



moments



Room Hire Information Pack

Telephone: 01752 219810 Email: hello.moments.cafe@gmail.com Website: www.moments-cafe.com
Above Moments Cafe, 69a New George Street, Plymouth, PL1 1RJ

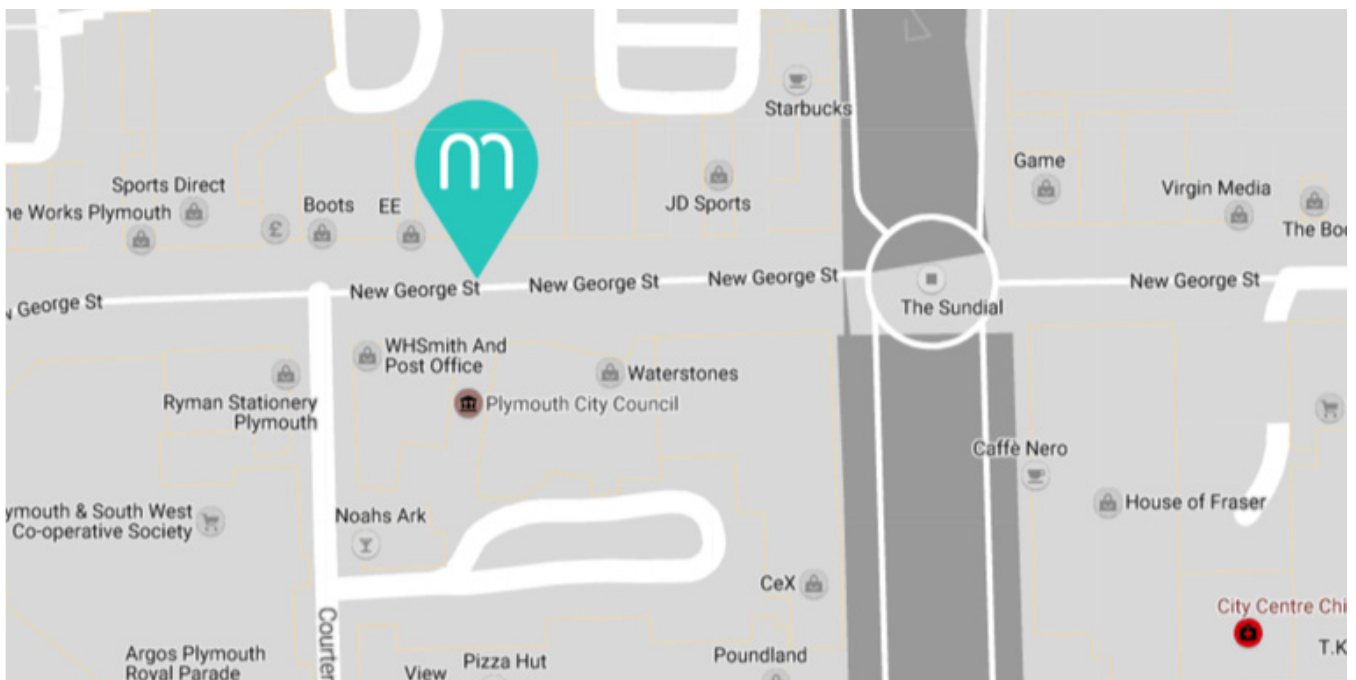


moments

Room Hire with a *social conscience*

The Moments Cafe and Dementia Hub was founded by two nurses, Kate and Laura, who are passionate about improving the lives of those affected by dementia. Kate and Laura are also the team behind Memory Matters South West; an organisation that supports those living with dementia, as well as their families. Both Memory Matters and Moments Café are Social Enterprises where all profits from both organisations go back into helping the local community.

Moments Café and Community Hub is the perfect central location to host an event. It is a great learning space and a comfortable meeting venue in the City Centre with great food and facilities, with parking nearby. The conference and meeting rooms can be found on the first floor of the building and can be accessed by stairs or a lift. Lunch can be provided in the cafe below or made freshly for you by our chefs (please see attached menu). During your stay you will be supported by our Centre Manager who can ensure you have everything you need.



All profits from hiring our rooms support local people living with Dementia.



moments

Room Hire Rates

Room	Description and Max Capacity	Hourly Rate	Half Day Rate 09:00 - 12:30 or 13:30 - 17:00	Full Day Rate
Training Room	Conference - Max 40 U Shape - Max 20	£30/hr	£85/hd	£165/fd
Arthur Read Room	Conference - Max 30 U Shape - 20	£25/hr	£80/hd	£145/fd
Consulting Room 4	4 person private room with desk	£12/hr	£25/hd	£50/fd
Consulting Room 2	2 person private room with desk	£10/hr	£20/hd	£42/fd
Training Room, Arthur Room and Hub	100 people use of 3 rooms	N/A	£250/hd	£500/fd
Café	Evenings and Sunday only	N/A	£350 evenings (times to be discussed)	£600 (all day Sunday)

Please note: Lunches are available (please see attached menu and costs) or, alternatively, training providers can issue a 10% discount card for their delegates to use in the cafe on the day of training.

Half day rates are 3.5 hours. Any bookings exceeding half day rate are charged at an hourly rate.

Social Enterprises and Charities benefit from 20% discount on all prices.

lunch menu



moments

Small Buffet £7.00 per head

Sandwiches

choice of three fillings *(Cheese, Tuna, Chicken Mayo, Ham and Egg Mayo)*

Selection of fresh fruit

choice of two *(Melon, Grape or Oranges)*

Mixed Salad

Delicious Homemade Chocolate Brownies

Medium Buffet £9.50 per head

Sandwiches

choice of three fillings *(Cheese, Tuna, Chicken Mayo, Ham and Egg Mayo)*

Selection of fresh fruit

choice of two *(Melon, Grape or Oranges)*

Mixed Salad

Homemade Potato Salad

Quiche

Delicious Homemade Chocolate Brownies

Large Buffet £12.50 per head *Minimum of 12 people to enable us to reduce waste*

Sandwiches

choice of three fillings *(Cheese, Tuna, Chicken Mayo, Ham and Egg Mayo)*

Selection of fresh fruit

choice of two *(Melon, Grape or Oranges)*

Mixed Salad

Homemade Potato Salad

Chicken Goujons

Sausage Rolls

Homemade Pizza Breads

choice of two toppings *(Mushroom and Cheese, Ham and Cheese, Ham and Mushroom, Onion and Cheese)*

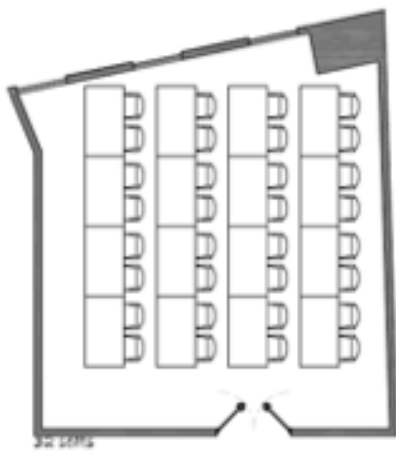
Delicious Homemade Chocolate Brownies



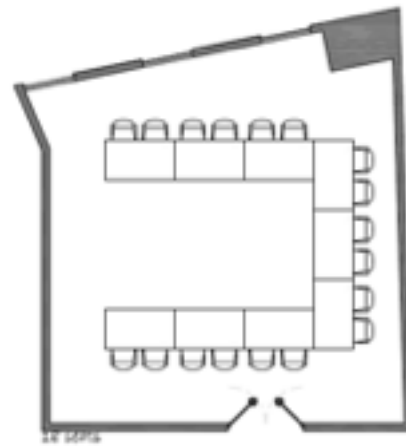
moments

Room Configurations

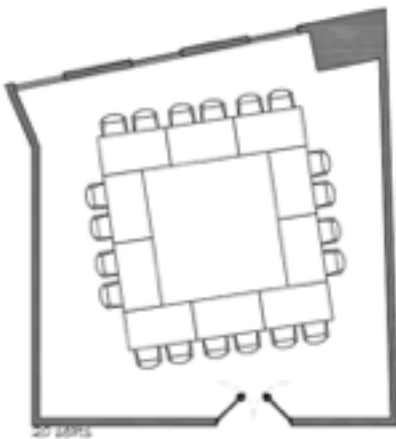
The layouts below are for the Training Room and Arthur Read room only.



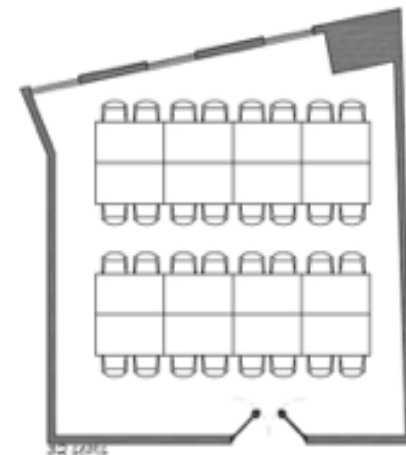
Theatre



U-Shape



Square



Conference

Please note: Other room configurations are available and we are more than happy to accommodate your needs. If you have a preference on how you would like your room to be set up, please let us know when booking.