

Crowborough Community Centre e-Brochure



Crowborough Community Centre is a modern premium venue for hire by community groups, businesses and private individuals.

The Centre offers high quality and flexible accommodation to suit many event types including educational and fitness classes and private functions to celebrate birthdays, weddings and other family events. We welcome clubs and societies of all types to support the interests of the local community.

For **business users** we provide professional facilities and flexibility of space from small meetings for just a few people through to accommodating large scale conferences and exhibitions.

The Centre is permanently staffed during opening hours providing you with professional support to help make your event a success. Come and talk to us about your needs and find out what we can do for you!

We look forward to hosting your event!

*For private bookings a 10% discount is available for residents of TN6 and TN3 areas.

Facilities

The Centre has comprehensive facilities to accommodate a variety of meeting and event types.

- ✓ Free Wi-Fi throughout the building
- ✓ On site café
- ✓ Cutting edge audio-visual facilities
- ✓ Flexible room size and layout
- ✓ Extensive free-parking
- ✓ Friendly and supportive staff
- ✓ Central location in Crowborough



Rooms

The Main Hall



The Main Hall is a delightfully light and spacious venue suitable for conferences, exhibitions, theatrical and musical productions and films shows. The Hall seats an audience of up to 300 people and features the following facilities:

- Fully equipped with sound and lighting systems and a hearing induction loop.
- Drop down screen for films and presentations.
- State-of-the-art projection room above the Hall, with controls for the stage lighting and the sound system.

- Access to the lower floor Green Room from rear of stage. The Green Room, which mirrors the performance floor area of the stage, can be used for rehearsals and preparation before performances.
- Flexible fittings for a wide range of stage and auditorium lighting effects.
- A plating up room for food prepared in the main kitchen below. Tea and coffee making facilities are also available.



Projection and Lighting Control Room above the Main Hall

Meeting Rooms Overview

The Centre has three meeting rooms to accommodate a variety of events:

- Room capacities of 100, 50 and 20 seats with flexible partition to create a 70 seat room.
- The large meeting room is equipped with a digital projector and drop down screen; PA system and induction loop. The two smaller rooms are equipped with flat screens.
- Tea and coffee making area adjacent which can operate independently of main kitchen.



All meeting rooms offer flexible layouts and excellent A/V facilities

The Studio



The spacious and fully air-conditioned studio is complete with specialist Harlequin cushioned dance floor, mirrored walls on two sides and barres plus a dedicated sound system. The room is fully equipped for a wide variety of activities.

Business Seminars, Conferences and Meetings

Our flexible meeting rooms and Main Hall are ideal for hosting business oriented events including: business meetings, conferences, exhibitions, team-building exercises, interviews, exams, and talks. Our largest room is equipped with an overhead projector and portable projectors are available for other areas. There is free Wi-Fi access throughout the centre and we can offer business packages to include meeting room hire, catering for breaks and lunches, stationery and technician support throughout the day.

Catering

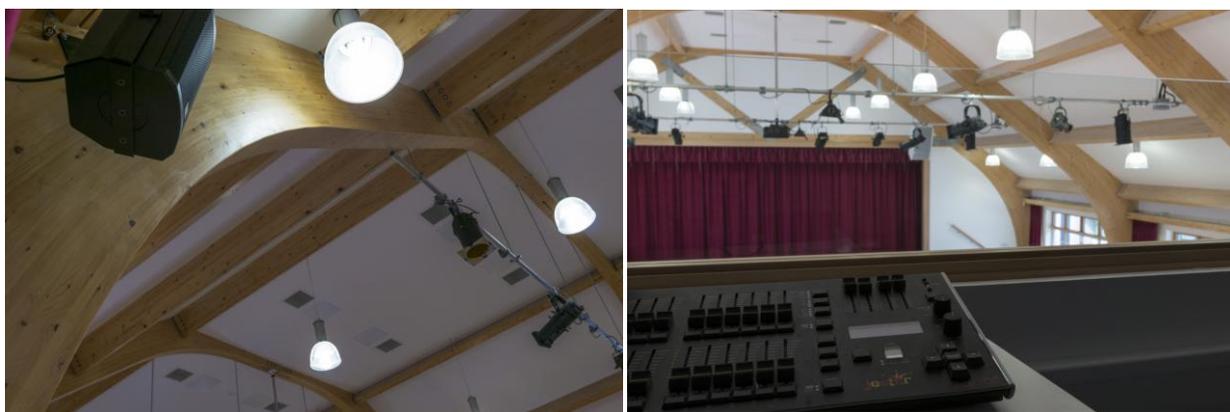
The Centre includes a stylish cafe and exhibition area for local artists and a secluded outdoor seating area. Refreshments and meals provided by the café provide a valuable addition to your event and can be included as part of a booking package if you require. Working from our professionally equipped kitchen, they will work to your budget and requirements to ensure your event fulfils expectations. Please see the Cafe page for sample menus. We are fully licensed for the provision of alcoholic beverages.



Indoor Café seating area

Support

If you are hosting an event at the Centre, particularly those which use audio/visual equipment, you will be reassured to know that help is always on hand to demonstrate the equipment, resolve any issues or to adjust room layouts to your requirements.



Meeting Room Specifications

Room	Capacity	Size (m)	Key Facilities
Main Hall	300	16.8 x 16.4	Data projector Sound and lighting systems Induction loop Servery
Meeting Room 1	100	7.6 x 11.4	Data projector Sound system PA system Induction loop
Meeting Room 2	50	7.6 x 5.6	Wall mounted flat screen
Meeting Room 3	20	4.6 x 5.5	Wall mounted flat screen
Meeting Rooms 2 and 3 combined	70		
Studio	60	6.7 x 11.4	Dedicated sound system with playback from CD and iPod.

Price Tariff

Crowborough Community Centre offers very attractive rates tailored to the size of each room. Why not give us a call to see if we have a package to suit your budget?

Contact us

The main entrance to the Centre is reached from Pine Grove (road).



Please call 01892 653823 for bookings, information and general enquiries or e-mail: info@crowboroughcentre.info

www.crowboroughcentre.info