

TRAINING ROOM 1 INFORMATION

Address	Age UK Cornwall & The Isles of Scilly Boscawen House, Chapel Hill Truro, Cornwall, TR1 3BN
Parking	Unfortunately there is NO PARKING at Boscawen House and clamping is in operation We are able to offer ONE space only for the trainer if booked in advance
Access for disabled people	Ramp available
Capacity	20 people (tables/chairs in situ in Rectangle shape)
Refreshments	Water cooler in situ Tea/coffee available Buffet lunch on request*
Hire charges (VAT not included)	£50.00 per full day £30.00 per half day £10 per hour Kitchen facilities on site Unlimited tea/coffee - £1 per person per day Sandwich buffet outsourced if required (from £5.50 per person) – or bring your own Flipchart included (further pads £5.00 each) Laptop projector - £10.00
Hire period	Monday – Friday 09:00 – 16:30 (for alternative times please contact email@ageukcornwall.org.uk)
Housekeeping	Fire escape routes clearly marked – front and back door Assembly point in case of emergency or fire by the post box in Bosvigo Road opposite the office building First Aid available at reception – at least one trained first-aider always on site Toilets in training centre block and reception area No smoking throughout the building
Contact for enquiries/bookings	Helyn Jacobs Receptionist Tel: 01872 266388 Fax: 01872 266380 Email: reception@ageukcornwall.org.uk

* Buffet lunch is outsourced but typically includes a sandwich selection (one and a half rounds per person) serviced with salad garnish, a selection of pastries, quiche, pizza slices and cakes with a crisp bowl and a fruit bowl)