



**FAIRFIELD**  
ENTERPRISE CENTRE

# Meeting Room Facilities

T: 01507 617777  
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W: [www.e-lindsey.gov.uk/businesscentres](http://www.e-lindsey.gov.uk/businesscentres)



**East Lindsey**  
DISTRICT COUNCIL

# Introduction

Thank you for your recent enquiry into the meeting room facilities we have available at Fairfield Enterprise Centre, Louth.

All our meeting rooms are modern, affordable and well equipped with air conditioning, broadband or wireless internet. Our dedicated team of staff are on hand to provide you with a professional service to ensure your day runs smoothly. We are very flexible and will do our best to meet your requirements.

Please contact us to discuss your requirements.

We look forward to hearing from you.

*The Fairfield Enterprise Centre Team*

# Conference Room



The conference room is the ideal location to host a number of different events, from board meetings to seminar, training sessions and team meetings. The room can seat up to a maximum of 20 delegates in a boardroom style. Various room layouts can be set up to suit your specific requirements. The room is also equipped with audio visual presentation equipment at no extra cost.

## Room Tariffs

Full day hire	£120.00
Half day hire	£60.00
Hire by the hour	£17.00

*\*prices exclude VAT*

## Equipment available in the room

- Free WIFI
- Audio visual presentation equipment
- Plasma screen
- DVD/Video player
- Projector and screen
- Telephone
- Flipchart

# Small Meeting Room

The meeting room can hold up to 12 delegates boardroom style and is ideal for smaller meetings or training events. We can provide various room layouts on request to suit your requirements.

## Room Tariff

Full day hire	£70.00
Half day hire	£35.00
Hire by the hour	£10.00

*\*prices exclude VAT*

## Equipment available in the room

- Free WIFI
- Whiteboard
- Telephone
- Flipchart

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# Pod Room

The pod room facility is perfect for those of you who want to be able to use a desk, broadband and telephone on an occasional basis, but don't necessarily need an office full time. The room is great for one to one meetings, but also has a round table to seat up to 4 delegates, so ideal for interviews too.

## Room Tariffs

Full day hire	£45.00
Half day hire	£25.00
Hire by the hour	£6.50

*\*prices exclude vat*

# Refreshments & Buffet Options



We can offer a range of refreshments and lunch time buffet options in order to meet your requirements, from breakfast buffets, hot or cold buffet lunch to afternoon cakes. If you have a particular requirement please do not hesitate to ask, we will be more than happy to help.

## Refreshment Packages

### Standard Package

£1.50 per person

- Tea
- Coffee
- Water

### Luxury Package

£2.50 per person

- Tea
- Selection of coffee
- Hot chocolate
- Herbal teas
- Biscuits
- Water

### Buffet Lunch

From £6.50 per person

- A selection of sandwiches, wraps, sausage rolls, fruit and cakes (may vary).

Please note one week's notice must be given when requesting a buffet lunch.

# Meeting Room Terms and Conditions

## Reservations

To enquire about meeting room availability please contact the respective Business Centre and speak to a Receptionist. Bookings are not deemed as confirmed until a booking form is received.

## Venue

The Business Centres are open 8.45am – 5pm. Should you wish to come in early or stay later than these hours please notify Reception when making your booking. Additional charges for early / late opening may apply.

## Catering

Refreshments and light buffets can be made available subject to prior arrangement and noting on the booking form. Refreshments and buffets must be pre-ordered and cannot be ordered on the day. A minimum of one weeks notice is required for buffets. Please advise at time of booking should you have any special requests or dietary requirements. Customers are welcome to arrange their own buffets to be delivered, however please advise the Reception team if you intend to do this. Please note that any additional drinks requested during your booking will be subject to availability and charged for.

## Prices

All prices are subject to VAT.

## Invoicing and Payment

Invoices are raised at the end of the month and will be posted / emailed to the contact specified on the booking form. Payments are due within 30 days.

## Cancellation

Please note 48 hours notice is required for all cancellations otherwise room hire fee will be charged.

## Additional Charges

Please note that if any events run over 5pm an additional 20% of the room hire fee will be charged. Additional charges may also apply for early opening.

## Equipment and notices

Small demonstrating equipment and notices are permitted within the meeting rooms, however, any damage made to furnishing may be charged. All fire exits and gangways must be kept clear.

The business centre will not accept any responsibility for any possessions lost, damaged or stolen whilst on the premises.

## Data Protection Privacy Notice

East Lindsey District Council is a Data Controller and you can contact us at: Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP.  
Tel: 01507 601111.

The Data Protection Officer for the Council is Alison Sparks and can be contacted on 01507 613409 or [DataProtection@e-lindsey.gov.uk](mailto:DataProtection@e-lindsey.gov.uk).

We are collecting your personal data under a contractual obligation as you have applied to use our meeting room facilities.

Your personal data will not be shared with third parties, however, it may be used for Council purposes in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be stored for one year in line with our retention policy and then securely destroyed.

You have the right to access the data we process about you and you should contact the Data Protection Officer to exercise this right. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact The Business Centre Supervisor on 01507 617779.

If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  
Tel: 0303 123 1113.

We cannot confirm your booking unless you complete the form in full. Failure to do so will mean that we will not allow you to use our meeting room facilities.

For full details of our Privacy Policy please visit our website.



# Meeting Room Booking Form

## Room Required

Conference Room	Small Meeting Room	Pod Room
Time from:.....	Time from:.....	Time from:.....
To:.....	To:.....	To:.....

Organisation

Contact name

Address

Invoice address (if different)

Contact number

Booked by

Event title

Event date

Number of delegates (including trainer)

## Refreshment Packages

Tick ✓	Package	Includes	Price per head
	Basic	Water	Free
	Standard	Tea, coffee and water	£1.50
	Luxury	Tea, selection of coffee, hot chocolate, herbal teas, biscuits and water	£2.50
	Buffet Lunch*	Time: ..... A selection of sandwiches, wraps, sausage rolls, fruit and cakes (may vary)	From £6.50

I would like to book the above event and authorise that all charges relating to this booking should be invoiced to the address noted above. I/We accept that I/We will be held liable for the cost of any damages incurred in the room, furnishing or equipment during this booking.

Signature:

Date:

## Our partners



Fairfield Enterprise Centre

**Fairfield Enterprise Centre**  
Lincoln Way, Fairfield Industrial Estate  
Louth, Lincolnshire LN11 0LS

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