

# WHERE **BUSINESS** AND **EXCELLENCE** MEETS

CONFERENCES | MEETINGS | HOSPITALITY



A photograph of a park bench in the foreground, slightly out of focus. The bench is made of reddish-brown metal slats. In the background, there is a lush green grassy hill. Several large, leafy trees are scattered across the scene, with their shadows cast on the grass. In the distance, a multi-story building with a brown facade and a balcony is visible. The sky is blue with some light clouds. The overall atmosphere is peaceful and sunny.

**RELAX...  
YOU'RE IN  
GOOD HANDS**

# WELCOME/

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## CONTACT US

***Why not hold your next meeting or event in the centre of one of the UK's most prestigious research locations?***

We offer a flexible and affordable range of meeting, conference and hospitality packages to suit any size of business.

Culham Conference Centre  
Culham Science Centre Abingdon  
Oxfordshire, OX14 3DB  
T: 01235 466 885  
E: [info@culhamconferencecentre.co.uk](mailto:info@culhamconferencecentre.co.uk)  
[www.culhamconferencecentre.co.uk](http://www.culhamconferencecentre.co.uk)

# WHO WE ARE/

## *A unique conference venue in the heart of Oxfordshire*

Situated in the beautiful countryside of rural Oxfordshire is Culham Conference Centre. You may not know it, but Culham Conference Centre shares its location with the world class fusion research centre, Culham Science Centre. We are just a stones throw away from the nearest train station - Culham.

We want our customers to know that their needs are the most important thing we are dealing with, and we will provide you with excellent service at all times.

## *Culham Science Centre*

Did we mention world famous? We feel rather honoured to share location with Culham Science Centre – not only a world-class research centre and one of the most successful science locations in the country, but it is home to commercial technology organisations and innovations businesses. Together, we are a powerhouse of high technology innovation and enterprise in South Oxfordshire.

Culham Science Centre has an exciting future, browse through their website if you would like to satisfy the budding scientist within or if you'd just like to know a bit more.

## *Nothing is too much trouble*

Next time you need a quality venue for a meeting, conference or event, contact us and see why we've become one of Oxfordshire's most respected and successful conference centres.

Contact the team to arrange a visit; we are sure you will agree that Culham Conference Centre is a superb venue in a truly inspiring location.

*To discuss your individual event, contact the team today, call: **01235 466 885** or email: **info@culhamconferencecentre.co.uk***





# OUR ROOMS/

## **A great range of facilities**

Offerings guests a wide range of meeting spaces, however large or small your professional entourage may be, we have it covered with dedicated meeting rooms, professional networking areas and exhibition spaces, Culham is the perfect setting for like-minded professionals to get together and be... professional. Don't take our word for it though, come and take a look for yourself, we will show you around, and if you like what you see we can talk about your booking with us.

***Due to our prestigious location within the Culham Science Centre, we offer impressive levels of security - making us ideal if privacy and security is required.***

## **For meetings**

Our meeting rooms, TOSCA, CLEO, DITE, ZETA, PHOENIX and COMPASS can cater for 2-70 delegates and all feature:

- Air conditioning
- HD projector and retractable screen
- Dry wipe board
- Flipchart and pens
- Free WiFi or port networking
- Complementary trainer stationery

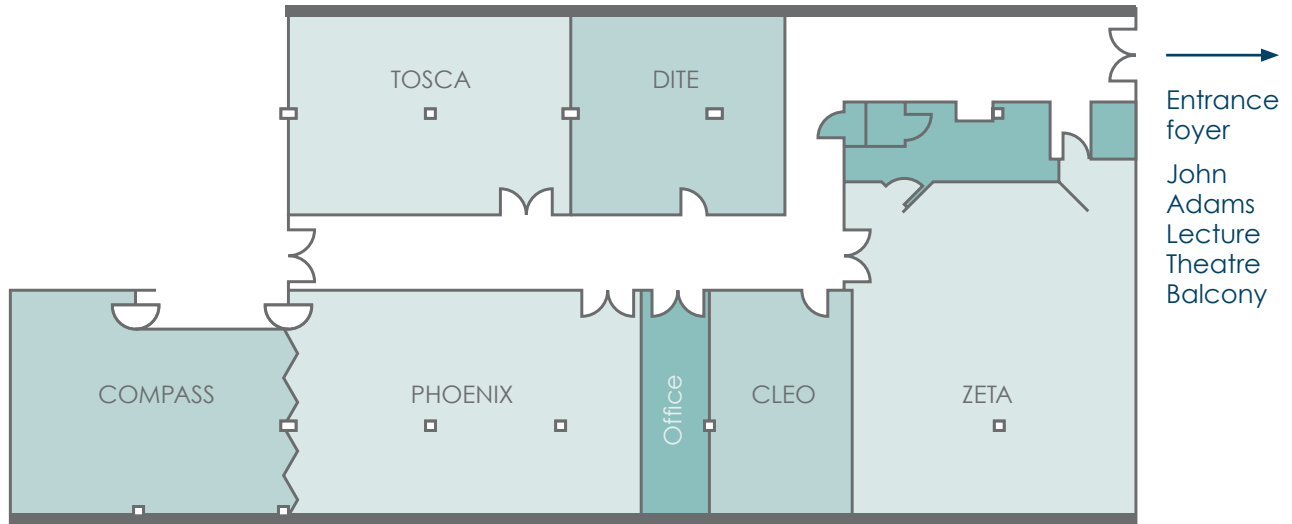
## **For larger events**

Our first class facility, the John Adams Lecture Theatre, seats up to 234 delegates in a tiered theatre style and is ideal for prestigious, large scale events and presentations.

As well as it's superb acoustics, the John Adams Lecture Theatre features: and customers.

- Integrated audio and visual system
- Lapel and roaming microphones
- Cinema screen projection
- Stage lighting
- Air conditioning
- Free WiFi and port networking Technical support





# LAYOUTS/

## Floor plans and room information

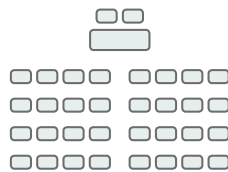
Our meeting rooms have been individually named after experiments carried out on this famous site.

### Individual room sizes and capacities

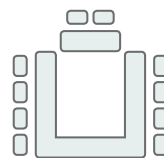
	John Adams	TOSCA	DITE	COMPASS	PHOENIX	CLEO	ZETA
Size in metres (length x width)	19.7 x 17.1	19.7 x 3.1	7.1 x 3.1	8.5 x 5.1	11.6 x 6.3	6.3 x 4.7	8.5 x 9.1

Maximum number of delegates accommodated

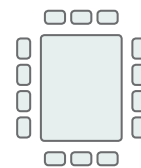
	John Adams	TOSCA	DITE	COMPASS	PHOENIX	CLEO	ZETA
Theatre style	233	24	18	24	60	16	70
U-shape	-	12	-	12	18	-	24
Boardroom	-	12	10	14	22	12	24
Classroom	-	16	14	12	20	10	32



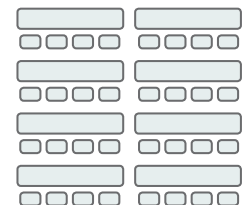
Theatre style



U-shape



Boardroom



Classroom

# OUR FOOD AND DRINK/

## *The New Culham Hospitality Menu*

We believe that our exciting new menu of classic + premium buffets, modern + inspiring bowls foods, fun picnic hamper and contemporary antipasti boards satisfy all appetites and budgets.

Our whole team have collaborated, each offering their wealth of knowledge on what we believe our customers want from a hospitality service. As with all foods here at Culham, they will be provided onsite by our head chef and his dedicated team who ensure that everything is prepared to perfection!

We are committed to providing you with excellent food, delivered with a high standard to service to match.

Please taste, enjoy and let us know what you think..

*If you are planning a function and require something a little different, such as a themed event, please call the conference team and we will be happy to discuss your individual requirements.*





# OUR MENUS/

## Keeping you refreshed

Freshly brewed coffee with a selection of breakfast + fruit teas	£1.45
add house biscuits	£1.65
add luxury biscuits	£1.75

Still or Sparkling Mineral Water 1litre £1.80

Orange, apple, cranberry juice 1litre £2.80

Cloudy lemonade £1.50

Peach iced tea £1.50

Kiwi + spinach superfood smoothie £2.50

Mango, rosehip, guava smoothie £2.50

## Good Morning Breakfast

Bacon roll	£2.65
Bacon + egg bap	£3.15
Warm pastry selection	£1.85
Sliced melon + pineapple	£2.10

**\* Only available in the Culham Conference Area.  
All price are based on per person and are exclusive of VAT.**

## Time For Lunch

**The Classic Sandwich + Wrap** £5.70

Chefs choice of the following examples:

Ham & Tomato

Turkey + Cranberry

Egg + Tomato

Cheese + Pickle

**Premium Deli Lunch** - a selection of artisan breads with chefs choice of the following examples; £6.65

Coronation Chicken

Peppered Beef

Brie + chutney

Emmenthal

Classic + premium Lunches are served with crisped potato + dip combo with fruit bowl

**If a particular item is not available a replacement item of equal or greater value will be offered.**

# PICNIC BASKET

*Baked baguette, chutney, pickles, ripened tomatoes. With chocolate brownie + cloudy lemonade*

*Add mini pork pie* £6.00

*Add home-made sausage roll* £5.60

*Add traditional quiche* £6.35

# BOWL FOOD

*Ideal to eat with just a fork whilst socialising + networking. Served from trays by the team. Examples are;*

*Butternut squash+ sweet potato bhuna, cardamom rice, mini naan.* £4.95

*Thai green chicken curry, rice, bamboo shoots* £6.95

*Sticky beef + date tagine, garlic bulgar wheat* £6.45



# ANTIPASTI

*Marinated + roasted Mediterranean vegetables, mozzarella + olives, sun-dried tomatoes, seeded bread, flavoured dipping oil*

£11.00

*Add cured meats selection*

£2.50

# BOLT ON

*Halloumi + pepper skewers*

£2.40

*Sticky chicken wings*

£1.65

*Indian savoury selection*

£1.80

*Home-made bruschetta*

£1.65

*Flavoured hummus with veggie dipping sticks*

£1.54

*Mini lamb kofta*

£1.85

*New potato, radish + mustard salad*

£1.70

*Slaw*

£1.00

*Roasted sweet potatoes, chilli, coriander*

£1.55



# SOMETHING SWEET

<i>Banoffee</i>	£1.80
<i>Lemon posset</i>	£1.80
<i>Trio of dot doughnuts</i>	£1.80
<i>Tiramisu</i>	£1.80
<i>Melon medley</i>	£1.35

# CAKES & BAKES

<i>Chocolate + courgette cake</i>	£1.80
<i>The classic Victoria sponge</i>	£1.65
<i>Chocolate brownie</i>	£2.00
<i>Lemon drizzle loaf</i>	£1.80
<i>Shortbread fingers</i>	£1.05





# ROOM RATES AND EQUIPMENT/

## Room Hire

Meeting rooms are available to hire by the hour at the rate of **£50.00**. Alternatively, full and half day rates are listed below.

	Full day	Half day
DITE	£205.00	£100.00
CLEO	£180.00	£95.00
TOSCA	£220.00	£115.00
ZETA	£345.00	£175.00
PHOENIX	£290.00	£150.00
COMPASS	£185.00	£100.00
PHOENIX and COMPASS	£400.00	£210.00
John Adams Lecture Theatre	£600.00	£325.00
Balcony	£125.00	£100.00

## Room Equipment

The John Adams Lecture Theatre and all meeting rooms are provided with the following standard equipment:

- HD ready ceiling mounted projector
- Retractable screen
- Free WiFi
- Flipchart and pens
- Dry wipe board and pens
- TV, video and DVD
- available upon request
- Complimentary trainer stationary

## Equipment Hire

Additional equipment can be hired at the following costs:

- LCD projector and screen £55.00
- LCD lead £12.00
- Laptop £30.00
- Flipchart £12.00
- Fax £0.60
- Photocopying (per copy)
  - A4 sheet mono £0.12
  - A4 sheet colour £0.15

# HOW TO BOOK/

## **Booking procedure**

Please telephone the Culham Conference Centre on: **01235 466 885**

or email your enquiry to:

**info@culhamconferencecentre.co.uk.**

A member of the conference team will be happy to discuss your individual requirements and check availability.

Once a provisional reservation has been made, a booking form must be completed, signed and returned to the conference centre no less than 14 days prior to the event. Once signed by both parties the booking form will constitute the contract. Provisional reservations are not guaranteed until a signed booking form is received.

Final numbers and delegate names must be received no less than 72 hours before the event as this will form the minimum number catered for. Please remember to include all organisers and presenters.

A minimum charge of 6 delegates applies to all catering and room hire reservations unless authorised by the Conference Centre Manager.

## **Cancellation policy**

The Conference Centre reserves the right to cancel the reservation if:

- The client fails to adhere to the terms and conditions of this contract.
- There has been a significant change to the original booking.
- The event might prejudice the Conference Centre or the Culham Science Centre.
- The Conference Centre is closed due to circumstances beyond its control.

Cancellations made by the client must be received in writing no less than 6 weeks (42 days) prior to the event. Cancellations made outside of this time frame will not incur a cancellation fee. The cancellation fees below apply to the whole booking for cancellations made within:

- 4-6 weeks prior to event 30%
- 2-4 weeks prior to event 75%
- 2 weeks or less prior to event 100%

We reserve the right to apply 75% of the cost to amendments received less than 2 weeks prior to the event.

## **Terms and conditions**

Should the numbers be significantly less than those agreed, we reserve the right to relocate the conference room to suit the final number.

The Conference Centre reserves the right to cancel a booking up to 7 working days before the event date due to circumstances beyond its control. We will however endeavour to assist the client in re-arranging the event.

Charges for breakages or loss will be added to your final invoice.

All rates and charges are subject to change and should be confirmed at time of booking. Should any product requested not be available, an alternative of the same or greater value will be offered.

Final lunch orders and special requests must be placed 48 hours prior to the event.

Rates quoted are for Monday to Friday 0800 to 1700. Weekend and evening rates will be agreed with the Conference Team at the time of booking.

Prices are correct as of 01.06.15.

## **Payment terms**

Should a deposit or pre-payment be required, you will be notified at the time of booking. Deposits are non-refundable. Customers who are paying by credit card are asked to settle the balance in full 14 days prior to the event. For those who are being invoiced, payment terms are strictly 30 days.







# PLANNING A LONGER STAY?

## *A great place to stay and explore*

If you or any of your delegates are visitors to the area and wish to stay overnight, or maybe for the weekend, you've picked a great area to stay in!

Abingdon is located in the heart of one of the most beautiful English counties and within easy reach of the Oxfordshire Cotswolds; home to some of the country's most traditional and attractive hamlets, including Juniper Hill, Ewelme, Hook Norton and Cropredy.

Just a few miles away is the city of Oxford, home to the world famous university. You can explore its many colleges, churches, museums, theatres and shops, as well as discover the locations from TV drama series Inspector Morse and Lewis.

## *Experience Oxfordshire*

Here are just a few of Oxfordshire's most historical wonders:

- Blenheim Palace and Gardens
- Kelmscott Manor
- Sulgrave Manor
- Wallingford Castle
- Broughton Castle
- St George's Tower

For more information, visit:  
[www.visitoxfordandoxfordshire.com](http://www.visitoxfordandoxfordshire.com)

## *We can help*

Remember that during your stay with us, our staff are on hand to book taxis and help with any unexpected hotel requirements.

## *Let us know what you think*

If you do chose to book with us, don't forget to let us know what you thought about our conference centre, the standards of service you received and the food offer.

We appreciate all feedback, it helps us to remain a successful venue and a place where business and excellence meet.

## *We look forward to welcoming you soon!*

## Getting here is easy!

Culham Conference Centre is set in an attractive yet convenient green-belt location just 10 miles south of Oxford and close to major motorway and rail networks.

We have ample free and secure parking available.

## Distances to Culham Conference Centre

**Oxford City Centre** – 10 miles

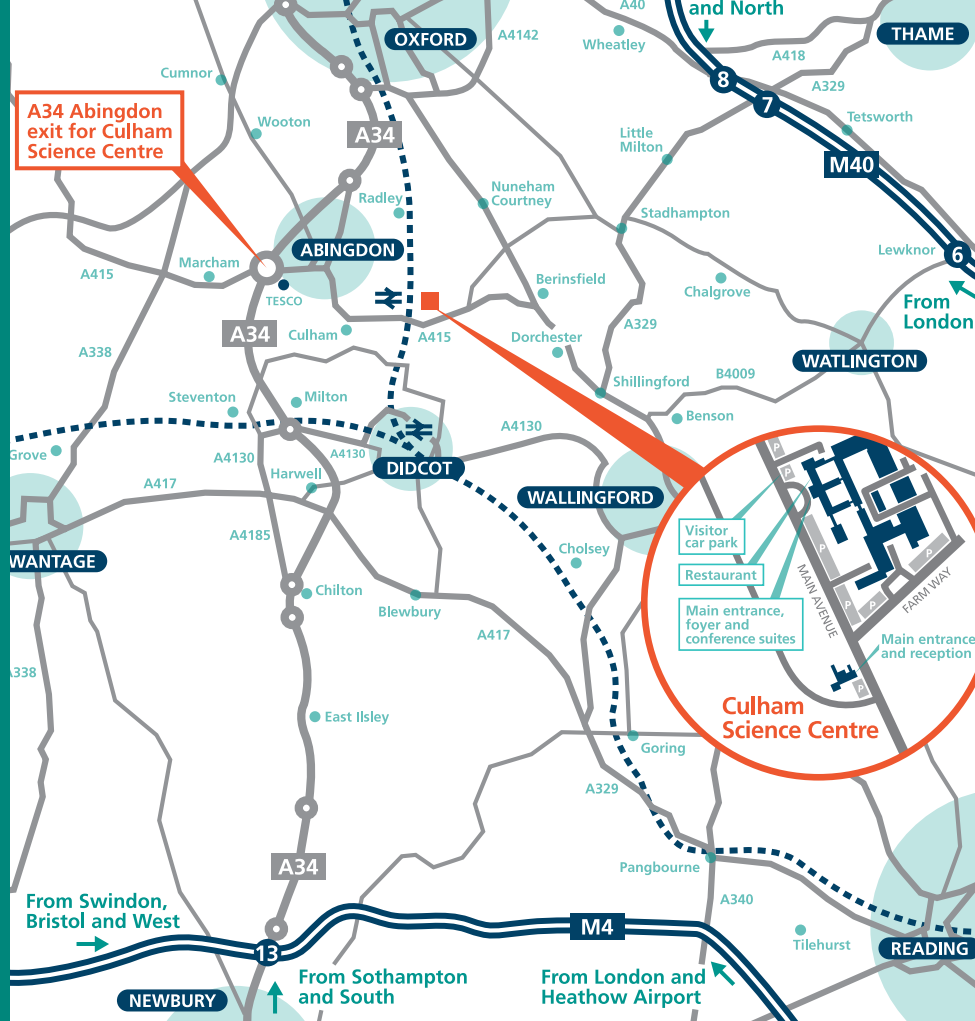
**M4** – 20 miles

**Didcot Parkway Station** – 6 miles

**M40** – 14 miles

**Reading** – 20 miles

**Culham Station** – 5 minutes, well-lit walk



# WHERE TO FIND US

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**baxterstorey**  
we love this business

Culham Conference Centre  
Culham Science Centre Abingdon  
Oxfordshire, OX14 3DB  
T: 01235 466 885

E: [info@culhamconferencecentre.co.uk](mailto:info@culhamconferencecentre.co.uk)

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