



Professional Development Centre

Your local training and meeting venue in Warwick

In Support of
Learning



ICT Development
Service



Warwickshire
County Council

*Working for
Warwickshire*



Welcome

To the Professional Development Centre, your local training and meeting venue in Warwick



The Professional Development Centre at Wedgnock House is a high quality meeting and training venue situated on the outskirts of Warwick with easy access from the A46. All of our suites are modern and spacious incorporating computer suites, projectors, broadband access and interactive whiteboards.



Managed by the ICT Development Service, part of Warwickshire County Council, it is the ideal venue for local businesses and offices. It offers exceptional value for money, comfort and convenience without compromising quality and state of art facilities. Offering you substantial business benefits, we can be flexible to accommodate different requirements from small private meetings to a conference for upto 80 people in theatre style.



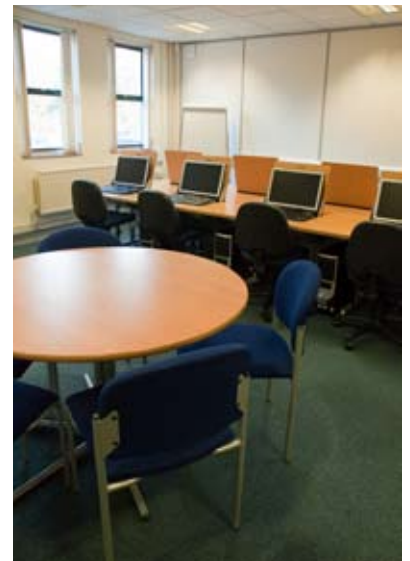
Our fully equipped contemporary suites all include:

- Free broadband Internet connection (subject to conditions)
- Interactive whiteboards
- Ceiling mounted SVGA LCD data projector with full audio system
- Telephone access
- Chilled water dispensers
- Air conditioning
- High quality furniture
- Flip charts and pens
- Delegate registration service
- Free onsite parking

You may also make full use of our ICT equipment with assistance from one of our technicians subject to an ICT room hire rate.

Accessibility

All of our suites are located on the ground floor with access to the building by a ramp. All of our suites have Braille name plates and a disabled WC is located near to reception and to the rear of the building. We also have disabled car parking places by the front entrance.





Suite hire

We have five suites for hire, two of which can be configured flexibly for your event and can be made into one large conference room. The two larger rooms each have capacity to accommodate the following seating styles:

Theatre	40
Cabaret	36
Boardroom	24
Classroom	32
U Shaped	20

Our other suites can accommodate up to 12 and 16 delegates seated boardroom style.

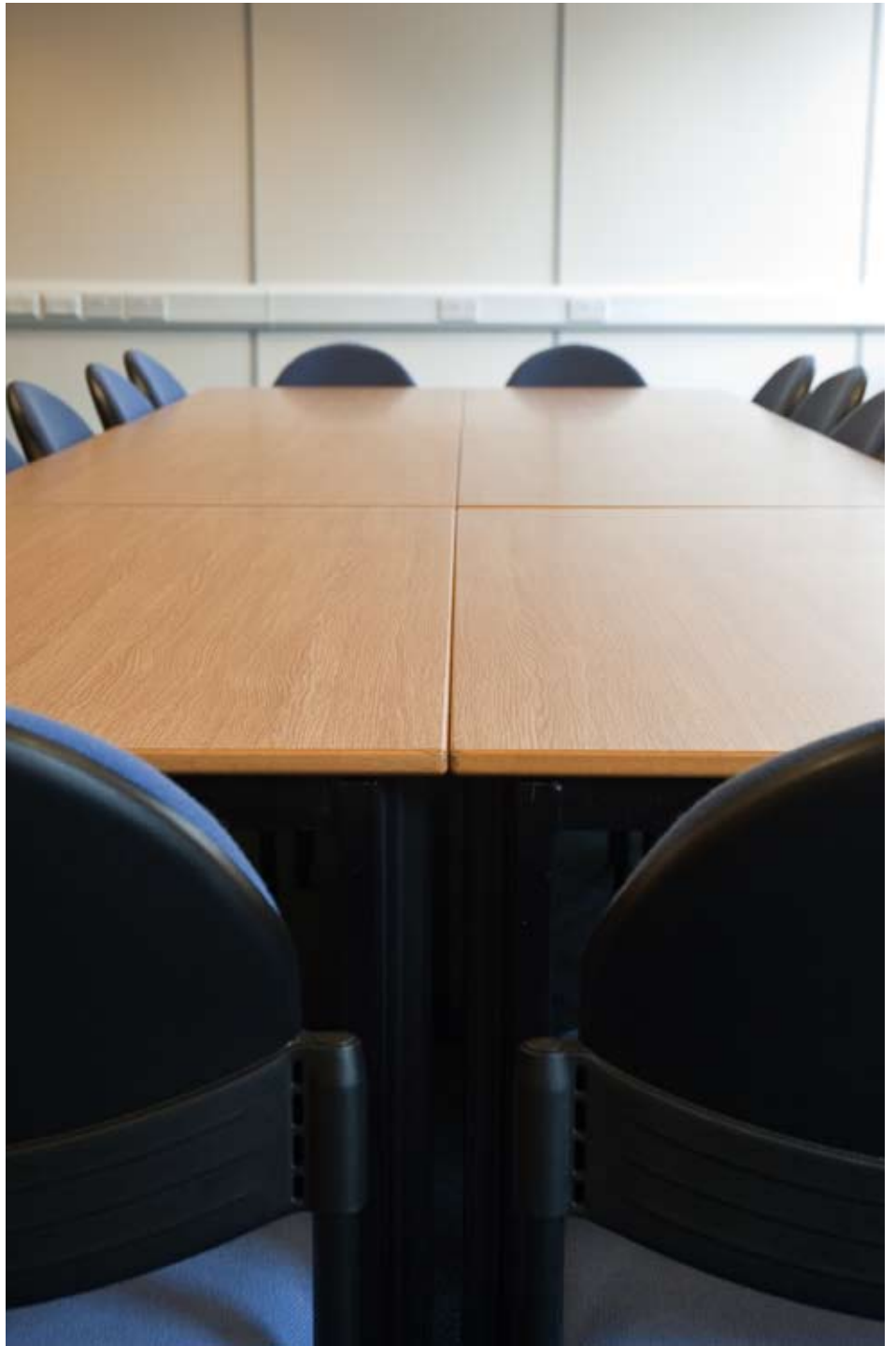
All our suites contain a range of ICT facilities to meet your needs comprising:

- ICT workstations in fold away desks
- Laptops
- Broadband Internet Connection
- Interactive Whiteboards and Sound Systems

One of our suites even has professional lighting and a green screen for superimposing background effects for filming purposes.

If you choose to use the ICT equipment, a technician will be available to help you set up the room in advance of your event. This service is included in the ICT room hire rate.

If you choose to use the room only with lecturn and projector, the reduced room rate applies.





Conferences

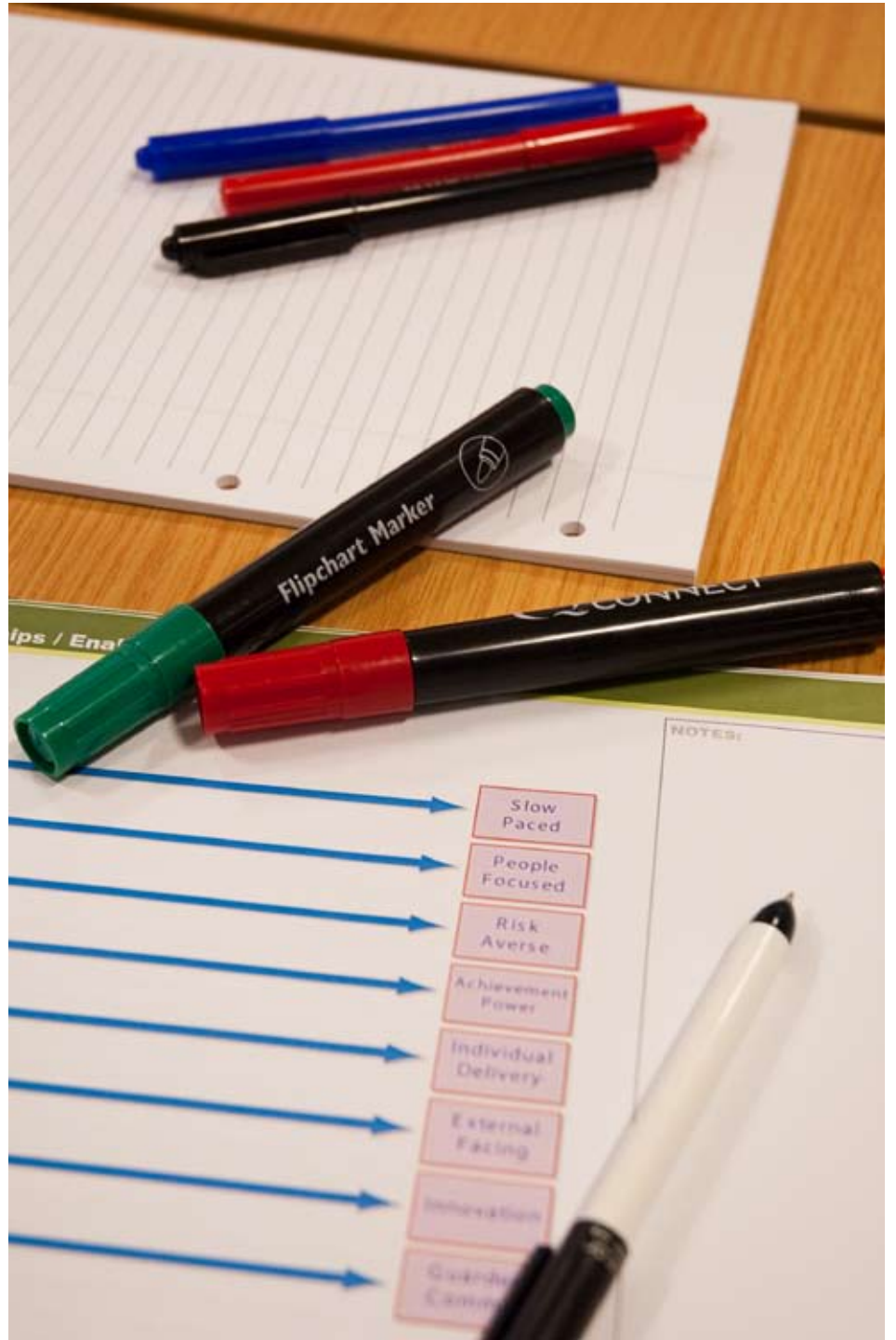
Conference facility

We can create one large conference room offering you a choice of seating styles:

Theatre	80
Cabaret	70
Boardroom	48
Classroom	64
U Shaped	40

We are also happy to discuss your individual requirements to ensure your conference or meeting is a success.







Restaurant

Seating up to 80 delegates, the restaurant is light and airy offering delegates the opportunity to unwind and relax. There is a small lounge area for delegates to enjoy hot beverages and refreshments throughout the day. A selection of freshly cooked biscuits are made available at set times in the morning and afternoon.



If you have any special dietary requirements, please inform our receptionists in advance of your event.



We offer six flexible catering options :

Option A: Breakfast Meeting

Croissants and Danish pastries and fruit served with fruit juice.

Option B: Buffet

Selection of savoury items, comprising an assortment of vegetable samosas, onion bhajis, crudités and dips, quiche slices, sandwiches, chicken kebabs, meatballs and mini sausages. This buffet includes fresh fruit platter, cake or Danish pastry.

Option C: 1 course hot lunch

Selection from hot dishes of the day, for example:

- Chicken Chasseur
- Spicy stuffed peppers
- Leek and brie quiche
- Selection of hot vegetables and salad bar

Option D: 2 course hot lunch

Main meal selection and choice of dessert for the day such as fruit salad, homemade Bakewell tart and French apple tart.

Option E: Soup and sandwich

Freshly made soup of the day with assortment of sandwiches.

Option F: Working lunch

Selection of assorted sandwiches, cake and fruit platter.

Please let us know your special dietary needs and we are more than happy to consider your individual catering requirements for your event.





Meeting package

As a non-residential venue, the suites are available Monday to Friday from 8.30am to 6.00pm. With advance notice, the suites may be hired on Saturday mornings but additional charges will be levied based on your requirements.

For Stoneleigh and Farnborough suites you may have the room configured in one of the many seating styles that we offer at no additional charge.

We like to be flexible to accommodate your individual requests if you would like to discuss your needs with our receptionists.

Our pricing approach allows you to enjoy exceptional value for money and effective budget control. You may hire each suite for either a half day, twilight or a full day. The reduced room rate applies if you use the room only and not the ICT equipment.

Our receptionists also provide a registration service for delegates on arrival.

We provide a range of flexible catering options and if you have any special dietary requirements, please inform our receptionists in advance of your event.

Please contact our receptionists on 01926 414100 for our current price list.



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