



WE DISCOVER, WE GROW

Girlguiding



MEETING VENUE AND TRAINING
FACILITY INFORMATION



Meeting Room Space for Hire

Girlguiding North West England's Region Headquarters has two spacious, modern meeting rooms available for hire. These are suitable for corporate or charity meetings or as a first-class training facility with indoor and outdoor space. Easily accessible, directly off the M6 motorway, and with ample roadside parking for all of your delegates, our Headquarters is the perfect venue for your next meeting.

Our two rooms have state of the art technology and bright, modern decor. The spaces are extremely flexible and can be laid-out in a range of ways to suit your needs. For larger meetings and events, the two rooms can be combined into one, larger meeting space using a movable wall.

More information on the rooms can be found throughout this brochure but do get in touch if you would like to know more, or if you would like to come and have a look around!

Where we are



Ruby Meeting Room

Ruby is the largest of our meeting rooms and has a maximum capacity of 50 delegates. The room can be laid out in a number of ways:

Theatre Style - 50 delegates

Boardroom Style - 30 delegates

Cabaret Style - 40 delegates

Boardroom Style



Cabaret Style



Theatre Style



Sapphire Meeting Room

Sapphire is the smaller of our meeting rooms and has the following layouts available:

Theatre Style - 30 delegates

Boardroom Style - 20 delegates

Cabaret Style - 24 delegates

Boardroom Style



Cabaret Style



Theatre Style



Diamond (Both Meeting Rooms)

Opened out as one room, the space can accommodate a larger number of delegates in various room layouts. It can be easily split into two breakout rooms. Our maximum capacity is 100 delegates for a social meeting with no tables. We would recommend a visit to discuss the options for a meeting of this nature.

Boardroom Style



Cabaret Style



Theatre Style



Our Facilities

Each room has the latest technology including air-conditioning, laptops, overhead projectors with screens and WIFI connectivity.

The Ruby meeting room also has a Smart Board and a 50” television screen available for use.

The rooms are available for hire Monday-Friday 0830-1630hrs, Saturday and Sunday.

Catering

Refreshments can be provided for just £1.00 per person. If full catering is required, we use a local caterer who can supply hot and cold buffet options; charges will apply depending on your needs. Please contact us for further information.

For those who may need a self-catering option, there is also a fully functioning kitchen, complete with hobs, a double oven and microwave.

Hire Rates

Corporate Organisations	£55 per half day or full day £110
Registered Charities	£35 per half day or full day £70
Girlguiding Rate	£20 per half day or full day £40

A deposit of £10 is required to secure your booking.

Please note half day equates to 4hrs, anything above will be charged at the full day rate.

Outside Space

In addition to our spacious meeting rooms, we have a fantastic outside space available for use. Accessible directly off each of the meeting rooms, from team building activities to welcome drinks, this space can be used in a wide range of ways to suit your needs.



Contact Details



Telephone: 01772 791 947

Email: northwesthq@girlguidingnwe.org.uk

Website: www.girlguidingnwe.org.uk



[/GirlguidingNorthWestEngland](https://www.facebook.com/GirlguidingNorthWestEngland)



[@Girlguiding_NWE](https://twitter.com/Girlguiding_NWE)



Girlguiding North West England,
Guiding Road, Preston, PR2 5PD