



**Prifysgol Cymru**  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David

VENUE  
WALES

MEET

EAT



SLEEP

CELEBRATE

**HALLIWELL CENTRE**

[www.venuewales.co.uk](http://www.venuewales.co.uk)

## Introduction

### The Halliwell Centre

The Halliwell Centre is a purpose designed all year conference venue which is ideal for both day and residential conferences. The most popular dedicated conference venue in the region, hosting over 1000 conferences every year.

### Conferencing

- A spacious and comfortable main conference room with a capacity of 200 delegates.
- A theatre space that has a capacity of 325, ideal for conferences, product launches, theatrical performances and concerts.
- 3 other conferences suites with seating capacity from 40 to 100 delegates.
- A main exhibition area of 210m<sup>2</sup> with further exhibition space available.
- Registration & reception area.
- High quality catering, with a wide range of conference menus available.
- Restaurant & coffee shop located with the centre, open 8.00am to 6.30pm.
- Office services: photocopying, faxing and more.
- A sound induction system for the hearing impaired.
- Friendly, welcoming and professional conference staff.
- A full range of audio-visual and technical facilities.
- Parking available but is limited
- Bi-lingual policy
- During University vacations periods we have up to 500 well appointed standard & en-suite bedrooms available for residential conference along with a range of further conference and meeting rooms

## Room Data

This is a guide to the maximum capacities for different layouts available in our conference rooms.

Please contact us if you would like further information.

Dimensions:	Cothi	Teifi	Flemming	Taf
Length	65'11	49'6	30'10	27'3
Width	34'4	22'8	24'8	22'8
Capacities:				
Theatre Style	200	80	40	50
Classroom (4 per table)	60	40	16	24
Boardroom	50	35	18	18
Horseshoe	50	35	20	22
Cabaret (12 x round tables)	120	40	24	28
Cabaret (Square tables of 8 people)	88	48	16	32

### **The Cothi Suite:**

Holding up to 200 delegates theatre style, the Cothi is a highly adaptable room with ample space for exhibitions, presentation and large conferences. Equipped with its own PA system and sound induction system, it is also ideal for wedding receptions and business or association dinners. The Cothi suite contains a bar, centrally located dance floor and large balcony with fine views over Carmarthen and the Towy Valley.

### **The Teifi Suite:**

Slightly smaller than the Cothi, the Teifi suite can seat up to 100 delegates and also contains a bar for social functions.



### **The Taf Room:**

The Taf can seat up to 40 delegates for small meeting and training sessions. Its removable lounge furniture makes it ideal for more informal meetings.

### **The Flemming Suite:**

With high oak Carver chairs and bookcase-lined, the Flemming is perfect for formal meetings requiring a boardroom setting. Capacity for up to 40 delegates.

### **The Halliwell Theatre:**

Offering seating for up to 325, the theatre is ideal for large conferences. A perfect setting for product launches, guest speakers, concerts and theatrical productions.

## Conference suite hire charges:

Room hire is not subject to VAT

	<u>Per day</u>	<u>Evening Session</u>
Flemming Suite	£150.00	£75.00
Taf Room	£150.00	£75.00
Teifi Suite	£175.00	£85.00
Cothi Suite	£250.00	£125.00
Theatre per day / evening from £550.00		



## Classroom hire charges:

	<u>Per day</u>	<u>Half day</u>
Standard Classroom	£90.00	£50.00
Enhanced Classroom	£110.00	£65.00
Archbishop Childs Room	£150.00	£100.00

## Equipment and services hire:

All prices are subject to VAT

	<u>Per Day</u>
Power point projector:	£50.00
Screen only:	£15.00
Large TV Screen & DVD player:	£50.00
Laptop:	£50.00
PA System inc .1 x microphone:	£95.00
Additional Microphone:	£35.00
Flipchart & pens:	£20.00
Staging (4'x6'4)	£20.00
Lectern:	£20.00

Technician: £17.50 per hour (minimum of 4 hours)

Photocopying: A4 @ 20p per copy                      A3 @ 30p per copy

Translation facilities available on request



## Refreshments:

All prices are subject to VAT

	<u>Per person</u>
Tea & coffee	£1.45
Tea, coffee & biscuits	£1.75
Tea, coffee & Welsh cakes	£2.15
Tea, coffee & Bara Brith	£2.15
Tea coffee & pastries	£2.65
	<u>Each</u>
Jug of fruit juice (serves 6)	£4.50
Large bottle of mineral water	£2.50
Small bottle of mineral water	£1.25
Portion of fruit	£0.85

We are happy to provide other catering, including dinner and banquets. We are flexible with our menus and can adapt our services to meet the needs of your individual conference. Please contact us for further details.



## Buffet Options

We can provide a variety of buffets as shown below. These can be adjusted to meet your requirements. Dietary requirements can be catered for upon request.

### Design your own buffet @ £7.88 per person

Please choose **one** from the selection below:

- Meat and vegetarian sandwiches
- Meat and vegetarian wraps
- Meat and vegetarian flatbreads

Please choose any **four** from the selection below

#### **Vegan**

- Sea Salt and cracked black pepper wedges
- Mini baked potatoes
- Vegetable crudities with dips
- Falafel with dips

#### **Vegetarian**

- Beetroot and feta turnovers
- Vegetable Samosa
- Sweet potato curry bites
- Spinach and feta goujons

#### **Meat and Fish**

- Duck and hoi sin spring rolls
- Dish and muchy pea rosti
- Marinated chicken skewers
- Honey glazed Welsh pork sausages
- Tempura battered prawns

#### **Something Sweet**

- Fresh fruit platter
- Selection of mini cakes/tray bakes
- Welsh cakes or bara brith
- Fruit bowl

All prices subject to VAT



## Buffet Options Contd.

### **Breakfast buffet @ £2.50 per person**

Please choose **one** form the selection below

- Bacon baps
- Sausage baps
- Quorn sausage baps
- Fruit salad and yoghurt
- Selection of pastries
- Cheese and tomato croissant

### **Sandwich Buffet @ £3.40 per person**

- Selection of meat and veggie sandwiches
- Crisps

### **Working Lunch Buffet @ £4.50 per person**

- Selection of Meat and vegetarian Sandwiches
- Selection of tray bakes.
- Crisps

### **Coeliac/lactose free buffet @ £7.60 per person**

- Selection of meat and vegetarian Sandwiches
- Mini baked potatoes
- Vegetable crudities and salsa dip
- Crisps
- Fruit kebabs

### **Healthy Option @ £10.25 per person**

- Selection of meat and vegetarian open rolls
- Smoked salmon, with low fat cream cheese and chive, in a little gem leaf
- Mini baked potatoes
- Selection of marinated chicken skewers
- Corn chips with humus and guacamole
- Fresh fruit platter

### **Extras**

- Welsh cakes and bara brith - £1.00
- Fruit portion - £0.85
- Fruit platter - £1.20
- Selection of mini cakes - £2.50



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Twitter: @VenueWales



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