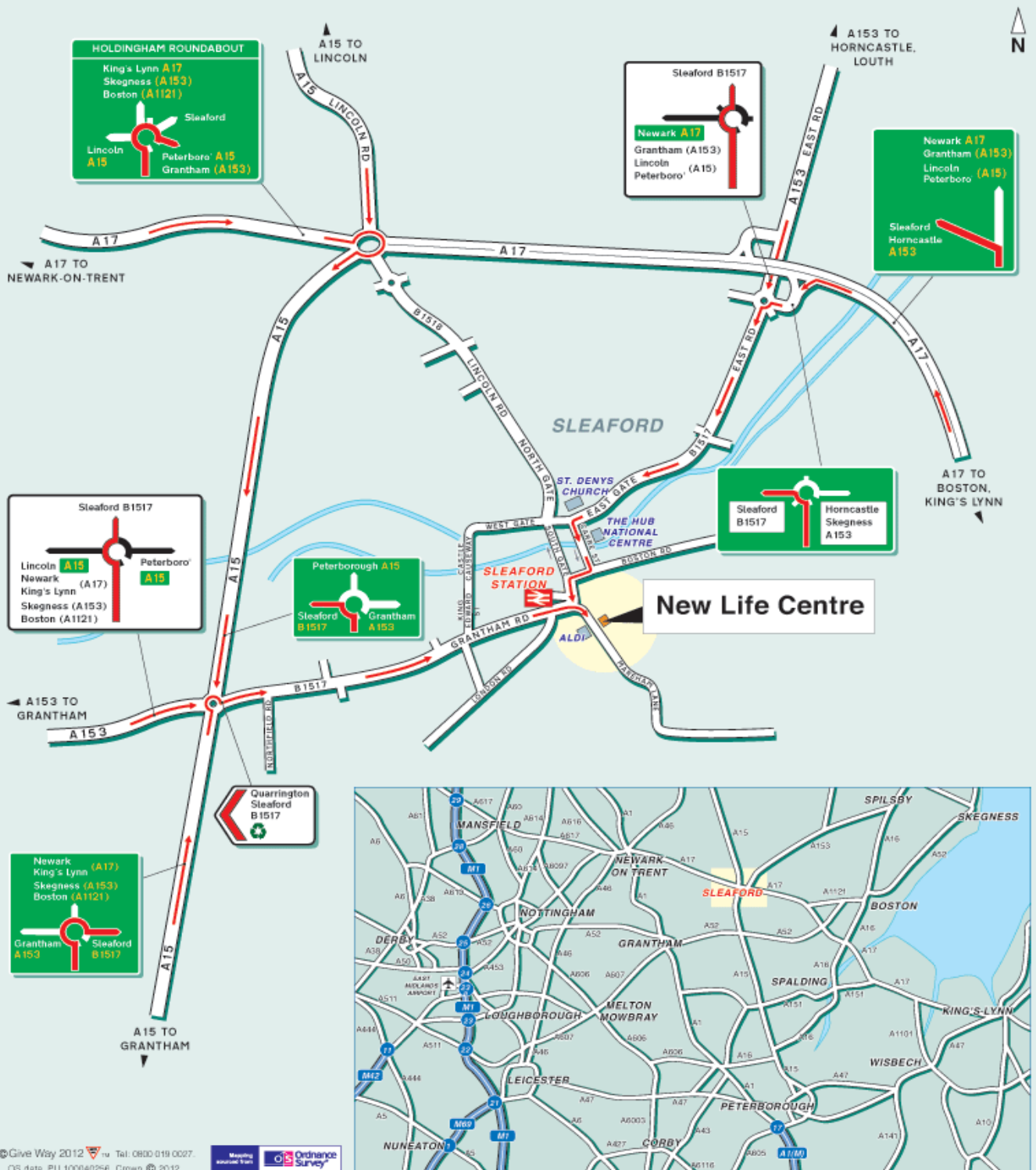
1 minutes taxi ride away, or 3 minutes walk.

For information on train operators and times phone National Rail Enquiries on 0845 7484950.



By Air, East Midlands Airport, Stansted Airport, Robin Hood Airport Doncaster Sheffield.

These are the nearest commercial airports and they are all approximately 1 hour 30 minutes drive away.



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