

Derby City Partnership
7th Floor Meeting Rooms
Gower Street
Derby
DE1 1SB

The perfect place for blue sky thinking!

Come and do your blue sky thinking in our 7th Floor meeting rooms and enjoy the spectacular views of the City. Our offices are on Gower Street in the city centre. Please click [here](#) for car parking facilities within the City Centre.

Meeting room 1 will hold 22 people - £17 per hour

Hot drinks including cappuccino, tea, coffee, hot chocolate

Water in jugs

*laptop, *projector, screen, flipchart and pens, *tv with video, whiteboards

Rooms available from 8:45am – 5pm Monday – Thursday and 8:45am – 4.30pm Friday

** Additional charges apply*

Booking meeting rooms

- You can book the Derby City Partnership meeting rooms by speaking to Lisa Stevenson on 01332 255627 or by emailing lisa@derbycitypartnership.co.uk
- A signed booking form will need to be completed and returned to Lisa
- If you need to cancel a meeting, please contact the Derby City Partnership Central Services Team so that others may use the space. If you do not cancel your booking at least one week before the meeting, you will unfortunately be charged.
- When you book, please include time for arranging the room layout, setting up, meeting your visitors and tidying up the room. Please return the room to the original layout before leaving. Please note that arranging the room layout and setting up is not the responsibility of those in the DCP Centre.

Meeting room charges

This covers the cost of all refreshments and will eventually contribute to the replacement or purchase of equipment in the rooms.

- Meeting Room 1 £17 an hour
- Non cancellation of booking – the same pricing structure applies

An invoice will be raised for external meetings.

All internal orders must be placed on oracle at least one week before the meeting. You will need to go to the internal requisitions section and select REGEN-DCP ROOM HIRE.

Meeting room practice

To comply with safety regulations we must ask all visitors to register with the reception desk located in the foyer on the ground floor of St Peter's House.

- When using meeting rooms, please:
 - check the guidelines about fire and domestic arrangements included with meeting room hire pack and on a poster in the room and let visitors know these. The evac chair is situated in the corridor outside of the meeting rooms, and there are nominated fire marshals to assist your visitors
 - leave on time at the end of your booking period or re-negotiate your booking time with the Derby City Partnership Central Services Team if the room is not booked out to other people
 - make sure that, for meetings finishing after 5pm, the meeting organiser takes responsibility for closing all windows and turning off the drinks machine, before securing the room (dropping the catch on the door,

turning off lights etc) once the meeting has finished and everyone has vacated the room.

- Any late arrivals will have to report to the Derby City Partnership main office and be shown through to the meeting room.
- Paper cups should be disposed of in the bins provided.
- Meeting organisers will be responsible for:
 - clearing the meeting tables of any rubbish or papers at the end of their meeting. Any spillages on carpets or upholstery must be notified immediately to the Central Services team. Paper towels can be requested from the main office
 - securing the room involves dropping the catch on the door once the room has been vacated.

If you would like further information or to see the meeting rooms please contact Lisa Stevenson - details above.

Derby City Partnership

Meeting room booking form

Title of Event	
Contact Name	
Organisation	
Derby City Council departments only. Please supply a cost centre for recharging	
Address for external invoicing	
Telephone	
Email	

Booking information		
Date room required		
Time of arrival		
Time of departure		
Name of contact on day		
Number of delegates		
Equipment		
Projector	£20	<input type="checkbox"/>
Laptop	£10	<input type="checkbox"/>
TV with video	£20	<input type="checkbox"/>

There will be no additional charge for the screen, flipchart or whiteboards.

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Please sign below to confirm that the above details are correct and to acknowledge acceptance of our terms and conditions, a copy of which is attached to this form.

Authorising signature

Name

Date

**Please return to: Lisa Stevenson, Derby City Partnership,
Box 2020, Derby DE1 1YL.
Tel: 01332 255627, email: lisa@derbycitypartnership.co.uk**