Conferencing @ the Beacon International Centre

About us

Open six days a week, the Beacon International Centre offers high quality conference facilities for training, meetings and workshops.

The Centre first opened its doors in July 2006 when it was primarily operating as a Bistro with adjacent open plan meeting space. In November 2009, we acquired a further 3 units, which enabled us to provide much improved, flexible and confidential conferencing facilities.

The Centre is now a first choice venue with many different groups both from within the Stafford area and further afield. Our proximity to the M6 makes us a useful prime location for events involving delegates from around the Midlands region.

The Beacon International Centre is a not-for-profit organisation. We aim to cover our overheads and staffing costs, and anything in excess of that will be given away. The International part of our name is no accident. Our motto is ***'Globally Connected, Locally Committed'***. We currently financially support two overseas projects: the Smile Home for Orphans in Kathmandu, Nepal, and Anusaran, a school for deprived children from the slums of Delhi. Closer to home, we also support House of Bread, a soup kitchen for the homeless in Stafford which operates from St Mary's Mews, and other local causes.

Location

The Centre is readily accessible by road (J14 M6 motorway 10 minutes) and rail, being within easy reach of Stafford mainline railway station, which is on the Inter City rail network. The number 5 bus leaves the town centre (Sainsburys) every half hour for the Tech Park. Number 74 & 75 buses leave Stafford Railway Station every half hour to the university, which adjoins the Tech Park.

Catering

The Centre has its own conservatory-style bistro and coffee bar, where delegates can relax between sessions. The bistro is open between 9.00 am and 2.00 pm for breakfasts, coffee and a light lunch special, together with sandwiches, paninis, jacket potatoes and salads.

We also offer a quality buffet menu for delegates and, of course, tea, coffee and other refreshments are available.

Friendly Bookings Service
For a better appreciation of the facilities and services that we have to offer, we invite you to visit the Centre and discuss your individual needs with us.

For more information or to book your conference, please contact the Conference Co-ordinator at BICconferencing@gmail.com, or telephone the office 01785 212504, between 9.00 am and 12 noon Mon-Fri.

If you are looking for the right venue with first class facilities, catering for individual requirements, then look no further. At the Beacon International Centre you are guaranteed quality service and a warm welcome.

MEETING ROOMS

Beacon Room

This is our largest conference room. The open-plan meeting area will accommodate up to 150 people, and can be set out with theatre seating or cabaret style as required. The room is equipped with the latest audio visual equipment to help your event run smoothly. During breaks delegates can relax over a cup of quality tea or coffee in the adjacent coffee bar. Due to this room housing the Bistro, privacy cannot be provided until after 2.00 pm, Monday to Friday.

Tower Room

This room will comfortably seat up to 100 delegates in theatre seating style. The room can also be set out in horseshoe or carabet style as required. The room includes an LCD screen to plug your laptop into.

Rooms 1,2 & 4

These smaller rooms are suitable for a variety of uses. They will each accommodate up to 12 people and are ideal for informal meetings and training sessions for small groups, or for use as breakout rooms when hired together with Beacon or Tower Rooms

Room 3

As above but accommodating up to 15 people.

HIRE CHARGES [from 1 Jan 2011]

[Prices quoted are for each <u>four hour session</u> hired]

ROOM RATES			**£**
Beacon Room	Weekdays & Evenings	Up to 50 people	80.00 [for 4 hrs]
	Saturdays	Up to 50 people	105.00 ["]
Tower Room	Weekdays & Evenings	Up to 20 people	55.00 [for 4 hrs]
		20 – 50-people	80.00 ["]
	Saturdays	Up to 20 people	85.00 [for 4 hrs]
		20 – 50 people	105.00 ["]
Rooms 1,2 & 4*	Weekdays & Evenings		45.00 [for 4 hrs]
	Saturdays		60.00 ["]
Room 3*	Weekdays & Evenings		50.00 [for 4 hrs]
	Saturdays		65.00 ["]

*When hired together with Beacon or Tower rooms, the charge for these rooms will be £30.00 each per 4 hour session.

For large events of 50+ people, a £25 surcharge will be applied for each additional group of 50 people. Please contact us for a quotation.

INDIVIDUAL DELEGATE RATE

£25 per person per day Mon-Fri

We also offer an individual Delegate Rate. This is for a minimum of 10 delegates and includes the following:

- Hire of Beacon or Tower Rooms + all facilities for 8 hour session
- Tea or Coffee x 2 per person
- Buffet Lunch (Basic Finger Buffet)
- Delegate Welcome Pack

All charges are exclusive of VAT @ 20% *[from 1 Jan 2011]*

Beacon International Centre, 19 – 26 Anson Court, Staffordshire Technology Park, Beaconside, Stafford, ST18 0GB
Registered Charity No 1116868
Globally Connected, Locally Committed
www.beaconinternationalcentre.org

Buffet & Refreshment Charges (per head)

Buffet Lunch	£5.00*
Tea & Coffee	£1.00
Tea/Coffee & Biscuits	£1.20

* This cost is for our basic finger buffet menu. Please contact us to discuss individual buffet requirements.

For smaller groups set lunches are available or delegates can dine in the adjoining Bistro and choose from our menu of snacks and light lunches.

HOUSEKEEPING

Fire Exits

- Each individual room has its own exit. Rooms at the front of the building lead directly to the car park. Those at the rear lead onto a footpath, which takes you to the car park.

- All rooms are situated on the ground floor. Toilets, including a disabled toilet, are sited in the main entrance foyer. There are two additional general use toilets, with disabled facilities, in the Tower Suite.

Additional Services

- Parking: There are spaces for 20 cars on the car park outside the Centre. A further 20 spaces are available for our use at Wolseley Court (turn right on leaving our car park and Wolseley Court is on the right, a 3 minute walk away)

- A range of equipment is available such as flipcharts, overhead projector (Beacon Room), LCD monitor (Beacon & Tower Rooms). Please let us know your requirements ahead of time.

- Internet access is available in the Tower Room & Room 3.

- The Beacon International Centre cannot accept responsibility for any loss or damage to personal belongings.