

## Rooms to Hire - Descriptions

We offer a range of meeting/training/conference rooms that will meet the requirements of most venue organisers.

Our rooms can accommodate from 2 – 100 people in a wide range of layouts.

To book a room or discuss your requirements, please call us on the number shown below. We will be able to offer advice, discuss your specific needs and confirm availability.

Call on 0121 569 7040 / fax on 0121 569 7041

Or email Deanna Jackson at

[deanna.jackson@theorchard.sandwell.sch.uk](mailto:deanna.jackson@theorchard.sandwell.sch.uk)

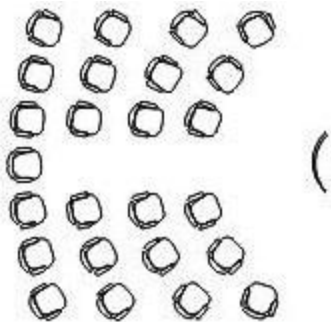
### **The Meeting Room – (Board Room)**

The meeting room can accommodate up to 15 seated around a boardroom table. It can also be used as a breakout or syndicate room.

### **The Conference Room**

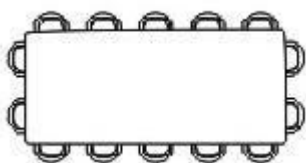
The conference room is a versatile space and can be arranged in a number of layouts seating a maximum of 40 people. See diagrams below:

#### **Theatre style**



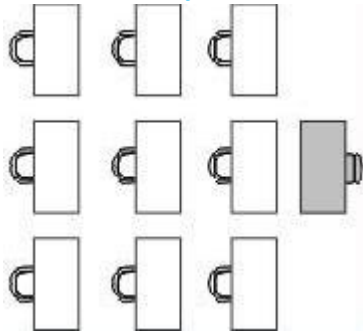
Often the preferred style for more informal seminars, lectures and conferences.

#### **Boardroom Style**



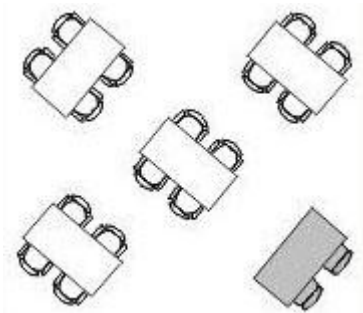
Ideal for formal meetings and discussion groups

### Examination Style



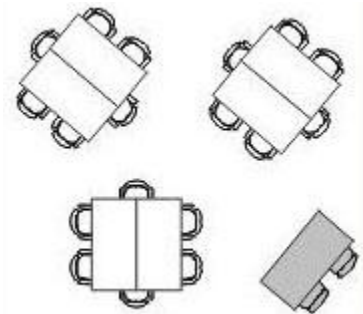
As the name suggests, used mainly for examinations. This style is also often preferred for training events where more desk space is required

### Workgroups (4)



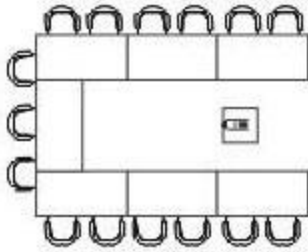
An informal layout ideal for small focus groups or for facilitated training events which require delegates to complete a number of tasks in smaller groups or teams.

### Workgroups (6)



An informal layout ideal for larger focus groups or for facilitated training events which require delegates to complete a number of tasks in larger groups or teams.

### Horseshoe Style



The perfect layout if the meeting or training session includes frequent reference to projected images - e.g. PowerPoint slide presentations or computer training.

**Access:** All public areas of the Orchard School are fully accessible.

**Catering:** Catering can be organised on your behalf – a range of superb catering and refreshment options to suit your needs.

The Orchard School operates a strict NO SMOKING policy in all areas.

**Car parking** facilities are available.

**Final numbers & requirements:** Notification of exact numbers and specific requirements must be provided in writing as early as possible and no later than 7 days prior to the start of the event.

**Cancellation:** Notification of any cancellation must be given by the hirer, in advance, to the school at least 24 hours prior to the event.

**Confirmation of the booking** must include:

Date(s) of the booking

Estimated number of delegates and facilitator(s)

Preferred room layout

Refreshments and lunch requirements

Equipment requirements

Any additional requests

Invoice Address

