

CHARLTON HOUSE - INFORMATION

CONFERENCING / TRAINING / SEMINARS / PRIVATE MEETINGS

The Old Library is situated on the ground floor. This wood panelled room with its own entrance at the front of the house and access for disabled customers through the Minstrel Hall is the largest hall, and can accommodate conferences, training and seminars up to 150 people.

The Long Gallery, on the second floor, is accessed via the original oak staircase. As the name suggests it is a long room, featuring wooden panelling, stained glass windows, bold strap work ceiling and a beautiful marble fireplace. The Long Gallery will seat up to 120 people.

The Grand Salon also on the second floor is a square room with an ornate ceiling and remarkable marble fireplace, which is flanked by the figures of Vulcan and Venus. This room will seat up to 90 people.

Charlton House also has 3 rooms suitable for smaller training groups or meetings of up to 25 people. They are situated on the second floor and are ideal for 'breakaway' groups when using the Long Gallery or Grand Salon. **The Dutch room** will seat 20 people boardroom style, while the **Prince Henry** and **Newton** rooms are slightly larger and can accommodate 25.

EQUIPMENT

Rooms are set up to your specifications with flip chart stands, paper and marker pens provided, as well as pens and paper for your delegates.

We also have a TV & video and slide projector both of which are available for use free of charge. Complementary mints and water are provided. Digital projector, laptop computer and PA system are available at a small charge.

CATERING

Tea and coffee breaks can be taken in your room or in The Mulberry Tea Rooms on the ground floor.

Lunch can also be provided in your room or for larger groups we will set up refreshments in another part of the house. (see separate sheet)

CHARLTON HOUSE

FOR MEETINGS / TRAINING / CONFERENCE

DETAILS OF HIRE

DAY _____ DATE _____

TIMES - FROM _____ TO _____

TYPE OF FUNCTION _____

OFFICE USE ONLY
PSINV
DIARY

DETAILS OF APPLICANT

NAME _____

NAME OF ORGANISATION _____

ADDRESS _____

CONTACT TELEPHONE _____

E-MAIL ADDRESS _____

NAME OF CONTACT ON THE DAY _____

INVOICE ADDRESS (IF DIFFERENT) _____

NAME OF ROOM / HALL _____

NUMBER OF PEOPLE EXPECTED _____

ROOM SET UP DETAILS (CONFERENCE, CINEMA STYLE ETC.) _____

EQUIPMENT REQUIRED

TV/VIDEO _____ LAPTOP _____

OHP _____ DIGITAL PROJECTOR _____

SCREEN _____ CD PLAYER _____

FLIP CHART _____ PA SYSTEM _____

THE HIRER MUST TAKE OUT INSURANCE AGAINST ANY DAMAGE TO CHARLTON HOUSE AND ITS GROUNDS.

I HAVE READ THE GREENWICH COUNCIL'S RULES AND CONDITIONS OF HIRE AND WILL ENSURE THAT THESE ARE COMPLIED WITH.

SIGNED _____ DATE _____