

# Meeting Rooms

## Allia Future Business Centres in Cambridge



Cambridge, King's Hedges



Cambridge, Guildhall



By booking your conference or meeting with Allia, you help us to support impact ventures across Cambridge

# Cambridge Campus

## Large Meeting Room



Max attendees 14

## Meeting Room 1



Max attendees 10

## Meeting Room 2



Max attendees 8

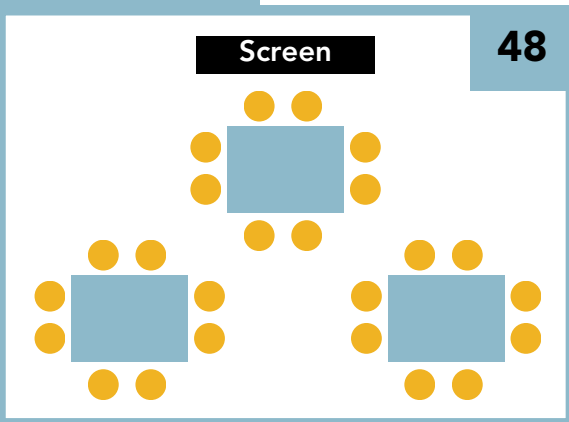
## Conference Space



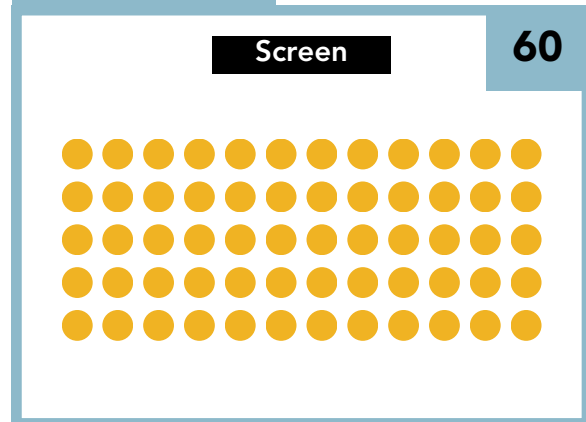
Max attendees 60

How would you like your seating layout?

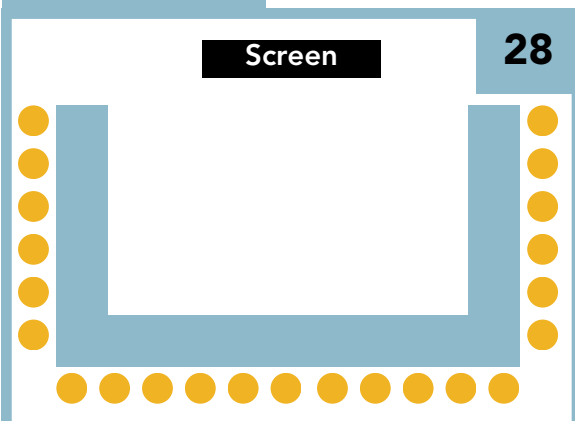
### Cabaret



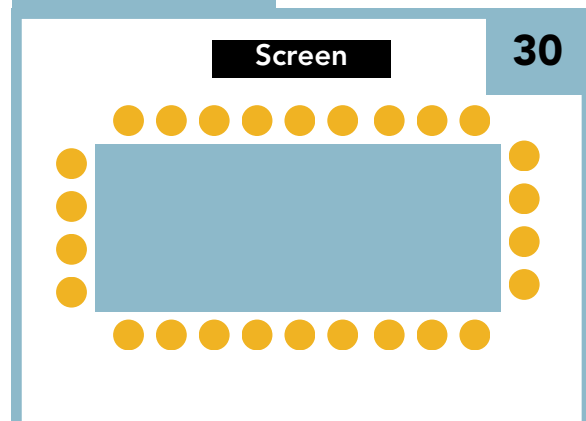
### Theatre



### U Shape



### Board





## Meeting Room Hire Price

<b>Meeting Room S25</b> 15 Delegates	Per Hour £35	Half Day £130	Full Day £220
<b>Meeting Room 1</b> 10 Delegates	Per Hour £30	Half Day £115	Full Day £180
<b>Meeting Room 2</b> 8 Delegates	Per Hour £30	Half Day £95	Full Day £145

## Conference Room Hire Price

<b>10-15 Delegates</b>	Per Hour £50	Half Day £160	Full Day £290
<b>16-30 Delegates</b>	Per Hour £60	Half Day £190	Full Day £370
<b>31-60 Delegates</b>	Per Hour £75	Half Day £260	Full Day £495

## Conference Room Layout & Capacity

Boardroom 30	U-shape 28	Cabaret 48	Theatre 60
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## Additional Equipment

Video Conferencing Meeting Owl (meeting rooms only) £10	Pads & Pens	Flip-chart
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For bookings outside of opening hours (9am - 5pm), we charge a minimum of £175 with an additional 'Out of Hours' charge of £20 per hour with a minimum charge of £50 + VAT. Prices exclude VAT for both location's meeting rooms and catering services.



## Mum's Cafe Menu:

### Breakfast:

<b>Continental Breakfast</b>	£6.50 per delegate
<b>Bacon or Sausage or Egg roll</b>	£4.50 per delegate

### Lunch:

<b>Sandwich Platter</b>	£5.50 per delegate
<b>Baguette Platter</b>	£5.50 per delegate
<b>Tortilla Platter</b>	£5.50 per delegate
<b>Mixed Platter</b>	£6.50 per delegate
<b>Light Buffet</b>	£7.95 per delegate

**Dinner:** Evening catering available, please ask for more details.

### Dessert:

<b>Sweet Platter</b>	£3.50 per delegate
<b>Fruit Platter</b>	£3.80 per delegate
<b>Biscuits</b>	£1.20 per delegate

### Refreshments:

<b>Hot refreshments</b>	1 serving £2.50	2 serving £4.50	3 servings £5.50
<b>Cold refreshments</b>	Orange Juice £4.50 per jug	Apple Juice £4.50 per jug	Sparkling water £3.00 per bottle

## Meeting Room 1



Max attendees 12

## Meeting Room 2



Max attendees 8

## Meeting Room 3



Max attendees 8

# Cambridge Guildhall

## Meeting Room 4



Max attendees 3

## Historic Courtroom



Max attendees 60

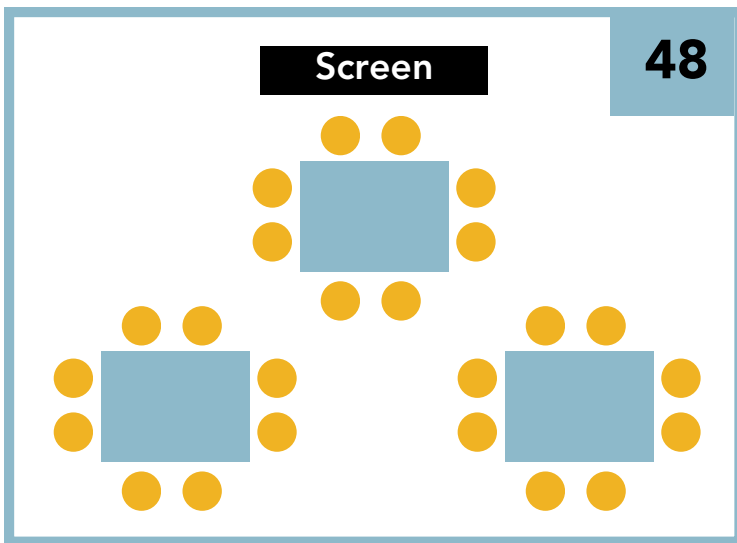
## Exhibition Space



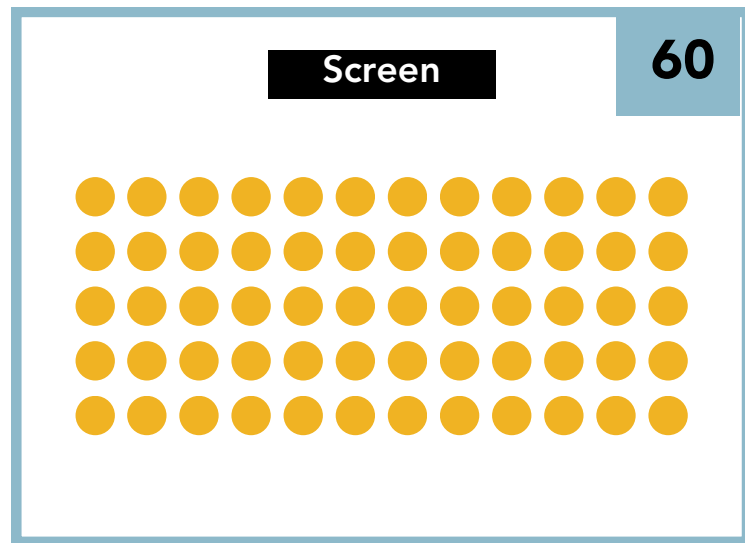
Max attendees 60

How would you like your seating layout?

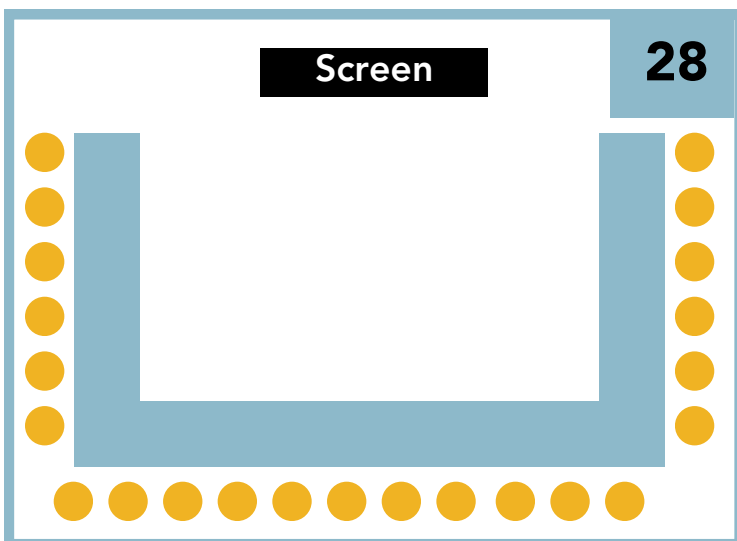
## Cabaret



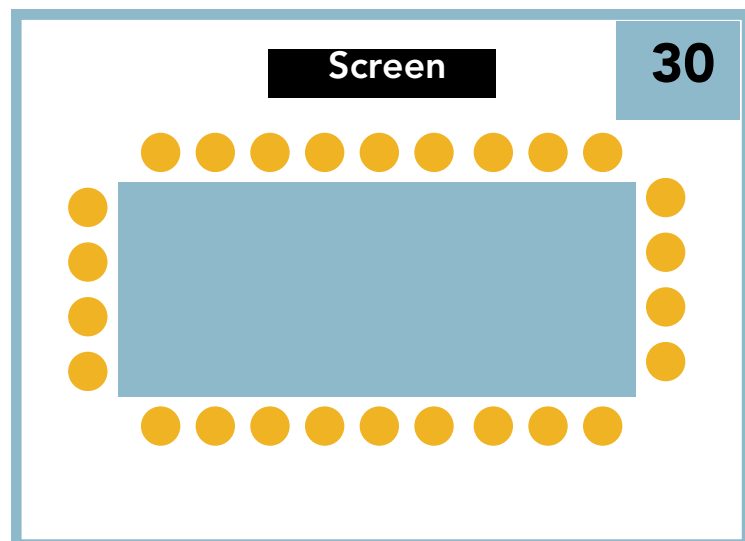
## Theatre



## U Shape



## Board







## Meeting Room Hire Price

<b>Meeting Room 1</b> 12 Delegates	Per Hour £35	Half Day £100	Full Day £160
<b>Meeting Room 2</b> 8 Delegates	Per Hour £35	Half Day £100	Full Day £160
<b>Meeting Room 3</b> 8 Delegates	Per Hour £35	Half Day £100	Full Day £160
<b>Meeting Room 4</b> 3 Delegates	Per Hour £24	Half Day £80	Full Day £125

## Additional Equipment

Wi-fi, TV Screen and whiteboards are included in the room hire cost for Meeting Room 1, Meeting Room 2 and Meeting Room 3.

Video Conferencing Smart Camera & Microphone	Pads & Pens	Flip-chart
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## Historic Courtroom & Exhibition Space

<b>10-15 Delegates</b>	Per Hour £50	Half Day £160	Full Day £290
<b>16-30 Delegates</b>	Per Hour £60	Half Day £190	Full Day £370
<b>31-60 Delegates</b>	Per Hour £75	Half Day £260	Full Day £495

For bookings outside of opening hours (9am - 5pm), we charge a minimum of £175 with an additional 'Out of Hours' charge of £20 per hour with a minimum charge of £50 + VAT. Prices exclude VAT for both location's meeting rooms and catering services.

## Orlene's Kitchen Menu:

### Breakfast:

<b>Bacon or Sausage or Egg roll</b>	£4.00 per delegate
<b>Continental Breakfast</b>	£6.00 per delegate
<b>Oat Porridge</b>	£3.00 per delegate
<b>Yogurt &amp; Granola with Fruit Compote</b>	£3.50 per delegate

### Lunch:

<b>BBQ Chicken Wings &amp; Slaw</b>	£6.00 per delegate
<b>Toasties</b>	£4.50 per delegate
<b>Jamaican Patties</b>	£4.00 per delegate
<b>Sandwich Platter</b>	£5.50 per delegate
<b>Mac n Cheese</b>	£4.00 per delegate
<b>Onion Chutney Sausage Roll</b>	£3.50 per delegate

**Dinner:** Evening catering available, please ask for more details.

### Dessert:

<b>Dessert selection</b>	£3.75 per delegate
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### Refreshments:

<b>Hot refreshments</b>	1 serving £3.50	2 serving £5.50	3 servings £6.50
<b>Cold refreshments</b>	Orange Juice £5.50 per jug	Apple Juice £5.50 per jug	Sparkling water £3.00 per bottle

Whether you're hosting a workshop, team catch-up or interview, our meeting rooms are an ideal space to accommodate your needs. Prices start from **£30 + VAT**

### **Cambridge Campus**

- State-of-the-art AV
- Onsite parking
- Reception team
- A variety of catering options available
- For events with up to 60 people
- Bookings can be made by the hour with out-of-hours hire also available.

### **Cambridge Guildhall**

- Highly central location
- Accessible transport links
- A variety of catering options available
- Reception team
- For events with up to 60 people
- Bookings can be made by the hour with out-of-hours hire also available.

**For more information on how to hire one of our spaces please contact our centre reception team today.**

reception@futurebusinesscentre.co.uk - Cambridge Campus  
guildhall@futurebusinesscentre.co.uk - Guildhall

## THE CONTRACT

1. Your contract is with us, Allia Ltd, registered under the Co-operative and Community Benefit Societies Act 2014 (No. 28861R) and recognised by HMRC as a charity (XR29468) with a registered address of Allia Future Business Centre, Kings Hedges Road, Cambridge, CB4 2HY.

2. In these terms, "event" means the conference, meeting or other event for which you want to hire the venue; "hire package" means the services and/or facilities relating to your event which we agree to provide to you; "venue" means the building and room(s) where your event is agreed to be held; "booking form" means this venue hire form (in either printed or digital format) or our online booking platform; and "working day" means a day other than a Saturday, Sunday or recognised public holiday in England.

## MANAGE YOUR BOOKING

3. We may agree to you making a provisional booking with us but this is not legally binding on either you or us until a contract is formed in accordance with paragraphs 4 and 5.

4. If you want to make a firm booking with us you should complete and return the booking form as soon as possible and no less than 14 days after making the provisional booking.

5. A legally binding contract is only formed between you and us when we accept your completed booking form and provide confirmation of your booking. No booking contract shall be binding on us and no contract shall be formed until we do so.

## YOUR HIRE PACKAGE

6. The general content of your hire package shall be as set out in the booking form, or as otherwise subsequently agreed with us in writing. We may finalise certain details of your hire package (e.g. the timings of refreshment breaks) with you in the period leading up to your event.

7. If, after our contract with you is formed, you ask us to provide additional services or facilities, we will try to do so, but we cannot guarantee that we will be able to meet your request.

## PRICE

8. By entering into a contract with us you accept responsibility for paying all charges due to us under the contract.

9. Subject to paragraphs 10 and 11 our charges for the hire package will be as set out in the booking form.

10. If not all parts of the finalised booking form are finalised (for example, because they depend on the number of attendees for whom catering is being provided), the final charges will be determined either in accordance with the booking form (for example, the charge "per head" for meals) or as otherwise agreed with us.

11. You must confirm final catering numbers, and dietary requirements, no later than 3 working days prior to the event.

12. If your event is scheduled more than 1 year after the date of our confirmation of booking we reserve the right to increase the charges for your hire package by up to 5% for each complete period of 12 months between these two dates.

13. Unless stated otherwise, all charges are exclusive of VAT which (if applicable) you must also pay us at the standard rate applicable at the date of your event.

## PAYMENT

14. Payment of 50% of the total cost of the booking is payable at the time of booking. Payment can be made by card or BACS. Note, that the reservation is not confirmed until the deposit payment has been made. Bespoke arrangements for existing FBC tenants only can be made via the Centre Manager on a case-by-case basis.

15. An invoice for the balance of the booking will be issued on the conference date and should be paid within 14 days. Payments may be made by any method shown on our booking form (or as otherwise notified to you).

16. If you fail to pay our invoice in full by the due date we may charge interest to you on the overdue amount at the rate of 4% a year above the Bank of England base rate from time to time. This interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount whether before or after judgment. You must pay us interest together with the overdue amount.

17. If you are based outside the UK we reserve the right at any time to require a guarantee of payment from a bank within the UK by such date as we may notify you. We reserve the right at any time to carry out a credit check on you. If, as a result of carrying out the credit check, we believe that you may not be able to pay all of the charges due to us under the contract, we reserve the right to require you to pay some or all of the charges in advance of your event, by such date as we may notify to you. You may also be unable to book further services with us until all arrears as settled in full.

## YOUR RESPONSIBILITIES

18. Please ensure that we are informed of any special requirements of attendees (for example relating to any disability which may

impede their ability to evacuate the venue in an emergency) at the time you make your booking application or if this is not possible then as soon as possible afterwards.

19. You must provide us, by the dates we may reasonably request of you, with any further information we ask for regarding your event (for example, the names of attendees).

20. Unless we agree otherwise only food and drinks supplied by us may be consumed at the venue or within our other premises.

21. You must comply with, and ensure that your attendees comply with, all of our reasonable instructions relating to health, safety and security.

22. You must not, and you must ensure that your attendees do not, cause a nuisance to anyone using or visiting our premises, which includes going into other areas of our premises which we may have hired to others. We reserve the right to require any person who causes such a nuisance to vacate our premises immediately.

23. You must vacate the venue at the scheduled end of your event and you must leave, and must ensure that your attendees leave the venue in a clean and tidy condition.

## CANCELLATION

24. If you want to cancel or postpone a confirmed booking for your event, or to change the number of attendees for whom you have agreed to pay any charges on a "per head" basis, you must do so in writing and the provisions in paragraphs 26 to 29 inclusive will apply. If you do not notify us in writing of any cancellation, postponement or reduction, you must for the avoidance of doubt pay all our charges for your hire package in full, even if not all services and/or facilities are used.

25. Depending on when you cancel, postpone or reduce the numbers, the charges you must pay shall be determined by reference

to the table below:

a. Cancellations and Postponements (venue hire only)

I. Up to 2 months notice – deposit refunded in full

II. Between 2 months and 7 working days notice – loss of 50% deposit

III. 6 working days or less notice – up to 100 % of total charges for the conference package

b. Reductions in the number of delegates

I. Less than 3 days – up to 90% of "per head" charges in respect of numbers being reduced

26. The reduction charges will not apply if final numbers are not being reduced to below 90% of those originally booked, provided you notify us of this reduction at least 3 working days before the scheduled first day of the event. Please note that if you are reducing the number of attendees for whom you have agreed to pay any charges on a "per head" basis, you will still be liable to pay in full any charges that are not expressed on a "per head" basis. For example, you will still be liable to pay any room or equipment hire charges in full.

27. We will invoice you for the final cancellation, postponement or reduction charges once we know whether or not we have been able to mitigate our losses by "reselling" (as applicable) the venue and/or other applicable facilities/services, and you must pay our invoice within 14 days of the date of invoice. If you have made an advance payment to us towards the charges for the hire package the sums held by us may be set off against the cancellation, postponement or reduction charge(s) referred to above.

Catering orders may be adjusted or cancelled up to 48 hours in advance of a booking for no charge. Changes and cancellations with less than 48 hours notice will still be charged. Please refer to Origin8 terms and conditions.

#### CANCELLATION BY US

We reserve the right to cancel your booking, without liability, to you if:

You do not pay us any requested advance payment by the time required of you; or

We do not receive any requested bank guarantee by the time required of you; or

We discover that you have deliberately concealed information, or deliberately given us incorrect information, about your intended event in circumstances where (if you had not done so) we would not have accepted your booking; or

We have reasonable grounds to believe that your behaviour or that of your attendees is likely to result in damage to our premises or property and/or injury to people.

If we cancel your booking under paragraph 30 you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when we cancel the booking the cancellation charges you must pay will be the same as those set out in the table (cancellations and postponements) under paragraph 26 above.

#### EVENTS OUTSIDE OUR CONTROL

Except as set out in this paragraph 32, we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practical. If, as a result of such events, we believe we have no alternative but to cancel your booking, we shall use reasonable endeavours to help you find an alternative venue of a similar standard for a similar price but our sole liability to you shall be to refund you any money you have paid in advance towards your hire package.

#### LIMITATION OF OUR LIABILITY TO YOU

Subject to paragraph 34, our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your hire package. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.

Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

#### YOUR LIABILITY TO US

You agree to compensate us in full for any and all losses and liabilities we incur or suffer as a result of injury to any person or damage to any property caused by you or any of your attendees. We strongly advise you to make sure that you are fully insured against all such losses and liabilities.

#### CHANGES BY US TO YOUR HIRE PACKAGE

We will use all reasonable endeavours to ensure that no components of your hire package have to be altered. However, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your event and which will not increase the charges payable.

We will notify you of any significant changes covered by paragraph 34, but unless the change is one which materially affects the nature of your hire package we will not offer a refund, costs or compensation.

#### NO SMOKING

Smoking is not permitted, including the use of vapes or e-cigarettes, in the venue or any of our other premises.

#### ANIMALS

We regret that other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in the venue or any of our other premises.

#### SERVICES PROVIDED BY OTHER PARTIES

We may at your request, and at our sole discretion, arrange for a service to be provided for your benefit by another person or organisation. However, any resulting contract will be between you and the person or organisation providing the service, and you are responsible for paying their charges directly. We accept no responsibility for their performance of the service and you should take up any complaints with them directly.

We reserve the right not to allow onto our premises any third parties supplying services to you in connection with your event who do not meet our requirements intended to ensure the safety and welfare of property and people at the venue.

#### ACCESS

We reserve the right to access, and you agree to permit our staff, authorised representatives and contractors to access, the venue at all times.

#### DATA PROTECTION

We will store and process the data received from you under this Agreement in accordance with the provisions and obligations imposed by the EU General Data Protection Regulation (GDPR). Allia requires this information to facilitate your booking with us. We will not share your data with any external company, agency or individual unless required to do so by law and your data will be held securely as per our IT Security Policy which can be found on our website [www.allia.org.uk/data-policy](http://www.allia.org.uk/data-policy). If we are required to disclose your data we will attempt to notify you of this as soon as it is reasonably practical to do so.

Your full rights under GDPR can be found in our Privacy Policy at [www.allia.org.uk/privacy-policy](http://www.allia.org.uk/privacy-policy).

Allia will only contact you in relation to your booking with us. Should you wish to receive other news from Allia please visit [www.futurebusinesscentre.co.uk](http://www.futurebusinesscentre.co.uk)

#### GENERAL

Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially affect the contract.

You may not transfer any of your rights or obligations under the contract to another person or organisation without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not affect your rights under these terms.

If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.

No person who is not a party to our contract with you shall have any rights under or in connection with it.

All written communications by you to us must be sent by post to Allia Ltd, Future Business Centre, Kings Hedges Road, Cambridge, CB4 2HY, or by e-mail to [reception@futurebusinesscentre.co.uk](mailto:reception@futurebusinesscentre.co.uk) or [guildhall@futurebusinesscentre.co.uk](mailto:guildhall@futurebusinesscentre.co.uk) (or to such other address that we may notify to you). We may send written communications to you at either the e-mail or postal address you give us.

These terms shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.

## Terms & Conditions

We will store and process the data received from you under this Agreement in accordance with the provisions and obligations imposed by the EU General Data Protection Regulation (GDPR). Allia requires this information to facilitate your booking with us. We will not share your data with any external company, agency or individual unless required to do so by law and your data will be held securely as per our IT Security Policy which can be found on our website [www.allia.org.uk/data-policy](http://www.allia.org.uk/data-policy). If we are required to disclose your data we will attempt to notify you of this as soon as it is reasonably practical to do so.

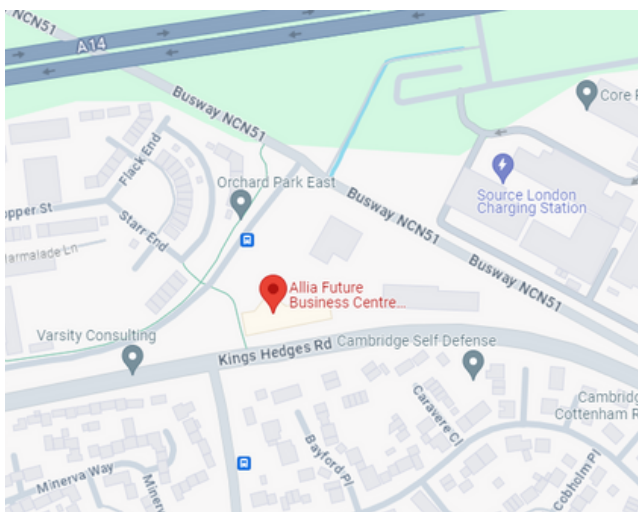
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if you have any questions, please contact us via email or by calling us on 01223 781 200 or 01223 776 120.

## Centre maps

### King's Hedges



### Cambridge Guildhall



**Allia Future Business Centres** offer flexible workspace and a vibrant community for small businesses that are creating change. **Allia Impact** runs free business support programmes and innovative funded projects. Together, they are dedicated to supporting businesses to thrive, grow and create jobs, so that they can make a positive impact on their community, as well as addressing social and environmental global changes.



## Connect with us



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TWITTER  
[@WeAreAllia](#)



FACEBOOK  
[Allia Future Business Centre](#)



LINKEDIN  
[Allia Future Business Centre](#)



WEBSITE  
[www.futurebusinesscentre.co.uk](http://www.futurebusinesscentre.co.uk)



EMAIL  
[reception@futurebusinesscentre.co.uk](mailto:reception@futurebusinesscentre.co.uk)  
[guildhall@futurebusinesscentre.co.uk](mailto:guildhall@futurebusinesscentre.co.uk)



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Cambridge Campus  
01223 781 200

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01223 776 120