



● City West Conference Centre ●



1 City West Business Park, St John's Road, Meadowfield, Durham, DH7 8ER

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Website: [www.citywestcc.co.uk](http://www.citywestcc.co.uk)

## **Location**

Located on the City West Business Park off the A167, City West Conference Centre offers easy access to Durham City Centre and is only a 7 minutes drive by car from Durham train station.

## **City West Conference Centre**

A modern purpose built Conference Centre comprising 4 suites all benefiting from natural daylight and opening windows in light and airy spacious well equipped rooms. Our very high quality fixtures and fittings create an excellent up to date conferencing atmosphere and experience. Our largest suite can accommodate up to 80 delegates and has a separate, spacious break out room and outside seating area.

Your Conference is important to us. Our aim is to provide the best possible service complemented by fabulous food with a choice of menu options in new, modern comfortable surroundings, by team of staff who know the meaning of service and using the latest equipment.

## **Facilities**

- Wi Fi wireless internet
- LCD Projector (remote controlled) with speaker sound system
- 2.5m Wide screen for presentation display
- Hands free conference call telephone system
- Fax available
- Flip Chart Paper and Pens
- Note Paper
- Pencils
- Sweets/mints
- Unlimited Juice/Water
- Free on site Car Parking

Disabled access and facilities



## **Offering a choice of Conference Suite layout**

- Board Room Style – maximum 31
- Theatre Style – maximum 80
- 'T' Shape Style – maximum 31
- 'U' Shape Style – maximum 20
- Contemporary Square Style – maximum 22
- Cabaret Style – maximum 60
- Informal – maximum 10
- Panel – maximum 14



If you have a specific requirement for a seating plan please let us know and we may be able to accommodate

City West Conference Centre offer three delicious food options, including English, Italian and Indian cuisine. Our packages can be altered to suit you individual needs, please contact us and we will be happy to help and advise.

## **Room Only**

City West Conference Centre can also offer a room only package to suite your individual needs, our room only packages start from only £50.00

### **Option 1 - Cold Buffet Selection**

Tea/coffee biscuits on arrival  
Tea/Coffee mid morning

Cold buffet style lunch  
Choice of desert available as an optional extra –  
please enquire  
Tea/Coffee

Tea/Coffee mid afternoon

Unlimited juice/water  
Sweets/mints

Includes full DDR stationery / equipment package –  
see information



### **Option 2 - Hot Italian Buffet Selection**

(minimum 10 delegates – maximum 80 delegates)

Tea/coffee biscuits on arrival  
Tea/Coffee mid morning

Hot Italian buffet style lunch  
Including desert  
Tea/Coffee

Tea/Coffee mid afternoon

Unlimited juice/water  
Sweets/mints

Includes full DDR stationery / equipment package –  
see information



### **Option 3 - Hot Indian Selection (Buffet Style)**

(minimum 15 delegates – maximum 80 delegates)

Tea/coffee biscuits on arrival  
Tea/Coffee mid morning

Hot Indian buffet style lunch  
Tea/Coffee

Tea/Coffee mid afternoon

Unlimited juice/water  
Sweets/mints

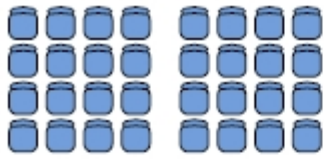
Includes full DDR stationery / equipment package –  
detailed below



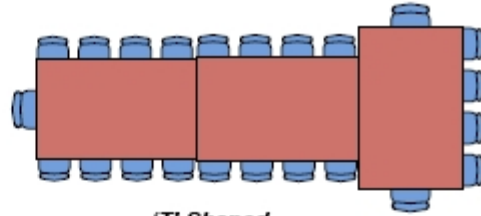
### **DDR Packages include the following:**

Price includes use of all equipment including  
Room Hire  
Flip Chart Paper and pens  
Pencils  
Note Paper  
Hands Free Wireless Conference Call Telephone (\*please request at time of booking calls charged at  
standard rate)  
Wi Fi Internet access  
Fax facility available  
Projector with surround sound system\* (£25.00 per day)

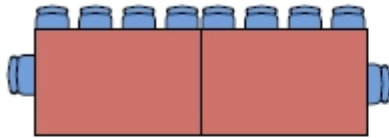
## SEATING PLAN



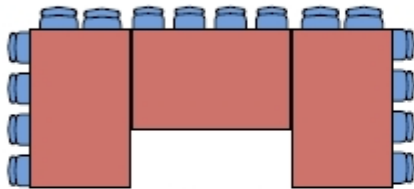
**Theatre Style**  
Maximum seating 80



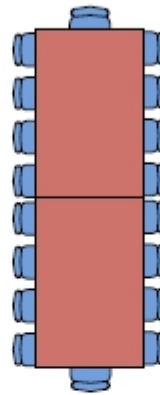
**'T' Shaped**  
Maximum seating 30



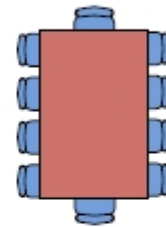
**Panel Style**  
Maximum seating 14



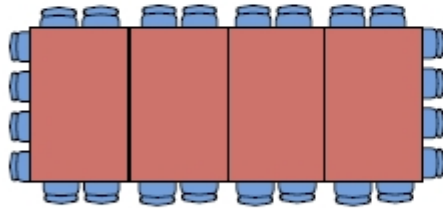
**'U' Shaped**  
Maximum seating 20



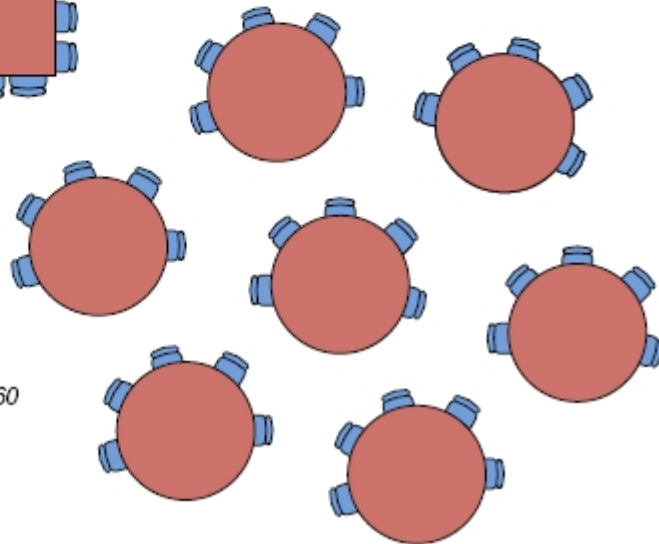
**Boardroom 1**  
Maximum seating 31



**Informal**  
Maximum seating 10



**Boardroom 2**  
Maximum seating 28



**Cabaret**  
Maximum seating 60