



FALMOUTH
TOWN COUNCIL



THE ATHERTON SUITE FALMOUTH EVENT BROCHURE

FOR MORE INFORMATION:

PAVILIONEVENTS@FALMOUTH.TOWN.COUNCIL.COM

VENUE INFORMATION & RATES

A community venue situated in the Old Post Office building on The Moor Piazza in central Falmouth. The space is comprised of two large impressive adjoining rooms with contemporary features.

THE MAIN ROOM

Approx. 14M x 6M, the Main Room can be arranged to suit any event, for example, for dining, 7 round tables comfortably fill the space, for presentations, trestle tables can be arranged to seat 25, with optional extra seating and 100 chairs can be positioned in theatre style.



THE CONSERVATORY

The Conservatory can be arranged in any format to fit your requirements. Approx. 15M x 7M, fitted with a hearing loop and internal wooden sliding doors which separate the Main Room and Conservatory, allowing both rooms to be separate entities if desired.

FURNITURE INVENTORY

The following furniture is available for use in The Atherton Suite:

Trestle tables 183cm x 76cm - 10
Trestle tables 244cm x 76cm - 6
Trestle tables 183cm x 46cm - 4
Square tables 92cm x 92cm - 5
Round tables 153cm diameter - 8

Gold event chairs - 100
Wooden chairs - 40 (26 with arms & 14 without)

VENUE INFORMATION & RATES cont.

RATES

MEETING ROOM HIRE THE MAIN ROOM

£50 per hour, Monday - Friday, 9am - 4.30pm*

MEETING ROOM HIRE THE CONSERVATORY

£50 per hour, Monday - Friday, 9am - 4.30pm*

For enquiries about all day usage or different types of event, please contact the events team.

* Please note, outside of these hours, security must be booked to open/close the building. See below for details.

SECURITY

£19.70 per SIA per hour (there is a 3 hour minimum on all bookings)

TEA & COFFEE

£2 per person for a self-serve tea & coffee station

CATERING

Price on application dependent on your requirements.

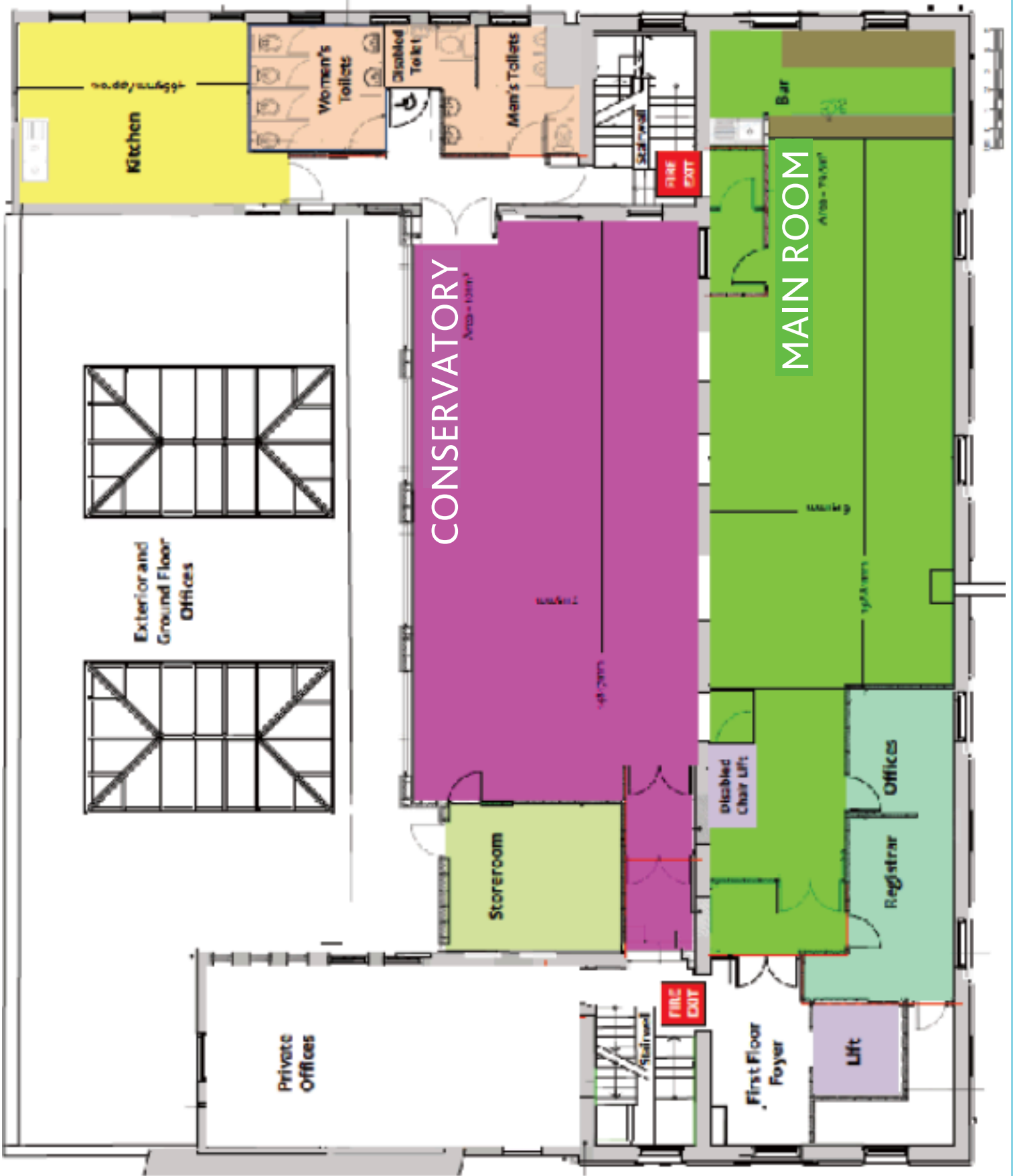
TECH

The room is equipped with an 82' Samsung screen and PA system which are included in the venue hire. Please note, this does not include a technician.

Please also note that live music and DJs are not permitted due to the close proximity of residents.

All rates are subject to VAT at the current rate.

FLOOR PLAN



CONTACT DETAILS

CONTACT THE EVENTS TEAM FOR MEETING BOOKINGS.

TEL

01326 211222

EMAIL

PAVILIONEVENTS@FALMOUTH TOWN COUNCIL.COM

WEBSITE

PRINCESSPAVILION.CO.UK

FACEBOOK

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