

Meeting & Conference Facilities



Business & Enterprise Hub

(0161) 785 4650

E3 offers a range of modern Conference and meeting Spaces at competitive prices. We offer a flexible service and are always happy to arrange a bespoke package to suit your requirements; the layouts and rates quoted below are a guide to what we can offer. All quoted rates are inclusive of Reception service, Flipchart and pens, Wireless Broadband connection and Parking.

Conference Room 1

An airy room with original feature brickwork, which can accommodate the following:

- 40 delegates in a Theatre Style layout
- 20 delegates in a Boardroom Style Layout
- 30 delegates in a Classroom Style Layout

Rates: £20 per hour

£60 per morning or afternoon session (9:00 – 12:30 or 13:30 – 17:00)

Conference Room 2

A light and spacious room, which can accommodate the following:

- 60 delegates in a Theatre Style layout
- 40 delegates in a Boardroom Style Layout
- 60 delegates in a Classroom Style Layout

Rates: £35 per hour

£105 per morning or afternoon session (9:00 – 12:30 or 13:30 – 17:00)

Main Conference hall

A generous and modern space which can accommodate up to 150 delegates seated in a Theatre Style layout. The Conference Hall is often successfully used in conjunction with the adjacent 'break out' area for larger events.

Rates: £45 per hour

£135 per morning or afternoon session (9:00 – 12:30 or 13:30 – 17:00)

Meeting & Conference Facilities



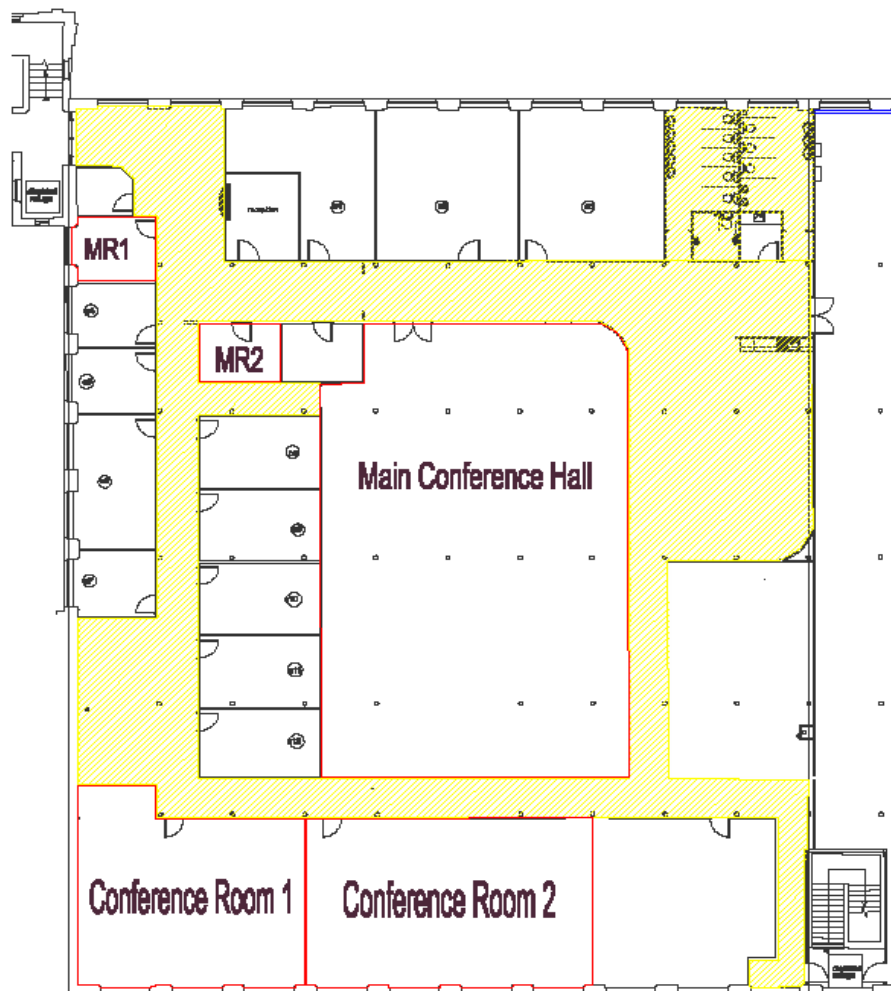
Business & Enterprise Hub

(0161) 785 4650

Further Information & Booking:

For further information, please contact Reception on (0161) 785 4650, or at e3reception@oldham.gov.uk.

In order to book, please complete the booking form below and return by e-mail to e3reception@oldham.gov.uk, or by post to E3 Business & Enterprise Hub, Earl Business Centre, Dowry Street, Oldham OL8 2PF.



E3 Business & Enterprise Hub, Earl Business Centre, Dowry Street, Oldham OL8 2PF

Meeting & Conference Facilities



Business & Enterprise Hub

(0161) 785 4650



E3 booking request form

E3 Business & Enterprise Hub – Tel: 0161 785 4650
Earl Business Centre, Dowry Street, Oldham, OL8 2PF

Office Use:
REF:

Booking Details:

Date(s):	<input type="text"/>
Time(s):	<input type="text"/>
Room(s) Required:	<input type="text"/>
Purpose of hire:	<input type="text"/>
No of delegates:	<input type="text"/>

Customer Details:

Organisation:	<input type="text"/>
Contact Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	Postcode: <input type="text"/>
Tel No:	<input type="text"/>
	Fax: <input type="text"/>
E-mail:	<input type="text"/>
Invoice Address if different from the above:	
	<input type="text"/>
	<input type="text"/>
	Postcode: <input type="text"/>

Layout:

Boardroom Conference Theatre Other

If other, please sketch required layout:

Office use only

Room allocated _____

Meeting & Conference Facilities



Business & Enterprise Hub

(0161) 785 4650

Equipment:

- Projector/Screen
- Laptop
- Flip Chart & Pens

Please describe any additional requirements?

Catering if required:

Food

Breakfast Option

Lunch Option

Sandwich Option

Cold Buffet Option

Hot Buffet Option

Afternoon Tea Option

Refreshments

Tea/Coffee Number of Cups Number of sessions

Times required

Tracy notified

Confirmation of booking (Signed Agreement)

Signature of Customer Position

Signature of Staff Member:

Date of Booking

Cost of Booking

Room Hire £

Food £

Refreshments £

Total Booking Cost £

How did you hear about E3 – Earl Business Incubator?

Brochure Advert

Newsletter Leaflet/Flyer

Recommended Repeat Booking

Other:

Thank you for choosing E3!

Meeting & Conference Facilities



Business & Enterprise Hub

(0161) 785 4650

Directions:

By Car from the M60:

Leave the Motorway at Junction 22 and take the A62 Oldham Road, towards Manchester. At the first set of traffic lights after the motorway junction, turn left onto the A6104 Hollins Road, cross the roundabout and continue for approximately one mile until you reach the A627 Ashton Road. Turn Left towards Oldham Town Centre, and take the first right into Dowry Street. Earl Business Centre is located off Dowry Street to the right.

By Car from Oldham Town Centre:

Leave the Town Centre via the A627, sign posted Ashton under Lyne. Take the third exit at the King Street Roundabout onto the A627 Ashton Road. Continue for approximately half a mile; go past the Honeywell Centre on the left, before taking the third left onto Dowry Street. Earl Business Centre is located off Dowry Street to the right.

By Car from Ashton under Lyne Town Centre:

Leave the Town Centre via the A627, sign posted Oldham. Continue for approximately 2.5 miles before turning right just after Park Cake Bakery, onto Dowry Street. Earl Business Centre is located off Dowry Street to the right.

By Bus from Oldham Town Centre:

The 409 service leaves Oldham Central Bus Station, Stand D, every 10 minutes between the hours of 8am and 6pm on weekdays. A bus stop is situated on Ashton Road, opposite Alton Street, near to the junction with Dowry Street.

By Bus from Ashton Town Centre:

The 409 service leaves Ashton Central Bus Station, Stand M, every 10 minutes between the hours of 8am and 6pm on weekdays. A bus stop is situated on Ashton Road, adjacent to Alton Street, near to the junction with Dowry Street.

Meeting & Conference Facilities



Business & Enterprise Hub

(0161) 785 4650

Location Plan:

