

National Waterways Museum  
South Pier Road  
Ellesmere Port  
Cheshire  
CH65 4FW

Dear Conference Organiser

### **The National Waterways Museum Conference Centre**

I have pleasure in enclosing details of our conference centre and packages as requested.

As the UK's premier waterways museum, National Waterways Museum offers a unique venue for seminars, meetings and presentations. The Conference Centre is situated in a refurbished 19<sup>th</sup> century building, within Ellesmere Port's historic docks, and enjoys panoramic views of the Mersey estuary.

The main Lecture Theatre accommodates up to 120 delegates and is ideal for conferences, seminars, lectures and training sessions. The adjoining classroom is available for smaller groups. Both venues are fully serviced with visual aid facilities, and we also offer a coffee lounge for breaks.

We offer a full range of packages, from one-hour room hire to week-long conferences. Our menus provide the ideal working buffet and we will be happy to discuss variations or dietary requirements to meet your needs.

Ideally located just off junction 9, M53, there is ample free car and coach parking and your delegates may tour the museum free of charge, during museum opening hours.

Every conference is different and we pride ourselves on taking care of your individual needs and requirements. If you would like to view our facilities or make a booking, please call the bookings team on 0151 355 5017 who will be pleased to help you.

We look forward to welcoming you and your colleagues to The National Waterways Museum.

Yours sincerely

Visitor Services

## National Waterways Museum Conference Pack

### The Museum

The National Waterways Museum showcases the wonders of the UK's waterways – the lives of the people who built and worked on them, their customs, boats and buildings. The Museum is located in the historic canal docks at Ellesmere Port, an attractive and fascinating site which is rich in buildings of historical and architectural interest and in canal wildlife.

Located in a stunning setting beside the Mersey and the Manchester Ship Canal, the National Waterways Museum is an independent museum with charitable trust status. Very much part of its community the museum has large numbers of volunteers and offers strong schools and events programmes.

### The Tom Rolt Conference Centre

The Museum's Conference Centre is named after the eminent engineer and author LTC "Tom" Rolt, who in the 1940s undertook a 400 mile trip in his narrow boat, "Cressy" through the waterways of the Midlands. His book, 'Narrowboat', was responsible for raising consciousness about the decline of the canal network, and led to the founding of the Inland Waterways Association and revival of interest in our canals and waterways.

### A snapshot of the facilities

- Comfortable coffee lounge.
- Two large and well-equipped delegate rooms.
- Panoramic views of the Mersey Estuary and ships on the busy Manchester Ship Canal
- Delegate access to the Museum during opening hours.
- Ideally situated just one minutes drive from junction 9, off the M53. 15 minutes from Chester, 25 from Liverpool and 40 from Manchester.
- Free parking for up to 200 cars.
- Fully accessible plus offers dedicated disabled spaces.
- All messages received at the museum for delegates will be hand delivered to your meeting.
- All prices for food and refreshments are based on the minimum number of delegates for each room.
- **All prices quoted are per delegate and are exclusive of V.A.T**

**1. Contact and information**

0151 355 5017  
 ellesmereport@thewaterwaystrust.org.uk  
 www.nwm.org.uk/ellesmere

**2. Charges**

**Room hire** starts at £15 per hour and is calculated on the basis of the duration of the meeting and the number of delegates.

Meetings taking place **outside of office working hours** incur extra charges and are therefore subject to a premium rate.

By tailoring our charges exactly to your requirements we offer excellent value for money.

**Teas, coffees and biscuits**

Flasks serve ten people and cost £2 each including biscuits. (£2 a head).

**3. Equipment**

The following equipment is available upon request free of charge:

Writing paper, pens, overhead projector, data projector, screen, flipchart, slide projector, TV & video/DVD.

Further equipment can be hired in upon request. Please contact our bookings team on 0151 355 5017 for details and costs.

A4 Photocopying	@ 5p a sheet
A3 Photocopying	@ 10p a sheet
Faxes sent	@ 50p a sheet
Faxes received	@ 20p a sheet

*Prices exclusive of VAT*

**3. Room layouts**

For capacities and room layouts see page 6.

**4. Transport**

One minute from junction 9, M53.

Nearest railway station, Ellesmere Port, 10 minutes walk.



## **Conference Centre Bookings TERMS AND CONDITIONS**

Any contract entered into pursuant to these terms and conditions shall be between The Waterways Trust, *the Company*, and the purchaser of the conference and dining services named on the written details of the booking form, *the Client*.

Confirmation of bookings must be made by completing and returning the booking form together with payment of the deposit.

A non-refundable deposit of 25% of the total booking value shall be paid at the time of confirmation.

If the Company has not received this deposit with the confirmation booking form, the Company will treat the booking as an unconfirmed booking, which may lead to cancellation by the Company.

The balance of the total booking value less the deposit paid is due 30 days from date of invoice.

In the event of cancellation by the Client within two weeks of the event booked, the full amount due for the original event booked will be payable.

There is a minimum of ten delegates per booking for use of the facilities.

The Company will contact the Client one week before the event to confirm final arrangements. Delegate numbers must be confirmed at this point and cannot be altered afterwards.

In the event of the Company being unable to provide the facilities in accordance with the contract due to acts, events, omissions or accidents beyond the Company's reasonable control, the Company will be entitled to cancel the contract and save for the return of any deposit and/or monies paid under the contract, will not be liable to pay further compensation to the Client.

The Client shall indemnify the Company for all losses, damages, claims, costs and expenses incurred by the Company arising out of use of the facilities under the contract.

### Conference Centre Booking Form

Today's date \_\_\_\_\_ Date required \_\_\_\_\_

Contact Name \_\_\_\_\_ Tel \_\_\_\_\_

Extension \_\_\_\_\_ Fax \_\_\_\_\_

Company Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Number in party \_\_\_\_\_ Room required from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

#### Room requirements

- Theatre
- Classroom
- Both

(Please tick)

#### Equipment requirements

- |                 |                          |           |                          |
|-----------------|--------------------------|-----------|--------------------------|
| TV & Video/DVD  | <input type="checkbox"/> | OHP       | <input type="checkbox"/> |
| Slide Projector | <input type="checkbox"/> | Flipchart | <input type="checkbox"/> |
| Screen          | <input type="checkbox"/> | Bar       | <input type="checkbox"/> |

Other \_\_\_\_\_

Wording to appear on welcome signs

#### Refreshment Requirements

Tea/coffee & biscuits required at \_\_\_\_\_

Other refreshment requirements \_\_\_\_\_

#### Menu Selection

Menu required at \_\_\_\_\_ am/pm

Please tick your selection

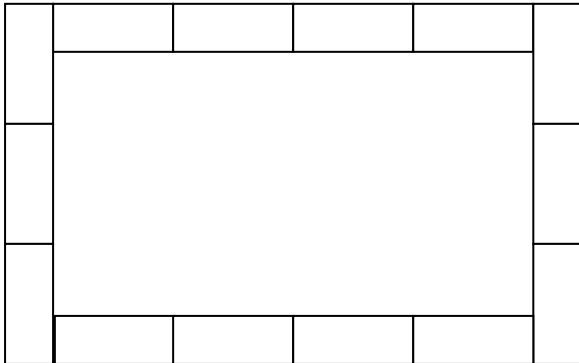
- Breakfast
- Breakfast premium
- Boatman's Choice
- Boatman's Choice Premium

Number of vegetarians \_\_\_\_\_

Please state any other dietary requirements:

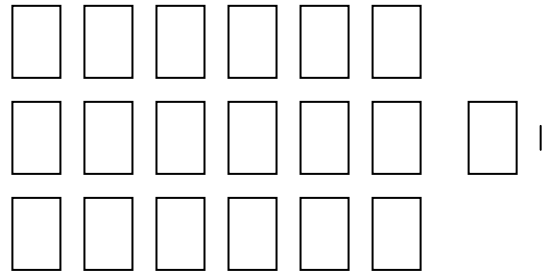
\_\_\_\_\_

**BOARDROOM STYLE**



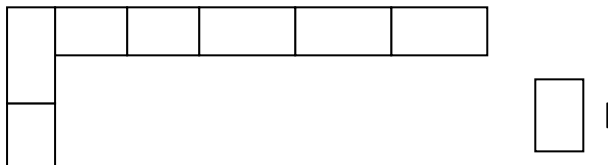
Maximum seating capacities  
 Classroom 20  
 Lecture theatre 48

**CLASSROOM STYLE**



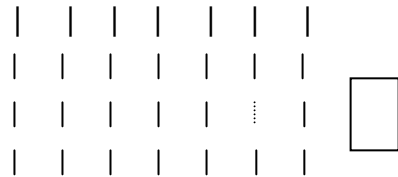
Maximum seating capacities  
 Classroom 10 + 1  
 Lecture theatre 30 + 1  
 (This layout is based on 1 person per desk. Numbers may be doubled by placing 2 people at each desk)

**“U” SHAPE**



Maximum seating capacities  
 Classroom 20 + 1  
 Lecture theatre 30 + 1

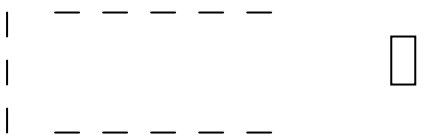
**THEATRE STYLE (seated)**



Maximum seating capacities  
 Classroom 30  
 Lecture theatre 100

**HORSESHOE STYLE (seated)**

Maximum seating Capacities  
 Classroom 20  
 Lecture theatre 100



**SPECIAL REQUIREMENTS:  
 (Please draw)**

## Conference Centre Menus

### **Breakfast** (£5 per person)

Bacon batches  
Fresh orange juice  
Freshly brewed tea or coffee

### **Breakfast Premium** (£7 per person)

Bacon batches  
Croissants and Danish pastries  
Fresh orange juice  
Freshly brewed tea or coffee

### **Boatman's Choice** (£8 per person)

Selection of filled rolls, sandwiches and crisps.  
*(Vegetarian options available)*

Choice of lemon drizzle cake,  
coffee and walnut cake or  
carrot and passion fruit cake

Freshly brewed tea or coffee

### **Boatman's Platter** (£10 per person)

Selection of filled rolls, sandwiches and crisps.

Selection of savouries (quiches, sausage rolls etc)  
*(Vegetarian options available)*

A choice of lemon drizzle cake,  
coffee and walnut cake or  
carrot and passion fruit cake

Selection of fresh fruit

Freshly brewed tea or coffee

**We will be happy to create an individual menu to suit your needs.  
Please call 0151 355 5017 to discuss your requirements.**