

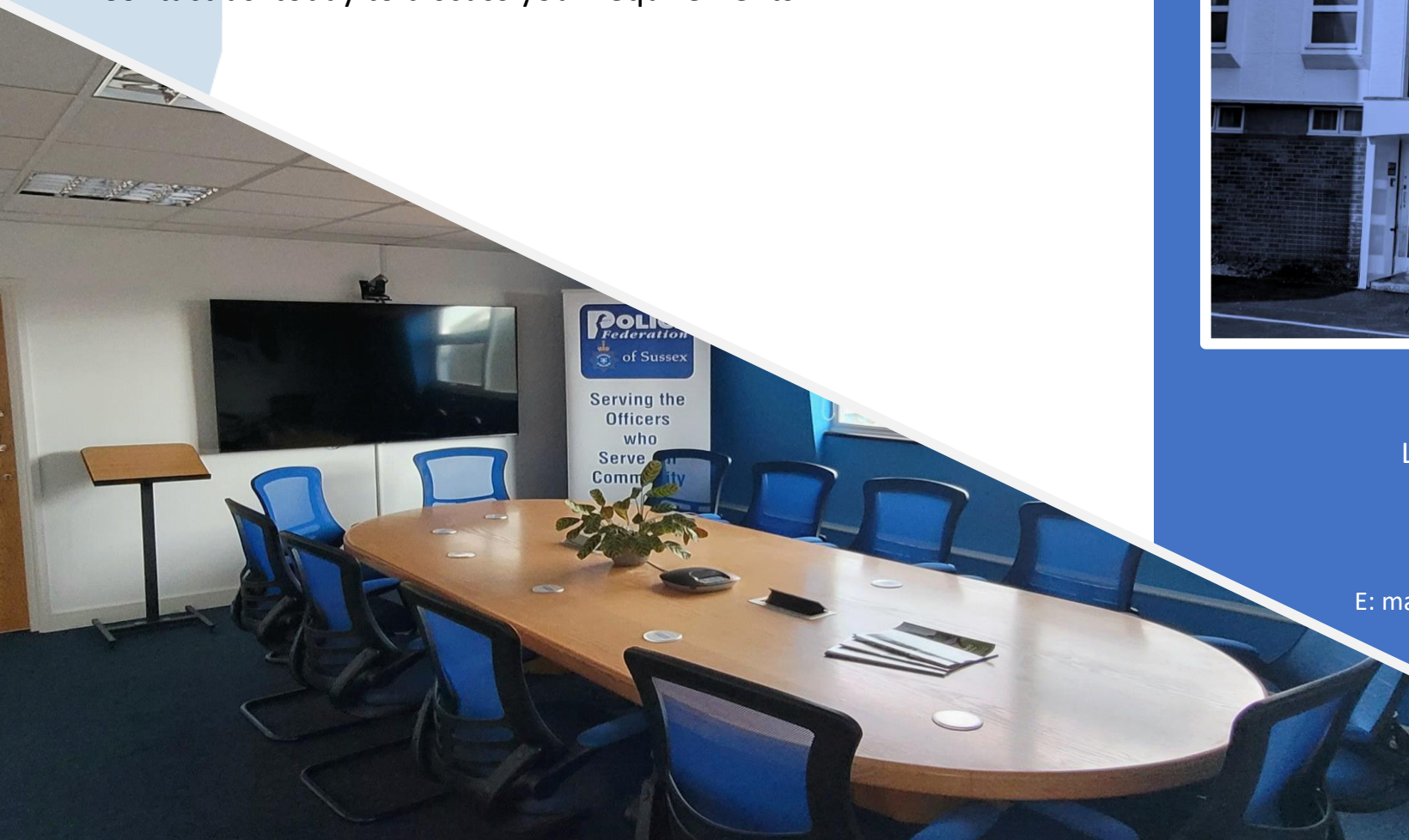
Welcome!

Thank you for considering Federation House for your next meeting or event. We have pleasure in offering a variety of options to suit your needs, whether its 1-1 or a larger scale meeting. Contact us today to discuss your requirements.



Federation House
7 Commerce Way
Lancing Business Park
BN15 8SW

T : 01273 443681
E: marianne.dunkling@polfed.org



CONFERENCE ROOM

Our spacious conference room is the ideal location to host a variety of different events, from larger board meetings and seminars, to training sessions and team meetings. It comes equipped with audio visual presentation technology and free WI-FI access.

Depending on your requirements, the room can be arranged in several different formats: -

- Lecture theatre seating up to 50
- Board room seating up to 24
- Classroom seating up to 40

2 plasma screens are available for your use as well as flipchart and delegate stationary.



Room Tariffs

Daily Rate (08:00 – 16:00) £175

Unlimited tea, coffee, biscuits - £3 per person

Lunch - £11 per person

BOARD ROOM



Room Tariffs

Daily Rate (08:00 – 16:00) £75

Unlimited tea, coffee, biscuits - £3 per person

Lunch - £11 per person

Boasting a beautiful large oval table, our board room is the ideal location to host smaller meetings or training events. It comes equipped with audio visual presentation technology, video conferencing technology and free WI-FI access.

A plasma screen is available for your use as well as flipchart and delegate stationary.

This room can seat up to 12.

MEETING ROOM

Our meeting room is the ideal location to host more intimate meetings or to hire out if you need office space for the day. It comes equipped with a desk, chairs, free WI-FI access.



Room Tariffs

£10 per hour

Half day (08:00 – 12:00 or 13:00 – 16:00) - £40

Full day (08:00 – 16:00) - £60

Unlimited tea, coffee, biscuits - £3 per person

LUNCH & REFRESHMENTS



Tea, coffee and biscuits - £3 per person

If required, a buffet lunch can be provided for £11 per person. This includes: -

Sandwiches

Sausage roll or cheese straw

Crisps

Fruit

Slice of Cake

(minimum order – 5 people)

PARKING

There are 14 parking spaces directly outside the office with a large car park a short walk away.

CANCELLATION POLICY

Cancellation within 28 days - 25% of the estimated invoice.

Cancellation within 14 days - 50% of the estimated invoice.

Cancellation within 7 days – 100% of the estimated invoice.

T&Cs apply.

CONTACT US

For further information or to book your event,
please contact us on: -

T: 01273 443681

E: Marianne.dunkling@polfed.org