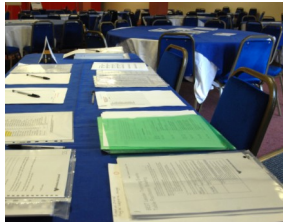




The Saffron Conference Centre



The Saffron Centre is a newly refurbished modern Conference Centre ideally located in Highgate close to Birmingham City center with easy access to main arterial routes and the motorway network. Our facility has a bright welcoming atmosphere which is climate controlled and has the added benefit of the latest air extraction system. The state of the art catering kitchens, modern toilets and ample free car parking together with the latest technical equipment make it ideal for Conferences and Banquets for up to 400 people.



Location:

Ground floor
(disabled access)

Maximum capacity:

500 theatre style
400 banquet style

Features: Our day delegate rates are very competitive and include

- Free Secure Car Parking (including bays for drivers with disability)
- Ramps at entrance with automatic doors
- Light airy hall with a capacity for 400 delegates
- Full catering provided from our five star kitchens and served by our friendly staff
- Resizable Stage
- DVD / OHP Projectors
- PA System (with fixed, roaming and lapel microphones)
- Moveable screens available for syndicate exercises
- CCTV Security
- Laptop/TV and VCR available
- Flip Charts/Paper & Markers
- Fully networked ICT suite with smart board

Additional equipment is available on request.

Bhat Singh Sabha Ltd, 256 Moseley Road, Highgate, Birmingham B12 0DG.

Tel: 0121 446 3029 | Fax: 0121 446 3024

Web: [http:// www.BhatSinghSabha.com](http://www.BhatSinghSabha.com) | E-mail: vijay.bss@hotmail.co.uk



Bhat Singh Sabha
Registered in England
No. 4630683
Charity Reg .1099336





The Saffron Meeting Rooms



The Lecture/ Meeting rooms at the Saffron Centre are situated on the first floor and are easily accessed by an 8 person lift or staircase. The venue was designed to be user friendly including those with mobility disabilities.

MEETING ROOM 2



MEETING ROOM 1



Dimensions:

9m (length) by 5.6m (width)

Location:

First floor (access by lift or stairs)

Maximum capacity:

40/50 cabaret style
25/30 boardroom style
50/60 theatre style

MEETING ROOM 3



Dimensions:

7.6m (length) by 5.6m (width)

Location:

First floor (access by lift or stairs)

Maximum capacity:

30 boardroom style
50/60 theatre style
50/60 cinema style

Features:

- Seating flexible – theatre, cabaret, boardroom, cinema style
- Whiteboards
- Extra wide doors (disabled access)
- Natural daylight in most settings
- Refreshments and Food available upon request
- Laptop/projectors, OHP etc available

Additional equipment is available on request.

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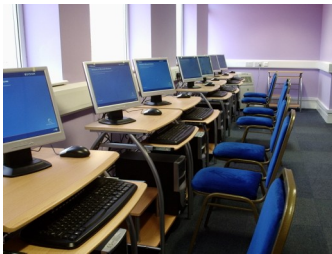




The Saffron ICT suite



At BSS we have a state of the art ICT suite, which comprises 14 workstations and a 64" SMART screen. Each computer has Windows XP and Office 2000 and also Broadband Internet access. The computers are networked and are linked to printers. Support staff is available on site to help with any technical problems you might experience. With natural daylight, disabled access, lift access, proximity to the City Centre and over 100 space FREE car parking this creates a perfect resource for learning.



Dimensions:

7.5m (length) by 5.5m (width)

Location:

First floor (access by lift or stairs)

Maximum capacity:

15 people including tutor

Features:

- State of the art 64" Hitachi interactive SMART screen used to enhance teaching ability.
- 14 networked PCs with TFT "flat" screens
- Windows XP & Microsoft Office
- Broadband Internet
- Networked laser printers
- Scanners
- Extra wide doors (disabled access)
- Natural daylight

Additional equipment is available on request.

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The Saffron Banqueting Centre



The Saffron Centre is a newly refurbished modern Conference / Banqueting Centre ideally located in Highgate close to Birmingham City center with easy access to main arterial routes and the motorway network. Our facility has a bright welcoming atmosphere which is climate controlled and has the added benefit of the latest air extraction system. The state of the art catering kitchens, modern toilets and ample free car parking together with the latest technical equipment make it ideal for Conferences and Banquets for up to 500 people.



Location:

Ground floor
(disabled access)

Maximum capacity:

500 theatre style
400 banquet style

Features: Our day delegate rates are very competitive and include

- Free Secure Car Parking (including bays for drivers with disability)
- Ramps at entrance with automatic doors
- Light airy hall with a capacity for 400
- Full catering provided from our five star kitchens and served by our friendly staff
- Resizable Stage
- DVD / OHP Projectors
- PA System (with fixed, roaming and lapel microphones)
- CCTV Security
- Air Extraction System

Additional equipment is available on request.

Bhat Singh Sabha Ltd, 256 Moseley Road, Highgate, Birmingham B12 0DG.

Tel: 0121 446 3029 | Fax: 0121 446 3024

Web: [http:// www.BhatSinghSabha.com](http://www.BhatSinghSabha.com) | E-mail: vijay.bss@hotmail.co.uk



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The Saffron Centre rates



Tea/Coffee, Biscuits, Orange Juice mid morning

All facilities can still be booked from 8am -6pm Monday to Friday subject to availability. Weekend rates can be negotiated separately.

Room Hire

Room	Rate
Meeting/Conference Room 1	£30 per hour
Meeting/Conference Room 2	£30 per hour
Meeting/Conference Room 3	£30 per hour
ICT Suite (Includes interactive Smart board)	£40 per hour, £150 half day, £250 full day
Conference Hall – Day Delegate Rate	£17.50 per delegate is all inclusive except for technical support

Equipment Hire

Equipment	Rate
TV & VHS & DVD Player	£30 per session
Digital Powerpoint Projector	£40 per session
Overhead Projector	£25 per session
PA System	£50 per session
Laptop	£40 per session
Flip Chart & Paper and markers	£25 per session
Technical Support	£50 half day, £100 full day

Food & Drink

Catering	Rate
Tea/Coffee & Biscuits (Pastries/Orange Juice are extra)	£1 per person per serving
Assorted Sandwiches, Selection of hot & cold savouries, cakes & pastries, mineral water, fresh juice and fresh fruit	£7.50 per head
3 Course sit down Balti style meal	Negotiable. Only available for 50 persons and over when using main hall. Max capacity 350 persons

Cancellation policy - All bookings are provisional until confirmed via purchase order number. Once bookings have been confirmed, cancellations are charged on the following basis:

No. of days notice before booked date	% of cost
Less than 10 full working days	100%
10-20 full working days	50%
More than 20 full working days	20%