

National Water
Sports Centre
NOTTINGHAMSHIRE

Conferencing 2011

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A natural choice for business and leisure...

Facilities available

Catering ranging from light refreshments to three course meals.



A wide range of room sizes



Adventurous activities available to add something special to your day.

Ample facilities and specialized equipment.

A beautiful location away from the office.



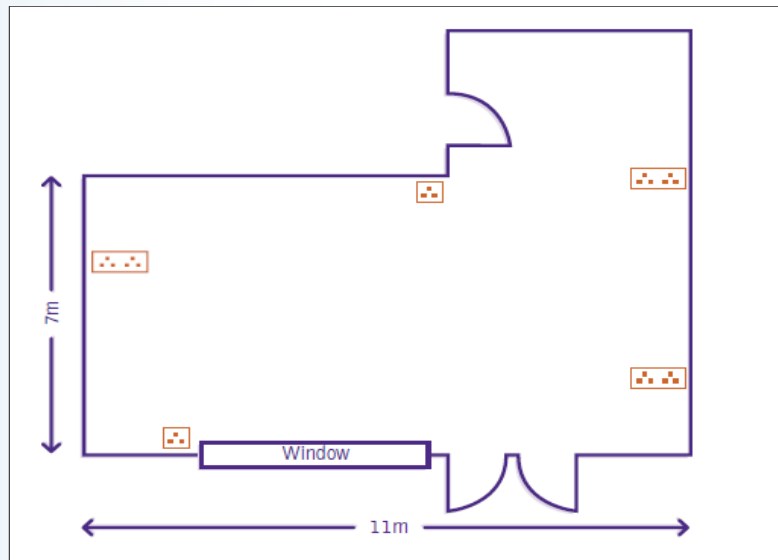
Capacity to hold events for up to 3000 people

On site car parking for 2500 cars

A professional team who can tailor the day to your specific needs.

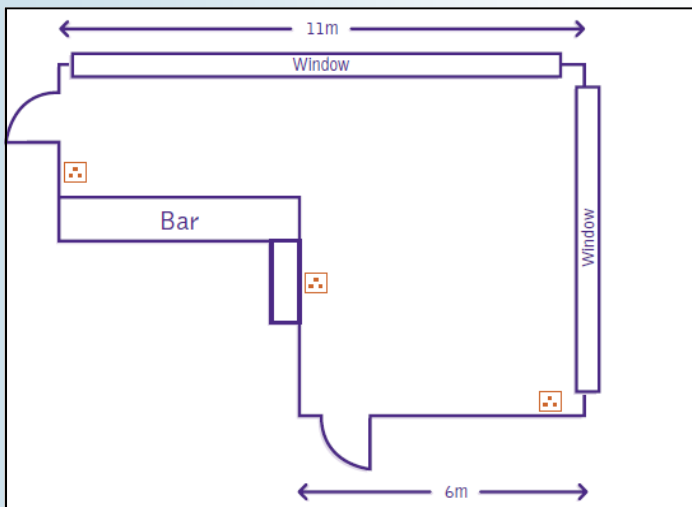


Patio Lounge



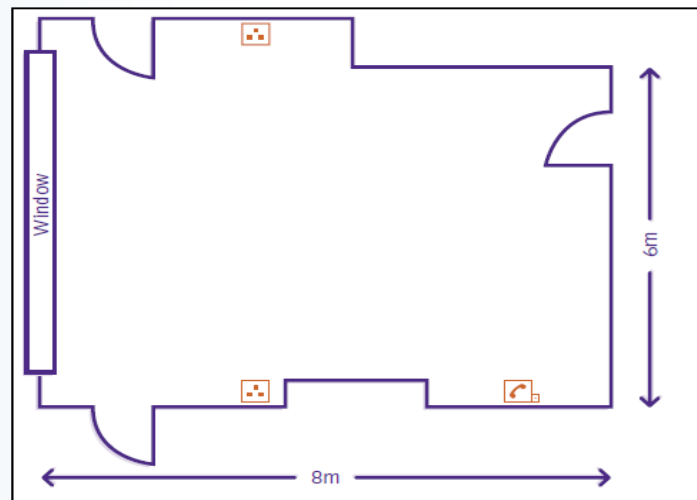
Layout	Capacity
Theatre	60
Classroom	40
Sit down Meal	40
Stand up Buffet	60
Networking	60
Boardroom	30
U-shaped	30
Cabaret	30

Hoveringham



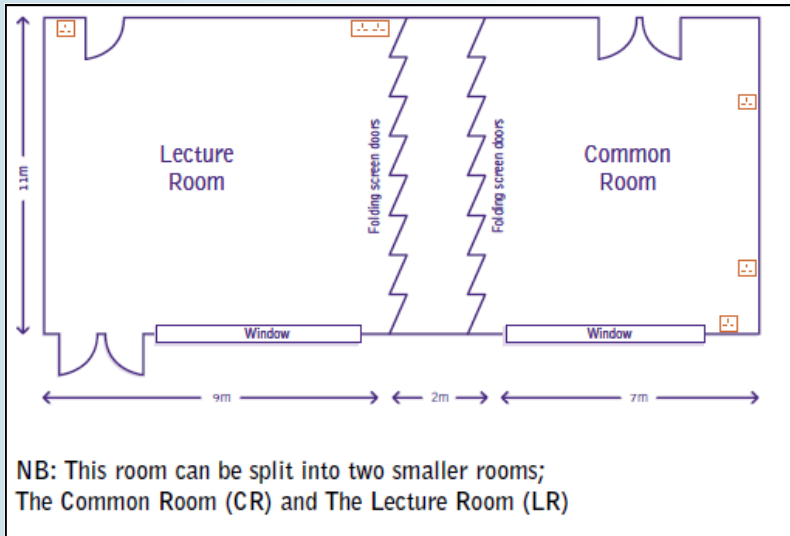
Layout	Capacity
Theatre	60
Classroom	35
Sit down Meal	60
Stand up Buffet	60
Networking	100
Boardroom	35
U-shaped	30
Cabaret	35

Forman Hardy Lounge



Layout	Capacity
Theatre	30
Classroom	14
Sit down Meal	14
Stand up Buffet	20
Networking	20
Boardroom	14
U-shaped	12
Cabaret	15

Common Room/Lecture Room



This room can be split into the Lecture Room or Common Room layout.

Alternatively, use the rooms together to create the 'conference hall', which is the largest space we have on offer.

Layout	Capacity of conference hall	Capacity of Lecture room	Capacity of Common Room
Theatre	150	60	50
Classroom	90	35	25
Sit down Meal	140	30	20
Stand up Buffet	200	70	50
Networking	200	100	45
Boardroom	35	30	20
U-shaped	40	25	40
Cabaret	60	30	60

Meeting Room Information

Room Dimensions	Conference Hall	Lecture room	Common room	Forman-Hardy	Hoveringham Lounge	Patio Lounge
Length	18m	9m	7m	8m	11m	11m
Width	11m	11m	11m	6m		7m+
Area	161m ²	81.9m ²	61.8m ²	45.4m ²	66.7m ²	81.9m ²
Ceiling Height	2.5m	2.5m	2.5m	2.5m	2.5m	3m

Technical Specifications	Conference Hall	Lecture Room	Common Room	Forman Hardy	Hoveringham Lounge	Patio Lounge
Lighting-fluorescent	Yes	Yes	Yes	Yes	Yes	Yes
Windows	Yes	Yes	Yes	Yes	Yes	Yes
Blackouts	Yes	Yes	Yes	Yes	Yes	Yes
Controls in room	Yes	Yes	Yes	Yes	Yes	Yes
Wheelchair access	Yes	Yes	Yes	Yes	Yes	Yes
Power points	6	3	3	2	3	8
PA	Yes	No	No	No	No	No
Wi-Fi	Yes	Yes	Yes	Yes	Yes	Yes
Telephone point	No	No	No	2	3	No

Conference equipment as standard: interactive screen, flip chart, data projector.

Extra audio visual equipment is available on request.

Accommodation

Adjacent to the conference facilities we have a 67 bed hotel. The rooms range from en-suite singles to larger dorm rooms. All rooms have the option of being booked as room only, bed and breakfast or full board.

If you choose to stay in our hotel before or after your conference, you will be able to relax in the bar, use the gymnasium, or go for a walk around our site which is set in 270 acres of country park.

The bar opens at 18.30 daily

Please note there is a small charge for use of the gymnasium

Accommodation prices

En-suite single room only from: £25.00

En-suite single B&B from: £32.00

En-suite single full board: £53.00

Casual gymnasium use: £5.00

Refreshment Options

Our catering team are extremely flexible and will tailor the refreshments provided to suit your preferences and dietary requirements. For more information on catering options and packages please call the bookings team or request a 'Buffet Pack 2011' brochure.



Light refreshments

We can serve continental breakfasts of pastries, fruit, fresh juice, tea and coffee ranging to the more traditional bacon sandwiches.

Throughout the day you and your colleagues can get tea coffee and snacks provided in your conference room.

Lunches

Buffet lunches can be specifically designed by you or you can ask for one of our set bronze, silver and gold buffet menus.

A packed lunch is available if you are taking part in an activity around site.

Also a range of hot and cold food is served in the restaurant each day.

Useful information

Refreshments

Tea and coffee for delegates is served in the conference room or nearby area at the requested time. Alternatively, vending machines are available on site in the reception foyer.

Bar

The Regatta Bar is located through the restaurant or through the exit in the foyer. Sky TV is available on request. The bar opens at 18.30 daily.

Faxes

Incoming per page	N/A
Outgoing per page	National £1.25
Europe	£2.30
USA	£3.00
Rest of the world	£4.00

Internet

Please ask at reception for details on connecting to the internet. Wireless connection is available in the foyer and conference rooms.

Photocopying

Please ask at reception if you need photocopying. The charge is 15p per sheet.

Toilets

Toilets are situated in the main reception foyer and along the main corridor upstairs in the building

First aid

There is a first aid kit situated behind reception. The receptionist will always be able to find you a qualified first aider on site.

Local taxi companies

South Side	01159141414
Yellow Cars	01159818181



Fire Evacuation Procedures

ANY PERSON DISCOVERING A FIRE SHOULD...

1. Sound the alarm shouting: 'FIRE! FIRE! FIRE!' and activating the alarm by breaking the glass at the FIRE CALL POINT.
2. Dial 9-999 to call the fire brigade.
3. Evacuate the building immediately to the nearest fire assembly point.

ON HEARING THE FIRE ALARM...

1. Evacuate the building by the nearest exit route.
2. Close the doors behind you.
3. Report to the assembly point
 - Do not tackle the fire!
 - Do not take unnecessary risks!
 - Do not return to the building for any reason until authorised to do so!
 - Do not use lifts!

YOUR NEAREST FIRE EXITS

- **Patio Lounge:** The main reception entrance or alternatively the Emergency Exit situated in the room.
- **Hoveringham Lounge:** Turn left out of the Hoveringham entrance the exit is immediately in front of you.
- **Forman Hardy:** Straight out of the Forman Hardy entrance to the end of the corridor, the fire exit is situated on your right.
- **Lecture and Common Room (Conference Hall):** Turn left out the entrance through the double doors, turn right through the next set of double doors, the exit is situated straight ahead or out of the Emergency Exit situated in the Lecture Room.

YOUR NEAREST FIRE ASSEMBLY POINT

- Patio Lounge, Common and Lecture Room, Forman Hardy and the Hoveringham Lounge all assemble on the centre lawn opposite the main reception entrance.

Note: The alarm is tested on a Wednesday morning at 8:45.