



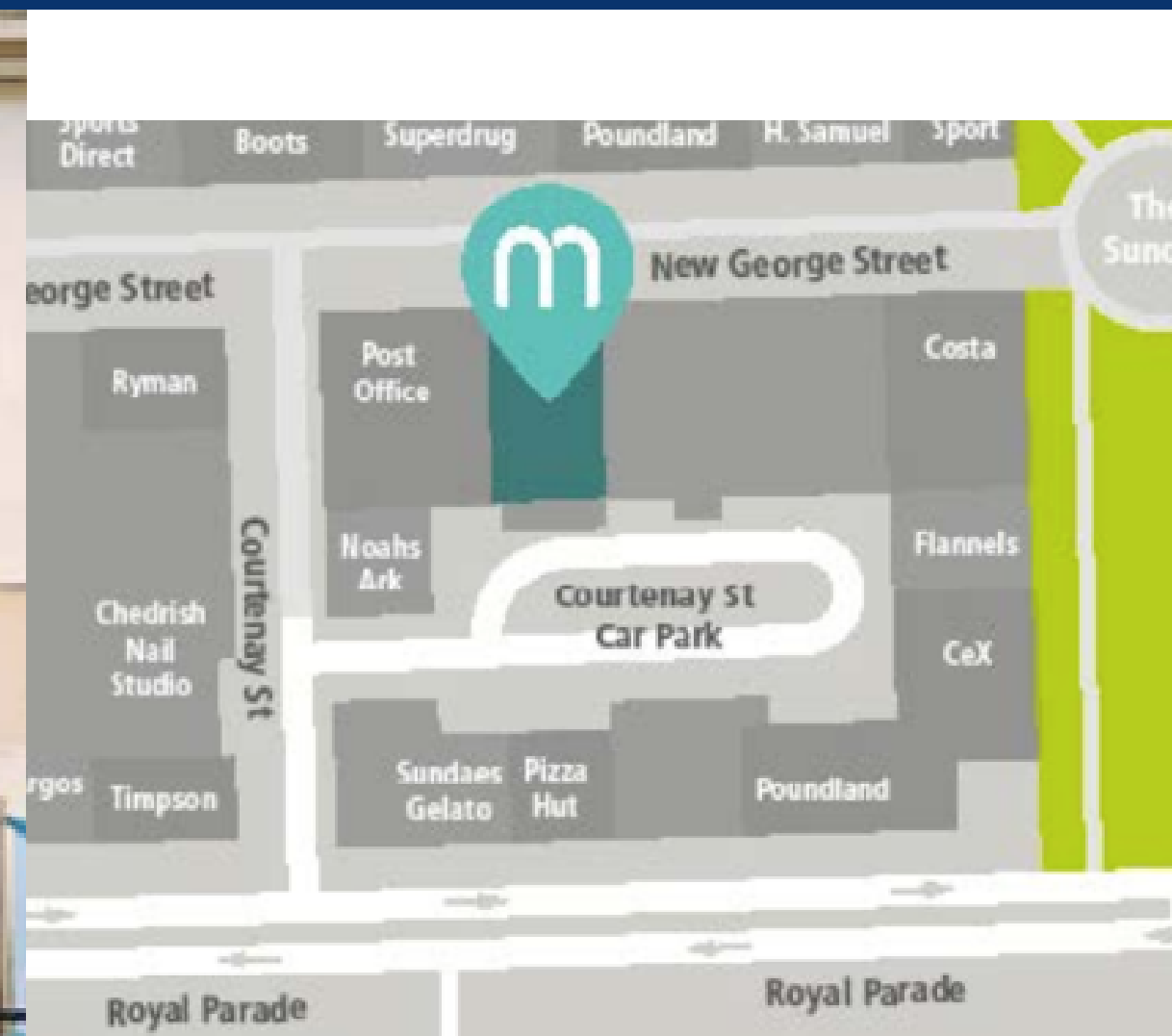
## ROOM HIRE WITH A SOCIAL CONSCIENCE

Moments Café is the perfect central location to host an event. We offer a great learning space and a comfortable meeting venue in the City Centre with great food and facilities, with parking nearby.

The conference and meeting rooms can be found on the first floor of the building in our Memory Matters Hub and can be accessed by stairs or a lift.

During your stay you will be supported by our Admin & Hub Leader who can ensure you have everything you need.

By choosing Moments Café, you are helping to support local people in the community who are affected by dementia.



# OUR SPACES



## Jennings Kitwood Suite

Our largest room available for hire with oceans of natural light and high ceilings. This room is suitable for larger conferences, workshops or fitness classes.



Fits up to 40 people maximum.

## Arthur Read Room

The Arthur Read room also benefits from natural daylight. It is suitable for smaller conferences and activities. This room offers wheelchair access and is located near to the lift.



Fits up to 30 people maximum.

“Brilliant training in a light and comfortable venue. We would love to have more training here.” – Client Feedback

# OUR PRICES

For room bookings outside of our normal hours, we always charge an extra £22 plus VAT per hour to cover staffing.



## Jennings Kitwood Suite

**Full Day Rate: £240 + VAT**

**Hourly Rate: £32 + VAT**

These prices include tea, coffee, biscuits, and free host parking for 1 car. This also includes free promotion of your organisation across our social media platforms, should you require it.

Any booking after 5pm will incur an extra charge of £22 per hour

Prices effective from

1st of March

## Arthur Read Room

**Full Day Rate: £240 + VAT**

**Hourly Rate: £32 + VAT**

These prices include tea, coffee, biscuits, and free host parking for 1 car. This also includes free promotion of your organisation across our social media platforms, should you require it.

Any booking after 5pm will incur an extra charge of £22 per hour

We work hard as an organisation to be inclusive and we want to support as many people as possible. If you have any enquiries, please don't hesitate to get in touch.

# OUR SPACES



## Emmett Bickford

The smaller of our three rooms and is perfect for small group meetings, one to ones and interviews.



Fits up to 10 people maximum.

## Cafe

For larger events or if for those looking to book a section of our cafe, this would be a great option for you to choose!



Fits up to 100 people maximum.

“Brilliant training in a light and comfortable venue. We would love to have more training here.” – Client Feedback

# OUR PRICES

For room bookings outside of our normal hours, we always charge an extra £22 plus VAT per hour to cover staffing.



## Emmett Bickford Room

**Full Day Rate: £120 + VAT**

**Hourly Rate: £20 + VAT**

These prices include water. This also includes free promotion of your organisation across our social media platforms, should you require it.

Any booking after 5pm will incur an extra charge of £22 per hour

## Cafe or Section of Cafe

**No Full Day Rate**

**Hourly Rate: £125 + VAT**

These prices include tea, coffee, biscuits, and free host parking for 1 car. This also includes free promotion of your organisation across our social media platforms, should you require it.

We work hard as an organisation to be inclusive and we want to support as many people as possible. If you have any enquiries, please don't hesitate to get in touch.

# ROOM CONFIGURATIONS



Whatever the occasion, our team will always make sure your room is set up and ready for you when you arrive. Our space is very versatile and we are more than happy to accommodate your individual needs.

## Dimensions

**Jennings  
Kitwood Suite**

W: 25ft  
L: 23.5ft

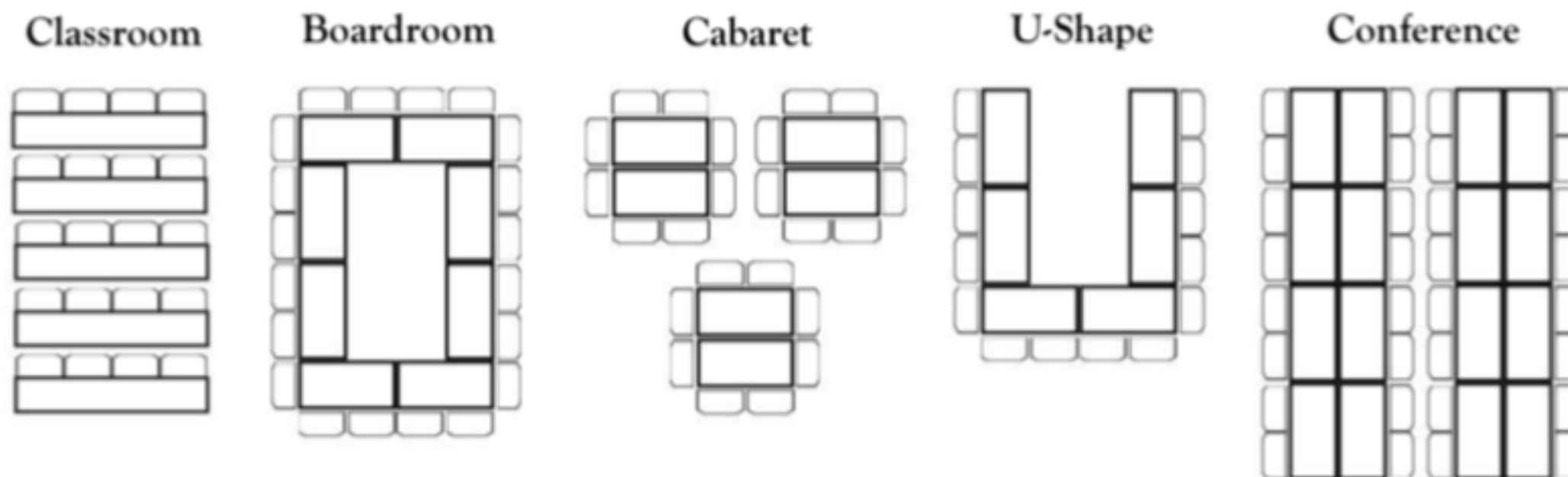
**Arthur Read  
Room**

W: 19.5ft  
L: 31.5ft

**Emmett  
Bickford Room**

W: 16ft  
L: 11ft

These layouts are for the Jennings Kitwood Suite and Arthur Read Room only.



# CATERING



Buffet lunches are available, or alternatively, we welcome delegates to eat in our Café downstairs. Please let us know of any dietary requirements when booking.

## Breakfast Options:

Bacon or sausage bap or a mix of both

Plus a mix of Crossaints and  
Pain au Chocolats

£5.50 PER HEAD

## Cream Teas

Plain or Fruit Scones  
Served with Strawberry jam and  
clotted cream

£4.00 PER HEAD

## Full Buffet

Choose five, seven or nine options  
Sandwiches ( choose 3 options)(vg)(gf)  
Mixed Salad (vg)(gf)  
Greek Salad (gf)  
Crisps ( choose 2 options)  
Hummus Dip with Carrot and Pepper Batons (gf)(vg)  
Tzatziki Dip with Carrot and Pepper Batons (gf)(vg)  
Homemade vegetable Pasta Salad (vg)  
Loaded Potato Skins - Cheese and Mushroom (gf)(vg)  
Loaded Potato Skins - Cheese and Bacon (gf)  
Sausages Rolls  
Cheese and Onion Sausages Rolls  
Vol-au Vents - eggs mayo, prawn marie rose, mushroom  
Pizza - Cheese and Tomato  
Scones  
Vegan Brownie Bites (vg)  
Gluten free Flapjack (gf)  
Fruit - melon and grapes (gf)(vg)

Per Head for 5 £7.50  
Per Head for 7 £10.50  
Per Head for 9 £13.50

## Light Lunch:

Sandwiches( 2 options)  
Crisps(choose 2 options)  
Fruit-Melon  
Vegan Brownie Bites

£6.50 PER HEAD

## Cakes

Vegan Brownies  
Carrot Cake  
Lemon Drizzle  
Gluten Free Flapjack  
Coffee Cake  
Caramel Cake

£4.00 PER HEAD

## Sandwich options

Bread Options:  
Wholemeal Bread or White Bread / Half Wholemeal and  
Half White/ Gluten Free  
Fillings: (gf\*)  
Ham  
Ham and Tomato  
Ham and Cheese  
Ham and Coleslaw  
Chicken Mayo  
Tuna Mayo  
Egg Mayo (v)  
Cheese (v) (vg\*)  
Cheese and Onion (v) (vg\*)  
Cheese and Tomato (v) (vg\*)  
Cheese and Coleslaw (v)  
Vegan "Cream Cheese" and Quorn "Ham" Slices (v) (vg)

gf\* - gluten-free options available  
v - vegetarian  
vg - vegan  
vg\* - vegan options available