



the radlett **centre**

Meeting Room Hire



SEMINARS | BUSINESS MEETINGS | CLASSES | WORKSHOPS
TRAINING SESSIONS | FORMAL MEETINGS | INFORMAL FUNCTIONS

General Information

The Radlett Centre is the ideal venue for all your business events and we have a selection of rooms to suit your needs, from a small meeting for two people to an AGM for 50.

- Meetings
- Training Sessions
- Seminars
- AGMs
- Classes
- Interviews
- Rehearsals

Wi-Fi Connectivity is available in all meeting rooms.

A full catering service is available for all rooms on request.

The Radlett Centre is fully accessible for wheelchair users with several dedicated disabled parking spaces for blue badge holders. Assistance Dogs are welcome.



Foyer

A cloakroom and reception area providing a range of business services are located by the entrance.



Apthorp Gallery

A bright and spacious gallery space on the first floor is 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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Rooms



Meeting Room 1

A light and airy room accommodating up to 8 people. Ideal for small meetings or interviews.



Meeting Room 2

Perfect for classes, training sessions, and meetings for around 20 people and can be offered in various layouts to suit.



Douglas Hicks Room

A prestigious room which can comfortably accommodate up to 50 people depending on the layout.



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Catering

Our onsite caterer Teatro is able to provide a range of catering options to suit your meeting needs. Teatro is available to discuss your customized menu options that can be tailored to suit individual tastes and preferences.

Teatro can provide catering for any size meeting. Teatro are also happy to support any post meeting ideas you may have, for example to bring your delegates together at a drinks reception with canapés.

Teatro Restaurant & Bar is open onsite Monday – Saturday 10am – 5pm to support all your meeting needs. Please see the Teatro website at www.teatro-radlett.co.uk for our complete food and drink option range.



Tea / Coffee & Biscuits | Mineral Water & Soft Drinks
Croissants & Danish Pastries
Breakfast Menus | Buffet Lunches & Platters



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Tariff

Hire Fees

Meeting Room 1
Hourly Rate: £20+VAT
Day Rate: £115+VAT

Meeting Room 2
Hourly Rate: £25+VAT
Day Rate: £140+VAT

Douglas Hicks Room
Hourly Rate: £30+VAT
Day Rate: £190+VAT

Hire Periods

Meeting 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.
Sundays and Bank Holidays are subject to additional charge.
Discounted rates are available to registered charities and local societies.



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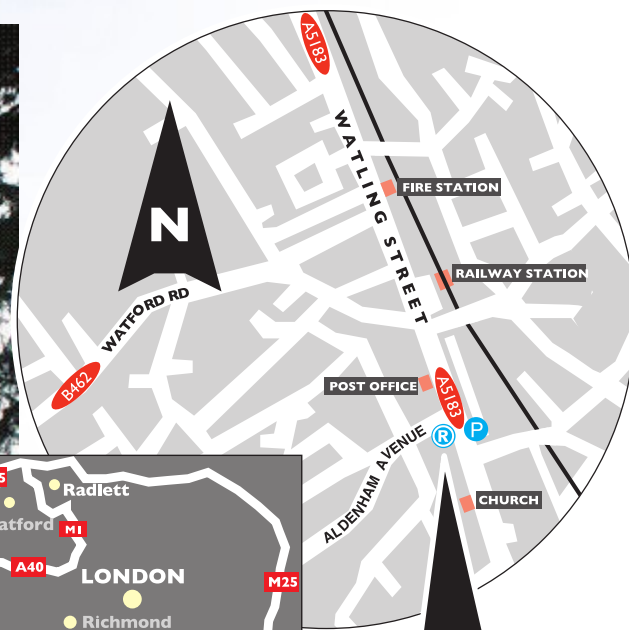
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How to find us

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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