



the radlett **centre**

Corporate Hire



CONFERENCES | SEMINARS | AGMS | BUSINESS MEETINGS | CORPORATE HOSPITALITY
WORKSHOPS | TRAINING SESSIONS | AWARD CEREMONIES | EXHIBITIONS

General Information

The Radlett Centre is the ideal venue for a range of business events such as Conferences, Seminars, AGMs, Product Launches and Award Ceremonies.

A dedicated Duty Manager will assist you through to the completion of your event, ensuring that your exact needs are met and that your company has a day to remember.



Auditorium

The air conditioned theatre seats up to 300 people in comfortable raked seating allowing all delegates a good view of the stage.



Foyer

A reception area and cloakroom are located at the entrance, and a range of business services can be requested here.



Hospitality

A full catering service can be made available to provide refreshments throughout your booking.



Meeting Room 1



Meeting Room 2



Douglas Hicks Room

Fully equipped meeting rooms are available for break out sessions or refreshment breaks.

If you would like to speak to one of our events team, to arrange a viewing or book a function, please call us on **01923 857546** or email admin@radlettcentre.com

The Radlett Centre 1 Aldenham Avenue, Radlett WD7 8HL
www.radlettcentre.co.uk



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Facilities

The Radlett Centre's multi-purpose facilities can be adapted to suit your needs, whatever your business event.

- **Conferences & AGMs:** The spacious auditorium can seat up to 300 people theatre style and the stage area has ample room for speeches and presentations, making use of our built-in PA system.
- **Product Launches:** The Radlett Centre has a full range of lighting and sound equipment and our Technical Team will be happy to discuss your requirements to create a spectacular event bespoke to your needs and budget.
- **Awards Ceremonies, Banquets & Celebrations:** With seating at tables for up to 180 people, a professional kitchen for your caterers and access to backstage facilities for your entertainment, we are the perfect venue to celebrate your company's achievements.



Auditorium

Our professional technical and front of house staff will be on hand during your booking to ensure that your function goes smoothly. We understand how important your event is, and our team aim to provide you with the best service at all times.

Facilities for visitors with disabilities

The theatre has ground level access from the car park via automatic doors. All facilities are wheelchair accessible and reserved parking spaces are available next to the entrance for Blue Badge holders.

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Corporate Catering

To complete your event, our in-house caterers Teatro is able to provide a full hospitality service with a wide variety of food and drinks. From tea and coffee for your delegates on arrival, through to a range of buffet options or even a full sit down meal.

Teatro is proud of its attention to detail and their impeccable, as well as, professional service which makes them the perfect choice for all your corporate events. Teatro can provide your event with the perfect catering solutions.



To tempt your taste buds for your events.....

Teatro can provide delicious breakfast options to concentrate the minds of your delegates.

Fresh fruit, croissants/Danish pastries/muffins, filled bagels and yoghurts.

Menus for lunch or dinner are varied.

Sushi platters, freshly made sandwich platters, delicious finger foods and more substantial options such as beef/vegetable lasagne served with crisp salad and crusty bread or teriyaki salmon served with warm roasted vegetable salad and crusty bread.

Tea / Coffee & Biscuits

Mineral Water & Soft Drinks

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Tariff

Auditorium Hire

Monday, Tuesday, Wednesday,
Thursday - £1245 + VAT

Friday, Saturday, Sunday, &
all Public Holidays - £1670 + VAT

Hire Periods

The Theatre is available for hire from
either 9am-5pm or
6pm-12 midnight.

Extra hours may be available at an
additional fee of £75 per hour + VAT

Additional Meeting Room Hire

Meeting Room 1

(Holds up to 8 people)
Hourly Rate: £20 + VAT
Day Rate: £115 + VAT

Meeting Room 2

(Holds up to 25 people)
Hourly Rate: £25 + VAT
Day Rate: £140 + VAT

Douglas Hicks Room

(Holds up to 50 people)
Hourly Rate: £30 + VAT
Day Rate: £190 + VAT

Hire Periods

Rooms are available for hire by the
hour, for a minimum of two hours.

Day Rate bookings are 9am – 5pm.

Catered Events

Mon-Sat £200+VAT max 4 hours
extra hours £50+VAT

Sunday £250+VAT max 4 hours
extra hours £50+VAT

Projector Hire: £50 +VAT

Prices valid until March 2022

Discounted rates are available to registered charities and local societies.

Meeting Room hire fees are subject to an additional charge on Sundays and Bank Holidays



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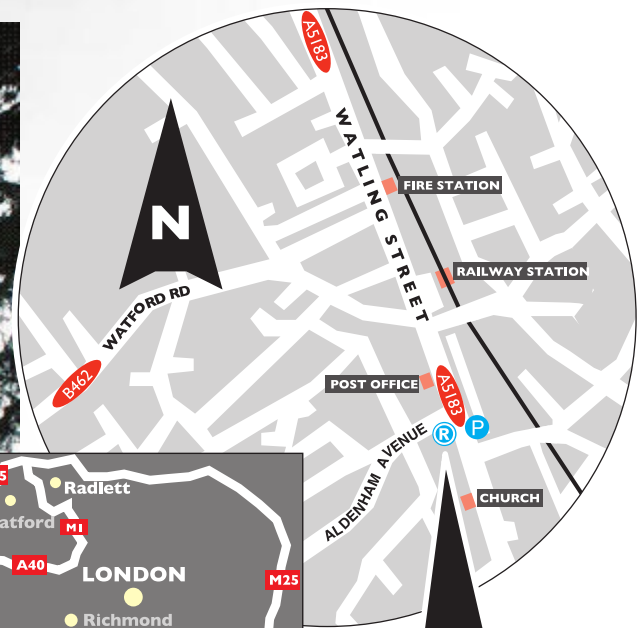
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How to find us

The Radlett Centre is easy to get to by car, with close links to both the M1 and M25.

Radlett train station is only a few minutes walk from The Radlett Centre. There is a regular rail service with connections to St Albans and London St Pancras, including links to Luton Airport Parkway and Eurostar.

There are car parking spaces directly outside the venue, with a further 100 spaces located in Newberries Car Park opposite the Centre.



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