

## TRAINING ROOM 2 INFORMATION

Address	Age UK Cornwall & The Isles of Scilly 2 <sup>nd</sup> Floor 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	2 <sup>nd</sup> Floor, no disabled access
Capacity	10 persons (tables/chairs in situ in Oval/specific shape)
Refreshments	Water cooler in situ Tea/coffee available Buffet lunch on request*
Hire charges (VAT not included)	£40.00 per full day    £25.00 per half day £8 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)  TV and laptop supplied
Hire period	Monday – Friday 09:00 – 16:30 ( for alternative times please contact <a href="mailto:email@ageukcornwall.org.uk">email@ageukcornwall.org.uk</a> )
Housekeeping	Fire escape routes clearly marked  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 on 1 <sup>st</sup> and 2 <sup>nd</sup> Floor  No smoking throughout the building
Contact for enquiries/bookings	Helyn Jacobs Receptionist Tel: 01872 266388 Fax: 01872 266380 Email: <a href="mailto:reception@ageukcornwall.org.uk">reception@ageukcornwall.org.uk</a>

\* 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)