



Changing lives  
Changing communities

## Meeting Rooms and Conference Facilities



### Conferencing with a Conscience.

All profits from Enta's Social Enterprises go towards empowering people from communities in need to improve their life and the life of the community.

Enta CIC

Mill Wharf, 10 Mill Street, Birmingham, B6 4BS

Tel: 0121 380 4810

Email: [Nickibradley@entapeople.com](mailto:Nickibradley@entapeople.com)

[www.entapeople.com](http://www.entapeople.com)

## Why choose Enta?

There are lots of reasons to hold your meeting or conference at Enta. Our dedicated conference centre has bright, spacious rooms with natural daylight and views over the Digbeth canal. Enta CIC has been a vital part of Birmingham's social support network for more than three decades. It employs more than 70 members of staff and helps between 1,500 and 2,000 individuals every year, often in partnership with other agencies and organisations. In 2012 we celebrate 35 years of providing training, guidance and support to help people overcome barriers to work and prepare for paid employment. By booking your meeting at Enta you are helping us to empower people to improve their lives.

## Location



Enta's conference facilities at Mill Wharf are situated on the edge of Birmingham city centre next to Aston Science Park and the 'Matalan' / Pump Island at Dartmouth Circus. This location, at the gateway to Birmingham's learning quarter, is easily accessible by bus, car or on foot from the city centre. There are up to 10 free on-site parking spaces available for conference delegates, bookable in advance via the conference co-ordinator or through reception. A charge of £3.50 a day will be made to any additional vehicles parking. There are additional pay and display car parks within easy walking distance of the centre at Faraday Wharf.

## Meeting Rooms

We have three beautifully appointed rooms for hire:

- ◆ **The Rose room:** a large, first floor multi-use space with three sides of natural daylight.
- ◆ **The Bergamot and Marjoram rooms:** two smaller break out rooms directly adjacent to the rooms.

The rooms are perfect for business meetings, conferences, local authority requirements or training courses for 2 to 150 people.



The Rose room

## Facilities

There is full wheelchair access by lift to all areas of the building. Our comfortable padded chairs and moveable tables can be set up to meet your requirements. A range of equipment including data and overhead projectors, screen, flip charts and pens is available for your meeting as well as administrative support, fax and photocopies.

The conference centre is open from 09.00 to 17.00 hours, room bookings outside of these hours may be arranged on discussion with the conference team.

## Catering

We can provide a range of light refreshments and buffets all prepared on site to the highest standards. Our environmental credentials are important to us and we use Fair Trade and locally sourced products where possible. Lunches and breaks can be served in your meeting room or in our separate dining and refreshments area. There is also a café on-site which supplies a range of hot and cold snacks

## How to Book

If you would like to book a meeting room please call the conference team on 0121 380 4810 to check availability and discuss your requirements. We will request that you then complete the booking form enclosed within this pack and return with a purchase order and 50% deposit. If you would like to take a look around the Centre to view our facilities please call 0121 380 4810. **We look forward to welcoming you soon!**

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## Day Delegate Rates, Room and Equipment Details

### Daily Delegate Rate £26 per person which includes:






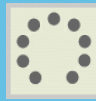
- ◆ Room hire
- ◆ Four refreshment breaks (tea, coffee and biscuits)
- ◆ Buffet lunch including dessert
- ◆ Water in your meeting room
- ◆ Projector and screen
- ◆ Flip chart and pens

### Room Only Rates

Your choice of catering and refreshments are available at a supplement

	<b>1/2 Day</b> (09.00—12.30)	<b>Full Day</b> 09.00—17.00	<b>Hourly Rate</b> (where available)
<b>Rose</b>	£330.00	£440.00	£82.50
<b>Bergamot</b>	£110.00	£165.00	£31.50
<b>Marjoram</b>	£88.00	£126.50	£25.15

### Room Capacities & Dimensions

							
Room	Boardroom	Theatre	U-Shape	Classroom	Cabaret	Circle	Area m <sup>2</sup>
Rose	50	150	50	70	72	100	178
Bergamot	20	25	14	12	20	16	38
Marjoram	14	16	10	10	16	15	28.5

### Equipment & Service Costs

Data projector & screen - £45.00

Photocopy / Fax

5p per sheet

Flip chart & pens - £9.00

Printing

5p per sheet

Paper & pens - £1.00 per person

(all costs are subject to VAT)

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## Conference Catering Menus

Special diets and menus tailored to your needs can happily be catered for, subject to sufficient notice being given. Please contact the conference team to discuss your requirements. (all prices are subject to VAT)

<b>Menu Choices – per person per serving</b>	
<b>Tea &amp; Coffee</b>	
Selection of Fair Trade tea or coffee and selection of herbal and fruit infusions	75p
<b>Tea / Coffee and Biscuits</b>	
Selection of Fair Trade tea or coffee and selection of herbal and fruit infusions with individual packets of biscuits	£1.10
<b>Tea / Coffee and Fair Trade Biscuits</b>	
Selection of Fair Trade tea or coffee and selection of herbal and fruit infusions with individual packets of Fair Trade cookies	£1.50
<b>Tea / Coffee and Muffins</b>	
Selection of Fair Trade tea or coffee and selection of herbal and fruit infusions with range of muffins	£2.50
<b>Tea / Coffee and Pastries</b>	
Selection of Fair Trade tea or coffee and selection of herbal and fruit infusions with range of fresh pastries	£2.50
<b>Fresh Fruit Juice</b>	
Apple, orange or cranberry Juice	75p
<b>Conference Buffet 1</b>	
Selection of freshly made sandwiches on white or granary bread, a savoury, crisps and slice of cake or portion of fresh fruit	£6.00
<b>Conference Buffet 2</b>	
Selection of sandwiches or wraps on white or granary bread, 2 savouries, crisps and a slice of cake or portion of fresh fruit	£6.60
<b>Conference Buffet 3</b>	
Selection of sandwiches or wraps on white or granary bread, 3 savouries, crisps and a slice of cake or portion of fresh fruit	£7.00
<b>Day Delegate Option (includes room and equipment hire)</b>	
Selection of sandwiches or wraps on white or granary bread, 6 savouries, crisps and salad bowl served with slice of cake and fresh fruit	£26.00
<b>Fruit Bowl</b>	
Selection of fresh fruit (serves 6 people)	£4.00

Halal, vegan and gluten free options are available if required at an additional charge of £1.00 per person. Please advise of any special dietary requirements at least 5 working days ahead of your event; we cannot guarantee that suitable choices will be available if notification is received after this date.

All prices are subject to VAT at standard rate.

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## Room Booking Form

Organisation (the hirer).....

Tel:..... Fax:.....

Email:.....

Address (for invoice purposes):.....

.....

..... Postcode:.....

Contact Person:..... Position:.....

Is your organisation:  Voluntary Sector  Public Sector  Other

Date of event:     /     /     Number of people attending:.....

Start time:..... Finish time:.....

Room layout      Boardroom      Theatre      Other  
 Circle of Chairs      U- Shape      Cabaret (specify group sizes)

Equipment:      Projector      Laptop      Flip chart

Do you require a syndicate room:      Yes      No (separate charges will apply)

Do you require catering:      Yes      No

Is your catering booking form attached      Yes      No

Parking reservations (maximum of 10 spaces may be available).....

Comments (please add any additional comments or requirements here)

Room labels - these details will be displayed in reception

Organising group:.....

Title of event:.....

Lead person / organiser:.....

Purchase order number (bookings cannot be taken without a valid purchase order number or reference):

.....

**NB: a booking will not be confirmed until we have a signed booking form complete with valid purchase order and 50% holding deposit. When you have read and agree with the terms and conditions of hire please sign below:**

Signed on behalf of the hirer

Signature..... Name (print) .....

Position..... Date.....

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## Catering Booking Form

**Contact Person:**..... **Tel:**.....

**Organisation:**.....

**Address (for invoice purposes):**.....

.....

..... **Postcode:**.....

**Final number of delegates attending** (this will be the number charged for):.....

**Date of your event:**.....

**Purchase order number:**.....

Tea / Coffee Breaks Tick Choice & state time required	Price (per person / per serving)	Time Required				
		Arrival	Morning	Lunch	Afternoon	Other
Hot drinks <input type="checkbox"/>	£0.75 pp					
Hot drinks & biscuits <input type="checkbox"/>	£1.00 pp					
Hot drinks & Fair trade biscuits <input type="checkbox"/>	£1.50 pp					
Hot drinks & pastries <input type="checkbox"/>	£2.50 pp					
Hot drinks & muffins <input type="checkbox"/>	£2.50 pp					
Juice <input type="checkbox"/>	£0.75 pp					

### Menu Choices and Times (tick selection and state time required)

	Price	Time required
Conference Buffet 1 <input type="checkbox"/>	£6.00	
Conference Buffet 2 <input type="checkbox"/>	£6.60	
Conference Buffet 3 <input type="checkbox"/>	£7.00	
Fruit Bowl (serves 6) <input type="checkbox"/>	£4.00	

**Please indicate any special dietary requirements:**.....

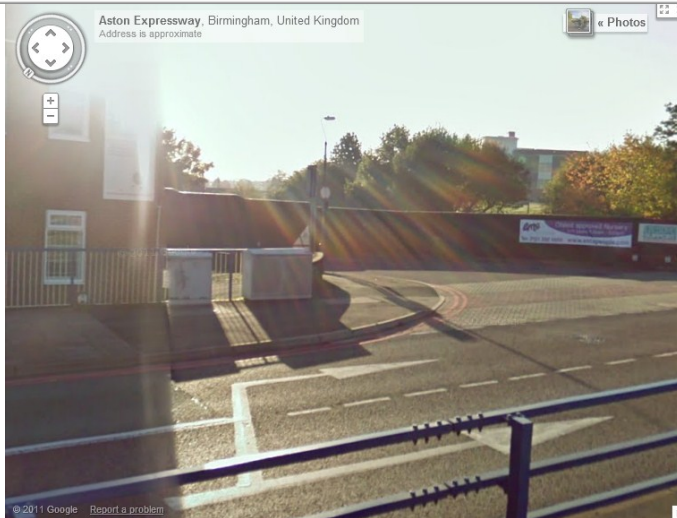
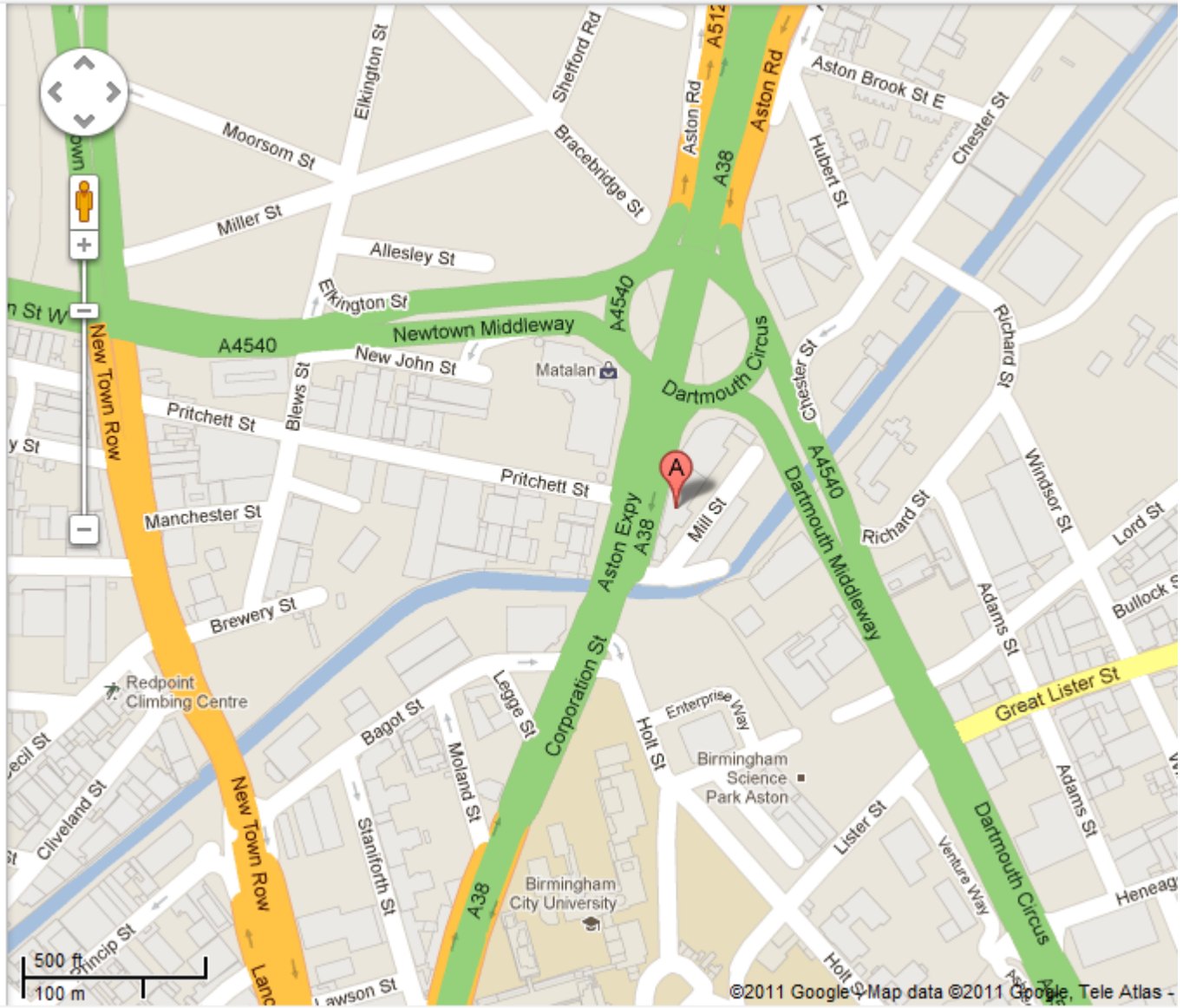
.....

**Percentage of buffet to be vegetarian** 50%  75%  100%

**All prices are subject to VAT at standard rate**

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## How to Find Us



Please be aware that the turning for Mill Street is directly off the bus lane as you enter the Aston Expressway section of the A38 from the Dartmouth Circus Island heading in to the city centre less than 100m from the junction from the island.

Look out for Enta signage on the canal wall as you approach Mill Street.

Enta's conference centre is located at:

**Enta CIC, Mill Wharf, 10 Mill Street, Aston,  
 Birmingham B6 4BS**

**Tel: 0121 380 4800**

**[www.entapeople.com](http://www.entapeople.com)**

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## How to Find Us Contd.

### By Car

Exit the M6 motorway at Junction 6  
Exit toward A38 (M)/ A38/ Bham (E.Cen)/ Bham (NE)/ Lichfield  
Keep right at the fork and merge into the A5127  
Exit on Aston Road A368  
Go through roundabout. Mill Street will be on the left

### By Train

#### **From Snow Hill Station it takes about 20 minutes on foot**

Exit the station and turn left towards Livery St.  
Take sharp right on to Livery St  
Livery St turns right and becomes Great Charles St  
Queensway  
Take a slight left on to Old Snow Hill / A41  
Turn right on to Shadwell St  
Turn left into Lower Loveday St  
Take Sharp left on to Mill St

#### **From Moor St Station it takes about 25 minutes on foot**

Exiting the station turn right heading north on Moor St Queensway toward Albert St  
Continue straight on to Jennens Rd / A47  
Turn left on to Woodcock St  
Continue on to Lister St (B4133)  
Turn left on to Holt St  
Turn right on to Love Lane  
Sharp left in to Mill St

#### **From New St Station it takes about 30 minutes on foot**

Exit New St Station through the Pallisades Shopping Centre  
Head north down ramp toward New St  
Turn left on to New St  
Turn right on to Corporation St  
Slight Right on to the Priory Queensway  
Turn right on to Corporation St  
Slight right on to Steelhouse Lane  
Steelhouse Lane turns left and becomes James Watt Queensway  
At Lancaster Circus Queensway take 1st exit and stay on James Watt Queensway  
Turn left on to Aston St ?B4133  
Turn on to left toward Love Lane and then right on to Love Lane  
Sharp left on to Mill St

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### By Bus

The following buses stop by Aston University after which it is just a short walk to Mill St  
From Colmore Row: 112  
From Bull St: 915 / 115 / 110  
From Corporation St: 67

### 1/ Binding contract

1.1 The booking form and these terms and conditions together constitute a legally binding contract between Enta CIC and the Hirer (as set out on the booking form) ('Contract').  
1.2 The Hirer and the Contact Person (as set out on the booking form) shall be jointly and severally liable for payment of all charges due to Enta CIC under this Contract.  
1.3 Booking Form shall refer to either a Room Booking Form or a Catering Booking Form or both (as the context infers).

### 2/ Provisional bookings

2.1 Enquiries should first be made to check the availability of the venue. If the date required is available for the function, a provisional booking can be made by telephone or email. The Hirer should provide organisation name, full invoice address, a purchase order number (if required by the Hirer's internal procedures) and any other provisional details. The provisional booking will be held for a maximum of 30 days or until another enquiry for that room is made, whichever is sooner, at which point the Hirer will be contacted and asked to either confirm the booking or to release it immediately.

### 3/ Confirmation of bookings and numbers

3.1 All bookings are provisional until;  
3.1.1 The Hirer has confirmed the provisional booking by properly completing the Room Booking Form, and  
3.1.2 Enta CIC has acknowledged receipt of the Booking Form and confirmed the booking by email or post.  
3.2 If catering is required for the function, the Hirer shall complete the Catering Booking Form in accordance with section 6.  
3.3 The Contact Person (who must be over 18) warrants that he or she has, prior to submitting a Booking Form, complied with the Hirer's internal procedures including but without limitation any requirement for prior authorisation by way of a purchase order.

### 4/ Cancellations and postponements

4.1 Once room bookings are confirmed, room cancellations will be charged on the following basis;  
More than 20 working days notice - No Charge.  
Between 11 and 20 working days notice - 50% Room Hire.  
Between 3 and 10 working days notice - 100% Room Hire.  
Less than 48 hours to start time of your booking - 100% Room Hire and 100% Catering.  
4.2 All cancellations should be made in writing and will be effective on the date received by Enta CIC.  
4.3 Where possible every effort will be made to re-sell cancelled space to minimise any cancellation charges to the Hirer  
4.4 Any bookings that wish to postpone will be subject to cancellation charges as set out in section 4.1.

### 5/ Payment terms and VAT

5.1 Enta CIC reserves the right to require payment by way of a deposit of all or part of the room charge on such date prior to the function as Enta CIC shall determine. Should the Hirer not pay such a deposit by the date specified, Enta CIC may treat the booking as having been cancelled by the Hirer and will be subject to cancellation charges as set out in section 4.1.  
5.2 All accounts will be invoiced on the last working day of the month of the function and will be due for payment within 30 days of the invoice date.  
5.3 All prices are exclusive of VAT and will be charged on the following:  
Room hire charges are subject to VAT  
Catering items are subject to VAT  
Equipment items are subject to VAT  
5.4 Enta CIC reserves the right to alter prices or other details shown in its brochure or on its website without notice. Tariffs are reviewed annually and implemented on the 1<sup>st</sup> January ever year. The Hirer will be invoiced at the rates applicable on the actual day of the function.

### 6/ Catering

6.1 All catering related to a function shall be provided by Enta CIC. Outside catering is not permitted except in special circumstances agreed in writing with Enta CIC in advance of the function.  
6.2 The Hirer shall, not less than 10 days prior to the date of the function, complete and submit to Enta CIC the Catering Booking Form which shall set out the final number of guests attending the function. Final numbers may not be less than 75% of the numbers booked. If this is the case, then cancellation charges as laid out in section 4 of these terms and conditions will apply.  
6.3 Any reduction in numbers received during the 10 days prior to the function cannot be accepted and non arrivals will be charged for.  
6.4 Numbers may be increased up to 2pm of the day prior to the function, subject to the caterer's agreement.  
6.5 Dietary requirements will be catered for if ordered within the time frame specified in these conditions of hire.

### 7/ Session Times

7.1 Unless otherwise stated session times are as follows;  
Morning: 09.00 – 12.30  
Afternoon: 13.30 – 17.00  
7.2 The function is required to finish at the times specified on the Booking Form. The session time shall include the setting up and breaking down of equipment. In the event of any extension to the session time(s), the Hirer shall incur additional charges by reference to the session charges for the allocated room(s).

### 8/ Equipment hire

8.1 The Hirer must book equipment required using the Room Booking Form. Equipment is hired out on a first come first served basis and as

such, no item can be guaranteed until a Room Booking Form has been received.

8.2 The Hirer may only bring additional equipment, articles or substances on to the premises with the prior written agreement of Enta CIC and as such equipment, articles or substances must be specified in writing. The Hirer may use their own electrical equipment as long as it is less than 12 months old or has been electrically PAT tested within the last 12 months (evidence of which should be given to the venue before set up).  
8.3 The Hirer shall be liable on demand to make good any damage to furniture, fittings, equipment and any other property of Enta CIC caused by any act, neglect or default of the Hirer's employees, delegates, agents, clients or other representatives.  
8.4 Enta CIC will assist where reasonably possible with the storage of equipment, articles or substances. Enta CIC does not accept any liability for any loss or damage to any item of equipment, article or substance so stored.

### 9/ Affixing of signage

9.1 The Hirer shall not erect any exhibitions, stands, displays, freestanding advertising material or signs or any other item on the premises without prior agreement of Enta CIC.  
9.2 Where Enta CIC's agreement has been given; no materials shall be affixed to walls using blue or white tack. The only material that may be used is masking tape and this will be supplied by Enta CIC.  
9.3 The Hirer shall be responsible for any loss or damage caused to the premises arising from the erection of any item specified in section 9.1 above and shall pay Enta CIC on demand the amount required to make good any such damage.

### 10/ Obligations of the Hirer

10.1 The Hirer shall remove (or procure the removal from the premises of) any person acting in a manner which, in the reasonable opinion of Enta CIC may be undesirable, inappropriate, harmful, offensive, obscene or illegal or may cause a breach of the peace, and shall procure the cessation of any activity on the premises for which the Hirer or its guests are responsible and which, in the reasonable opinion of Enta CIC, constitutes or may constitute a breach of the peace.  
10.2 The Hirer shall not assign, sublet or otherwise seek to re-hire the Booked Room without prior written consent of Enta CIC.  
10.3 The Hirer shall indemnify Enta CIC for any loss or damage to any property arising out of the holding of a function or any injury which may be incurred by, or be done or happen to, any person during the holding of a function arising from any causes whatsoever, or for any loss due to any breakdown of machinery, failure or supply of electricity or telephone, leakage of water, riot, government restriction or force

majeure which may cause Enta CIC's premises to be temporarily closed or the function interrupted.

10.4 The Hirer must comply with Enta CIC's policies including all anti-discriminatory policy. Enta CIC will refuse the right to hire, or cancel said booking that does not comply with the current policies at the date of hire.  
10.5 No smoking is allowed in the Centre or on the Centre's premises.

### 11/ General

11.1 Neither party excludes liability for death or personal injury caused by its negligence, or that of its officers, employees, contractors or agents; for fraud or misrepresentation; or for any other liability which may not be excluded by law.  
11.2 Enta CIC's liability under the Contract, for loss of or damage to the Hirer's tangible property caused by the negligence of the Supplier, its officers, employees, contractors or agents, shall not exceed the charges paid by the Hirer under the Contract.  
11.3 Without prejudice to section 11.1 Enta CIC shall have no liability for any losses or damages which may be suffered by the Hirer (or any person claiming under or through the Hirer) whether the same are suffered directly or indirectly or are immediate or consequential, and whether the same arise in contract, tort (including negligence) or otherwise howsoever, for any indirect or consequential loss, including but without limitation loss of profit or anticipated savings.  
11.4 The Hirer shall indemnify, and keep indemnified, defend and hold harmless Enta CIC and its respective officers, agents, employees, successors and assigns from any and all losses, liabilities, damages, costs and expenses arising directly or indirectly from or in connection with any and all acts or omissions of the Hirer, or breaches of this Contract by the Hirer including any act, neglect or default of the Hirer's employees, agents or sub-contractors.  
11.5 The Hirer agrees that Enta CIC may periodically contact the Hirer with details of special offers and services that may be of interest to them. The Hirer can any time on written notice advise Enta CIC that it does not wish to be included in this activity.  
11.6 This Contract shall be governed by English law and the parties hereby submit to the exclusive jurisdiction of the English courts to determine any dispute arising out of this Contract or its interpretation.

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**Leigh Ann Rogerson - Catering Trainee**

Leigh-Ann Rogerson believes that learning at Enta has given her confidence a boost—while also providing her with the perfect preparation for working life.

Since returning to her native Birmingham after five years living in Spain, the 16 year old has worked in Michelin-starred city centre restaurants as well as Enta's Top Lock Café.

She said "There was one day I Top Lock when I worked closely with the head chef, it was a great opportunity."

"He said I was the best trainee there and he even went out of his way to tell my mum when she picked me up."

"Serving people, chatting with them and being polite has really upped my confidence.



**Laura Ball—Childcare Trainee**

Nursery assistant Laura Ball says that Enta gave her direction when she became confused about what career path to take.

The 18 year old attended taster sessions at Enta after leaving her art course at Halesowen College and decided on a career in childcare. She feels that Enta has made a major impact on her life and believes it could do the same for others.

Laura said "I've met lots of new people during my time at Enta and it's definitely made me more confident."

"Being there has also helped me find out what I wanted to do and I really enjoy the nursery environment."

"If anybody else is struggling to figure out what it is they want to the Enta is the perfect place to turn for help."

**Liam Hubbard -**

**Construction Apprentice**

After losing out on a college place, Liam Hubbard managed to keep his ambitions of a career in carpentry alive by enrolling at Enta.

And the 17 year old impressed staff so much with his commitment and eagerness to learn that he was taken on as an apprentice.

This means that as well as continuing his NVQ level 2 studies, Liam is working alongside Enta's tutors and gaining invaluable work experience.

"Being in the workshop is good and you do learn a lot, but out on-site you gain so much more real life experience," he said.

"My skills are developing and I'm confident of finding a



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For further details of the training courses, information, advice and guidance available at Enta, visit our website: [www.entapeople.com](http://www.entapeople.com) or call 0121 380 4800