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# h HAZLITT ARTS CENTRE



# Conference Pack

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# Conference Pack

The newly refurbished Hazlitt Arts Centre is just the place for a conference with a difference. Located in the centre of Maidstone, it boasts easy access from junction 6 of the M20 and is within easy walking distance from both Maidstone East and West train stations. The exciting atmosphere within the theatre environment will set it apart from your usual conference venues.

We can offer you a choice of 4 venues with capacity ranging from 353 in theatre style seating to a more intimate 20. Three of our venues can be laid out in a variety of styles to suit your needs including cabaret, boardroom, classroom, theatre, dance style or just standing. This makes the Hazlitt Arts Centre ideal for conferences, exhibitions, family celebrations, networking functions, team building, as a training venue, for sales meetings or as rehearsal space.

We have experienced staff at your disposal to provide all the advice and guidance you might need and we can provide in-house technicians and stewards. We also have a variety of equipment available to you including data projectors, laptops, microphones, radio microphones, tables, chairs, CD player, music stands and 2 grand pianos. We can provide you with a photocopying service, telephone and fax and all our venues have power points enabling you to set out your event as you want it.

Our versatile and flexible venue also has two licensed bars and we can organise a range of catering for you from morning or afternoon tea to sandwich lunches and buffets. We also have break-out areas available if you need extra space or just a separate area in which to set out refreshments.

We are fully wheelchair accessible and guide dogs are most welcome. The Hazlitt Theatre and Exchange Studio both have an infra red sound enhancement system for the hard of hearing which can be used with or without a hearing aid.



# Venues



## Room specification at a glance...

Our four different sized venues can be laid out in a variety of styles to suit your needs. Have a glance at the information provided below to get an idea of which room might suit your event best, then look through the detailed photos and seating plan arrangement provided in the individual section for each venue.

## Room Capacity:

Room	Size (m)	Theatre style	Cabaret style	Dance style	Boardroom style	Classroom style	Standing only	Colour scheme
Hazlitt Theatre	16.2 x 12.4	353	n/a	n/a	n/a	n/a	n/a	Red
Exchange Studio	14.5 x 12.5	110	148	80	40	48	190	Blue & gold
The Fourth Wall	12.5 x 10	84	25	20	40	30	75	Blue & gold
Maidstone Room	12.2 x 6.5	63	44	20	24	24	80	Red & blue

### Supplied free of charge:

Tables, chairs, electrical extension leads, microphones (up to 3), CD player, projection screen, music stands (up to 10).

### Supplied at extra cost:

Data projectors, laptops, radio microphones, table cloths, grand piano, refreshments and catering, photocopying, extra staff.

## Room pricing:

	Hazlitt Theatre	Exchange Studio	Fourth Wall
Mon – Thurs per 8 hr day	£520 (additional hours £30)	£210 (additional hours £30)	£62 (additional hours £20)
Fri – Sun per 8 hr day	£655 (additional hours £30)	£310 (additional hours £30)	£82 (additional hours £20)
Weekly rate – up to 40 hrs	£2150 (additional hours £30)	£1250 (additional hours £30)	£260 (additional hours £20)
<b>Maidstone Room</b> (hired by the hour):	Mon – Fri	8am – 5pm	£35 per hour
		5pm – 11pm	£35 per hour
	Sat – Sun	8am – 5pm	£35 per hour
		5pm – 11pm	£42 per hour



# The Exchange Studio

is a flexible room where we can adapt the seating to your individual needs. We offer traditional tiered seating for up to 110 delegates or cabaret for 130 plus all other styles in between. The Studio also boasts easy access to the Fourth Wall, our second studio, which can be used as a break out area or syndicate room. There are full sound and lighting facilities available and both rooms boast beautiful décor, high ceilings and natural light. Both rooms also feature a wooden fully sprung dance floor.

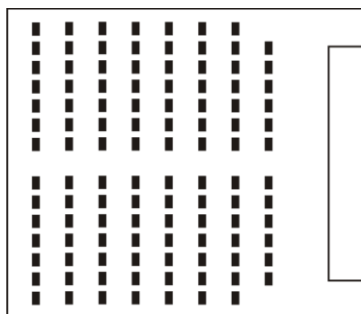


The Exchange Studio.

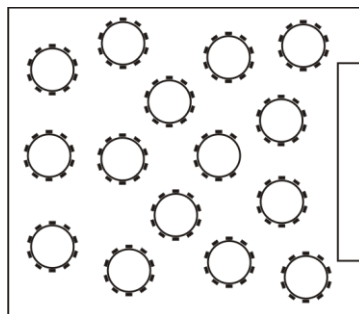


The Exchange Studio, networking event.

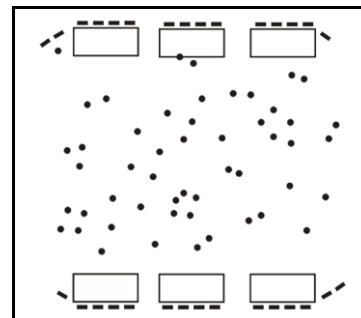
## Seating arrangements



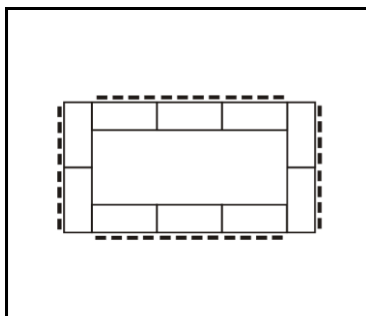
Theatre style (110 max)



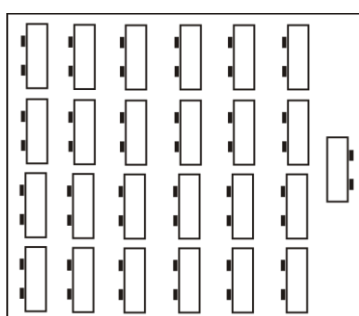
Cabaret style (148 max)



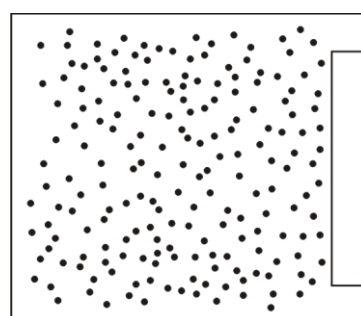
Dance style (80 max)



Boardroom style (40 max)



Classroom style (30 max)



Standing only (190)

[Room size: 14.5 x 12.5m](#)

### Pricing:

Mon – Thurs

Fri – Sun

Weekly rate

per 8 hour day

per 8 hour day

up to 40 hours

£210 (additional hours £30 per hour)

£310 (additional hours £30 per hour)

£1250 (additional hours £30 per hour)

# The Fourth Wall

is another flexible space which leads off the Exchange Studio. It is excellent used as a more relaxed meeting space in addition to the Studio but can also be hired as a separate venue in it's own right that can be used for small performances, medium-sized meetings or a large rehearsal space. It has a wooden fully sprung dance floor, easy access to break-out areas, high ceilings and natural light and has full sound and lighting facilities available.

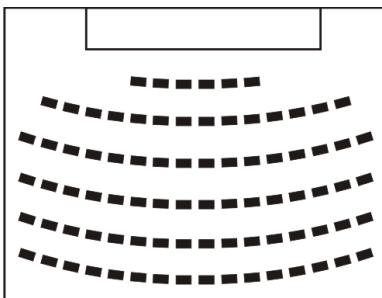


Fourth Wall, Theatre style layout

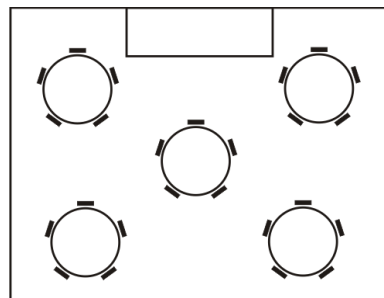


Break-out area

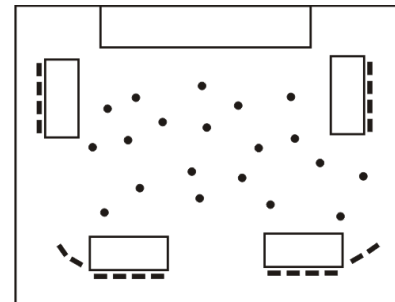
## Seating arrangements



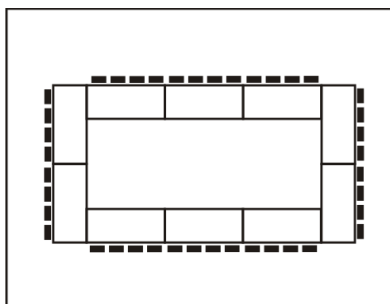
Theatre style (84 max)



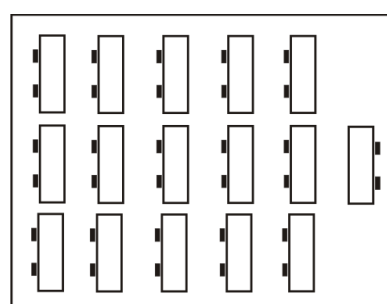
Cabaret style (25 max)



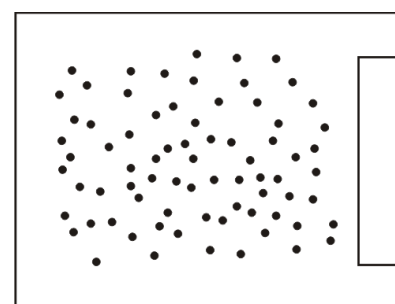
Dance style (20 max)



Boardroom style (40 max)



Classroom style (30 max)



Standing only (75 max)

[Room size: 12.5 x 10m](#)

### Pricing:

Mon – Thurs

per 8 hour day

£62 (additional hours £20)

Fri – Sun

per 8 hour day

£82 (additional hours £20)

Weekly rate

up to 40 hours

£260 (additional hours £20)

# The Maidstone Room

is an ideal venue for smaller parties and suits either presentations, large meetings or training sessions. Seating can be arranged to your needs. The venue also has a small stage so it can accommodate cabaret or jazz concerts, recitals, poetry readings and seminars.

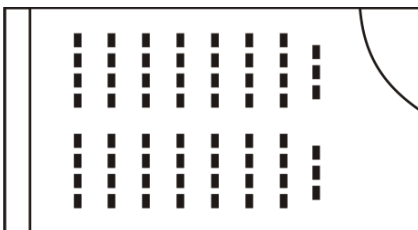


Maidstone Room, meeting style.

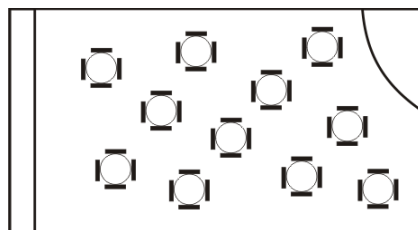


Maidstone Room, cabaret style.

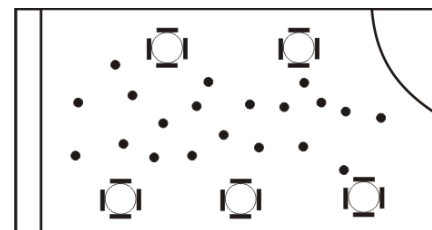
## Seating arrangements



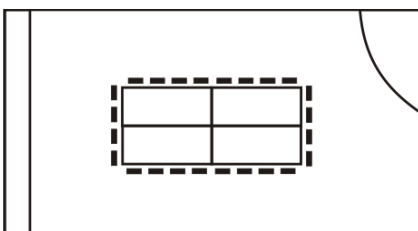
Theatre style (max 63)



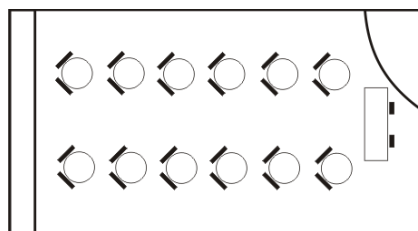
Cabaret style (max 44)



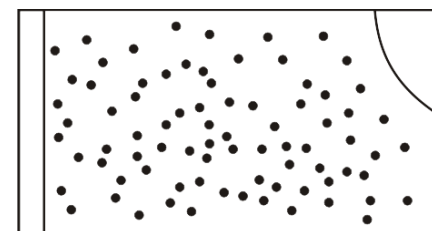
Dance style (max 20)



Boardroom style (max 24)



Classroom style (max 24)



Standing only (max 80)

Room size: 12.2 x 6.5m

### Pricing:

Mon – Fri (per hour)	8am – 5pm	£35 per hour
	5pm – 11pm	£35 per hour
Sat – Sun (per hour)	8am – 5pm	£35 per hour
	5pm – 11pm	£42 per hour

# Catering

Should you require catering for your event, we can organise this for you with our excellent partner Bite Me Catering Services. From a simple sandwich lunch to an exciting party buffet Bite Me can help you create a tailor made package or you can choose from a number of popular ready made menus. Bite Me has an impressive and well established client base and is accustomed to all aspects of corporate hospitality. With an emphasis on individuality and flexibility they strive to provide an unforgettable service no matter what occasion they are catering for.

## **Bite Me Catering Services**

Princes Park  
Grassbanks, Dartford,  
Kent DA1 1RT  
Tel: 01322 2999991  
Mobile: 07710 787988  
Email: [info@princespark.net](mailto:info@princespark.net)  
[www.biteme-catering.co.uk](http://www.biteme-catering.co.uk)



Bite Me Catering Services can provide hot or cold party buffets, finger buffets, canapés, morning or afternoon tea or a light sandwich lunch, the choice is yours. A full range of sample menus can be viewed on their website [www.biteme-catering.co.uk](http://www.biteme-catering.co.uk).

## **Example party menu**

(£6.50 per person)

### **6 selections from the following:**

- Bbq chicken wings
- Spicy chicken wings
- Spinach & feta cheese goujons (v)
- Cheese & cranberry bites (v)
- Pizza puffs (x2) (v)
- Cheese & chilli pepper nuggets (v)
- Cheddar puffs (x2) (v)
- Savoury vegetable rolls (v)
- Cheese & bacon breaded goujons
- Cocktail sausage rolls (x2)
- Mini savoury egg
- Vegetable salsa sticks (v)
- Assorted mini quiches
- Traditional pork pie with Branston pickle
- Cocktail sausages (x2)
- Tortilla chips & crudités with salsa dip (v)

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Chocolate or plain doughnut rings & choc & hazelnut dip (x2)

- Traditional fruit basket
  - Sugared jam doughnut
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### **2 x bridge rolls per person with a selection of fillings:**

- Tuna & light mayo
- Smoked shaved ham & mustard
- Egg mayonnaise & cress
- Shaved turkey breast with cranberry sauce
- Mixed cheese & onion



# Facilities costs

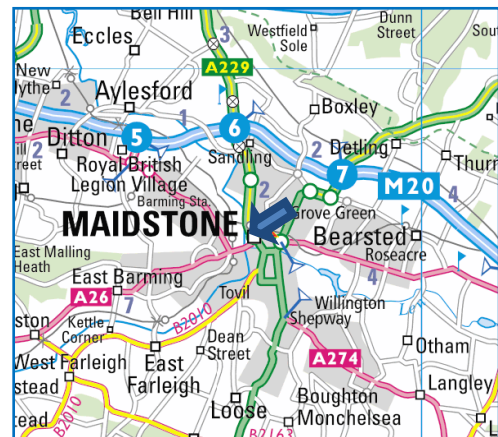
We have a wide range of facilities available for hire to improve the success of your event/ meeting. Some of these are detailed below but please call our Production & Operations Manager Eric Lund on 01622 602179 for details of other facilities not listed below. All prices are quoted at our daily rate and do not include VAT. A weekly rate is also available for a substantial discount. Bookings of 3 days or more should ask about the weekly rate.

<b>Item</b>	<b>Cost</b>
Radio microphones	£40
Lead microphones (up to 3)	Free of charge
Lead microphones (from 4+)	£7.50
CD player (first)	Free of charge
CD player (from second)	£10
Mini Disk player	£10
Cassette deck	£10
Projection screen	Free of charge
Data projector	£80
Extension leads	Free of charge
Trestle tables (up to 10)	Free of charge
Trestle tables (from 10+)	£8
Harlequin dance floor	£30
Use of grand piano (inc. tuning)	£65
Lit music stands (up to 10)	Free of charge
Lit music stands (from 10+)	£10
Coffee, tea & biscuits	£1.50 per person per half day
Stewards	£10 per hour
Reception staff (outside 10-6)	£12.50 per hour
Technicians	£15 per hour
Security staff	Price on application
Photocopying	5p per copy (A4), 8p (A3)

# How to find us



Hazlitt Arts Centre  
Earl Street  
Maidstone  
ME14 1PL  
[www.hazlittartscentre.co.uk](http://www.hazlittartscentre.co.uk)



The Hazlitt Arts Centre is located in the centre of Maidstone, easily accessible from junction 6 of the M20. We are within walking distance of both Maidstone East and West train stations. Our main daytime reception (and box office) is located in Rose Yard, down the side of the Hazlitt Arts Centre.

## Access Guide:

All our venues are wheelchair accessible and we also have our own wheelchair available for people who need assistance. Guide dogs are most welcome. There are parking bays for people with disabilities sited adjacent to the venue. The Hazlitt Theatre and Exchange Studio both have an infra red sound enhancement system for use with or without a hearing aid. We also have lift access to all of our venues located in Rose Yard.

## Parking:

Ample parking is available at the Fremlin Walk Shopping Centre under store parking area. This is well signposted off Fairmeadow (A229) and just a couple of minutes walk from the Hazlitt Arts Centre. For information on other nearby Council car-parks please visit [www.digitalmaidstone.co.uk](http://www.digitalmaidstone.co.uk) (or follow the link [http://www.digitalmaidstone.co.uk/community/transport\\_amp\\_parking/parking\\_services/parking\\_in\\_maidstone.aspx](http://www.digitalmaidstone.co.uk/community/transport_amp_parking/parking_services/parking_in_maidstone.aspx)).

## Contact us:

Theatre & Events Manager (to hire a venue): Mandy Hare 01622 602178  
Production & Operations Manager (for technical enquiries): Eric Lund 01622 602179  
Business Manager (for admin/business enquiries) Rebecca Jennings: 01622 753922  
Box Office (for ticket sales and general enquiries): 01622 758611  
Fax: 01622 750530  
Website: [www.hazlittartscentre.co.uk](http://www.hazlittartscentre.co.uk)

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# Venue Booking Enquiry Form



Please fax this completed page to 01622 750530 or email your enquiry including the below details to [mandyhare@maidstone.gov.uk](mailto:mandyhare@maidstone.gov.uk). For booking a venue by telephone please contact Mandy Hare (Theatre & Events Manager) on 01622 602178.

Preferred venue:

Preferred room layout:

Date & time:

Number of attendees:

Catering required (yes/no and details):

Your contact details:

Name:

Company:

Address:

Telephone:

Email:

Any other requirements/ comments:

How did you find out about us?

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