



LAGAN VALLEY  
Island

## CONFERENCES, MEETINGS & EVENTS

Lagan Valley Island Conference Centre is one of Northern Ireland's premier venues for meetings, conferences, exhibitions, tradeshow, seminars, training and events.



### State of the art facilities

A striking purpose-built landmark venue, Lagan Valley Island offers **complete flexibility** to meet your business and conference needs at **competitive prices**. The facility is a unique mix of civic, business and arts facilities.

Catering from 4 to 400 people, Lagan Valley Island boasts the multi-purpose Island Hall, Studio Theatre, choice of meeting and conference rooms, the Island Arts Centre and Lighters Restaurant. All rooms are equipped with the **latest technology** and WiFi is available throughout. The building is fully accessible for disabled persons.

### Location

The **superb location** in the heart of Lisburn City, just minutes from the M1 motorway and A1 carriageway ensures it is an ideal central location for Northern Ireland whilst also very accessible for those travelling from the South. The Conference Centre is located under 30 minutes from both Northern Ireland airports and just 8 miles from Belfast.

**Complimentary parking** is available on-site for up to 300 vehicles. The nearby train and bus stations ensure the conference and meeting facilities are extremely convenient to all. Accommodation is available for delegates in **Premier Inn**, just minutes from the Centre.

Lagan Valley Island also boasts **exceptional service**, extensive **event management expertise** and **on-site technical advice** to ensure your conference, meeting or event goes without a hitch. **First class catering** is provided by the in-house catering company Mount Charles.

**Contact us now for a quotation for your next event:**

**Tel:** 028 9250 9292 **E-mail:** [civic.centre@lisburn.gov.uk](mailto:civic.centre@lisburn.gov.uk) **Web:** [www.laganvalleyisland.co.uk](http://www.laganvalleyisland.co.uk)



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## ISLAND HALL & STUDIO THEATRE

### Island Hall

The Island Hall, located on the ground floor of Lagan Valley Island, is the largest room and is entirely multipurpose. It is ideal for large-scale conferences and seminars with tiered seating for up to 400 delegates (retractable theatre seating), for exhibitions, theatrical performances or banquet evenings.

Facilities include full stage sound and lighting systems, front projection data projector with a 6 x 6 metre projection screen, which is compatible with computer, video, or DVD formats. You may also request the assistance of an on-site technician who will be happy to discuss your requirements and be available during your event if required. Theatre seating for up to 400 persons can be fully utilised or reduced as necessary.



### Studio Theatre

This compact intimate venue with retractable theatre seating is fully equipped for sound and various light settings to suit your requirements. The Studio Theatre can entertain an audience of up to 110 and is an ideal auditorium for lectures, recitals or readings.

*Both areas provide an excellent venue for exhibitions or trade shows.*

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## MEETING ROOMS

### Chestnut Suite

A semi-circular room catering for up to 100 guests with an annex ideal for catering or registration. This room can be tailored in size to suit your requirements.

### Alder Room

Located on the ground floor, the Alder room can accommodate up to 60 delegates. With views of the River Lagan, this spacious room boasts lots of natural light. The room can also be divided in two for use as breakout rooms or seminar sessions.



Chestnut Room



Alder Room



Cherry Room



Elm Room

### Cherry Room

Situated on the first floor leading onto the Rotunda, the Cherry Room is a bright, luxurious room with an adjoining balcony for outdoor refreshments – weather permitting! A spacious room, it is ideal for board meetings, corporate lunches and dinners.

### Hawthorn, Elm, Maple, Hazel & Oak Rooms

The above meeting rooms are located on the second floor and are accessible by lift. Each room can cater for between 12 – 42 persons and are available for hire on an individual or group basis. Ideal for meetings, workshops, small seminars and training purposes, all rooms are set boardroom style however the Maple and Oak can be set up according to your requirements.

*All rooms have an overhead projector, one screen and one flipchart/paper/pens if required at no extra charge.*

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## LIGHTERS RESTAURANT & IN-HOUSE CATERING

Lagan Valley Island boasts the stylish Lighters Restaurant and superb in-house catering to provide for your every need and also feed your imagination!

### Lighters Restaurant

Overlooking the River Lagan, the modern glass-fronted Lighters Restaurant offers mouth-watering meals throughout the day. Open six days a week, it is the ideal place to lunch away from the days business or for a relaxing coffee. Also offering pre-show dining, Lighters Restaurant is the perfect choice for corporate entertaining.



### In-house Catering Service

Our experienced in-house catering team will cater for your every requirement ensuring your conference, meeting, wedding or event is delivered to the highest possible standard. From an intimate dinner for 15 guests to a conference with 300 delegates or a gourmet banquet for 250 people, you can rest assured your event will be a memorable one – for all the right reasons!

Choose from the extensive range of menus from simple tea, coffee & biscuits through to banquets for 250 guests. You will be provided with assistance and advice both at the initial planning stages and during the event itself. Lagan Valley Island is fully licensed and offers two bars on the ground and first floor. A full wine list is available to compliment your menu choice.

Drinks receptions are also very popular when greeting your guests on arrival and can be organised in various locations throughout the building.

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## MEETING ROOM BREAKDOWN

Meeting Room Specification				Seating Capacity				
Room	Floor	Size (m)	Area (m <sup>2</sup> )	Theatre	U-Shaped	Classroom	Boardroom	Dinner
<b>Island Hall</b>	Ground	20.0 x 23.0	460.0	402	-	100	-	250
<b>Half Island Hall</b>	Ground			150	60	60	-	100
<b>Studio Theatre</b>	Ground	12.5 x 14.5	181.0	110	40	45	42	120
<b>Chestnut Suite</b>	Second	20 x 8	160.0	100	42	45	42*	60-96
<b>Cherry Room</b>	First	8.0 x 11.5	92.0	70	30	30	32*	50-80
<b>Alder Room</b>	Ground	11 x 4.5	49.5	60	34	18	30*	40
<b>Oak Room</b>	Second	9 x 5.8	52.0	42	25	18	26*	
<b>Maple Room</b>	Second	7.5 x 4.5	34.0	25	20	10	18*	18
<b>Hawthorn Room</b>	Second	4.5 x 5.5	25.0	14	10	-	12*	12
<b>Elm Room</b>	Second	3.25 x 8.75	28.5	-	20	-	18*	18
<b>Hazel Room</b>	Second	3.75 x 9	34.0	-	20	-	20*	20

- \*Capacities are without AVE or flipchart, reduce by 3 if AVE required
- Data Projectors are fixed in Elm, Hazel, Maple and Oak Rooms



## CONFERENCE/MEETING RATES

April 2009 – March 2010

Area	Location	Rates			
		Half Day (4 Hours)	Day (8 Hours)	Full (15 Hours)	Evening (Per Hour)
Island Hall (whole)	Ground Floor	£540.00	£930.00	£1,080.00	-
Island Hall (half)	Ground Floor	£270.00	£465.00	£540.00	-
Studio Theatre	Ground Floor	£221.00	£380.00	£440.00	-
Alder Room*	Ground Floor	£110.00	£185.00	-	£27.00
Council Chamber*	1 <sup>st</sup> Floor	£435.00	£650.00	-	-
Cherry Room*	1 <sup>st</sup> Floor	£155.00	£260.00	-	£38.00
Chestnut Suite	2 <sup>nd</sup> Floor	£215.00	£370.00	-	£54.00
Elm Room	2 <sup>nd</sup> Floor Rotunda	£65.00	£115.00	-	£17.00
Hazel Room	2 <sup>nd</sup> Floor Rotunda	£65.00	£115.00	-	£17.00
Hawthorn Room	2 <sup>nd</sup> Floor Rotunda	£65.00	£115.00	-	£17.00
Maple Room	2 <sup>nd</sup> Floor Rotunda	£65.00	£115.00	-	£17.00
Oak Room	2 <sup>nd</sup> Floor	£110.00	£185.00	-	£27.00

### NOTES

1. **Minimum** hire charge of **FOUR HOURS** is applicable on all day bookings and **TWO HOURS** on all evening bookings. Evening bookings are applicable from 6.00pm only.
2. Room hire includes the use of one overhead projector, one screen and one flipchart/paper/pens if required.
3. Island Hall hire includes:
  - lectern with microphone
  - 1 x Radio microphone (hand held)
  - 6x6 metre projection screen
  - Data Projector
  - Clothed Top Table
  - Conference Lighting at Top Table and Lectern
  - 1 x Technician
4. All rates quoted are exclusive of VAT.
5. Registered Charities, Local Schools and Local Churches are entitled to 20% discount on room hire.

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## DAY DELEGATE RATES

APRIL 2009 – MARCH 2010

RATE	INCLUSIONS	RATE
Day Delegate Rate <b>Standard Half Day</b> (Minimum of 12 delegates)	<ul style="list-style-type: none"> <li>Room Hire*</li> <li>Morning - Tea/coffee and scones</li> <li>Finger Buffet Lunch (from selection)</li> <li>Still and Sparkling Mineral Water (250mls)</li> <li>Mints</li> <li>Conference Pack</li> </ul>	£24.00 plus VAT
Day Delegate Rate <b>Standard</b> (Minimum of 12 delegates)	<ul style="list-style-type: none"> <li>Room Hire*</li> <li>On Arrival -Tea/coffee and biscuits</li> <li>Morning - Tea/coffee and scones</li> <li>Finger Buffet Lunch (from selection) OR</li> <li>Meal from Lighters Monthly Menu (pre-order)</li> <li>Afternoon – Tea/coffee and biscuits</li> <li>Still and Sparkling Mineral Water (250mls)</li> <li>Mints</li> <li>Conference Pack</li> </ul>	£30.00 plus VAT
Day Delegate Rate <b>Premium 1</b> (Minimum of 22 delegates)	<ul style="list-style-type: none"> <li>Room Hire*</li> <li>On Arrival – Tea/coffee and Shortbread</li> <li>Morning - Tea/coffee and scones</li> <li>Fork Buffet Lunch with Dessert</li> <li>Afternoon -Tea/Coffee and Biscuits</li> <li>Still and Sparkling Mineral Water (250mls)</li> <li>Mints</li> <li>Conference Pack</li> </ul>	£35.00 plus VAT
Day Delegate Rate <b>Premium 2</b> (Minimum of 22 delegates)	<ul style="list-style-type: none"> <li>Room Hire*</li> <li>On Arrival – Tea/coffee and Bacon Rolls</li> <li>Morning - Tea/coffee and Shortbread</li> <li>Gourmet Fork Buffet Lunch (incs. Dessert)</li> <li>Afternoon -Tea/Coffee and Oatmeal Biscuits</li> <li>Still and Sparkling Mineral Water (250mls)</li> <li>Mints</li> <li>Conference Pack</li> </ul>	£40.00 plus VAT

\* Room Hire includes: A data projector  
Projection screen  
Flipchart with paper and pens

There will be a separate charge for any additional Conference/Syndicate rooms booked. See our catering menu for lunch options.

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## EQUIPMENT HIRE – ALL ROOMS

APRIL 2009 – MARCH 2010

EQUIPMENT	HALF DAY RATE	DAILY RATE
CD/Cassette Player	£11.00	£16.50
Conference Pack (Paper and Pens)	£1.50 per set	£1.50 per set
Data Projector	£45.00	£70.00
Display Board (Nomadic – free standing)	£20.00	£27.50
Display Board (standard)	£17.00	£25.00
Display Board (table top)	£8.00	£11.00
Flipchart, paper, pens (also a wipe board)	£8.00	£11.50
Interactive Smartboard (with data projector)	£60.00	£90.00
Large Wipe-board	£12.50	£20.00
Laser Pointer	£10.00	£15.00
Lectern – Table Top	£7.00	£10.00
Lectern (standard)	£25.00	£35.00
Overhead Projector	£11.00	£16.50
Portable PA System (Cherry or Chestnut Suite only)	£66.50	£66.50
Projection Screen	£10.00	£15.00
Television and video (combi unit)	£20.00	£30.00
Television - standard	£15.00	£25.00
Television – LED	£28.00	£40.00
Television – 52" Plasma	£50.00	£75.00
Video or DVD player	£10.00	£15.00
Wi-Fi Broadband - BT Openzone Voucher	£10.00	£10.00
Wi-Fi Broadband Adaptor	£15.00	£15.00

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## FOR YOUR INFORMATION

### EQUIPMENT HIRE – ISLAND HALL ONLY

APRIL 2009 – MARCH 2010

ITEM	RATE PER DAY
Colour Image Projection	£76.50 per image (maximum of two images)
D.I. Box	£11.00 per box (maximum of 7 available)
Effects Unit	£32.50
Free Standing Stage Intercom System	£6.00 per unit (maximum of 8 units available)
Microphones: Freestanding	£11.00
Table Top	£11.00
Radio (hand held)	£16.50
Tie Clip	£20.00
Choir	£65.00
Drum Kit	£43.50
Moving Lights	£30.00 per light* (maximum of 6 light units available)
24/4 Multicore	£25.00
On Stage Monitor	£22.00 per monitor (maximum of 6 units available)
Smoke Machine (including fluid)	£16.50

\* reduced rates for extended hires can be arranged.

#### SERVICE CHARGES

SERVICE	RATE	
Photocopying (single sided)	A4 £0.15 per copy	A3 £0.35 per copy
Photocopying (double sided)	£0.18 per copy	
Colour Photocopying (single sided)	A4 £0.30 per copy	A3 £0.90 per copy
Sending and Receiving of Fax(s)	£0.54 per sheet	
Telephone Calls	£0.22 per minute	
Technician	£64.00 minimum charge £15.50 per hour (after four hours)	

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