



**moments**



## Room Hire Pack

Telephone: 01752 219810 Email: [hello.moments.cafe@gmail.com](mailto:hello.moments.cafe@gmail.com) Website: [www.moments-cafe.com](http://www.moments-cafe.com)

Above Moments Cafe, 69a New George Street, Plymouth, PL1 1RJ



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## **Room Hire with a**

*social conscience*

Moments Café and Community 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.

Our Café is the perfect central location to host an event. We offer 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 Event Coordinator who can ensure you have everything you need.

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

## **Our Rooms**

### **Jennings-Kitwood Suite**

Our largest room available for hire with oceans of natural light and high ceilings with plenty of space. This room is suitable for larger conferences, workshops or fitness classes with a maximum of 40 delegates.

### **Arthur Read Room**

The Arthur Read room also benefits from natural daylight with two large windows. It is suitable for smaller conferences and activities and is able to hold a maximum of 30 delegates. This room offers wheelchair access and is located near to the lift.

### **Ken Emmett Room**

The larger of our two consultation rooms, perfect for freelancers, meetings and private consultations.

### **Norman Bickford Room**

The smaller of our two consultation rooms, perfect for one to one meetings and interviews.



Jennings-Kitwood Suite



Norman Bickford Room



Ken Emmett Room



Arthur Read Room



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## Room Hire Rates

Room	Description and Maximum Capacity	Hourly Rate	Half Day Rate 09:00 - 12:30 or 13:30 - 17:00	Full Day Rate
Jennings-Kitwood Suite	Conference - Max 40 U Shape - Max 20	N/A	£125	£250
Arthur Read Room	Conference - Max 30 U Shape - Max 20	N/A	£120	£240
Ken Emmett Room	4 person private room with desk	£15	£40	£75
Norman Bickford Room	2 person private room with desk	£12	£30	£55
Jennings-Kitwood Suite, Arthur Read Room and The Hub	Max 100 people with the use of 3 rooms	N/A	£275	£550
Café	Max 60 people evenings and Sundays only	N/A	Negotiable depending on event and size	Negotiable depending on event and size

All prices are subject to VAT

The rooms include water and free Wi-Fi. For an additional cost of £5 each, we can provide the use of a flipchart and a projector. We also offer tea and coffees for £1.50 per head.

Lunches are available (please see attached menu and costs) or alternatively, delegates are welcome to enjoy lunch in our Café downstairs.

Special rates for charities and social enterprises.  
Contact [hello.moments.cafe@gmail.com](mailto:hello.moments.cafe@gmail.com) or call Vanessa on 01752 219810.

# lunch menu



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## **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**

**Majestic Coffee and freshly baked cakes are available to you throughout your hire.  
Please speak to our Event Facilitator Vanessa for any extra requests.**





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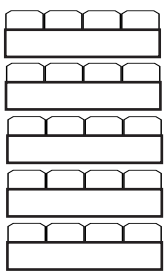
## Room Layouts

Dimensions:

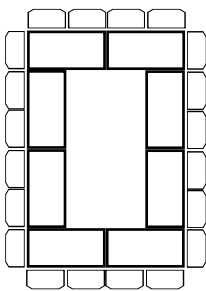
<b>Jennings-Kitwood Suite</b>  W 25ft L 23.5ft	<b>Arthur Read Room</b>  W 19.5ft L 31.5ft	<b>Ken Emmett Room</b>  W 9.5ft L 11ft	<b>Norman Bickford Room</b>  W 6.5ft L 11ft
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These layouts are for the Jennings-Kitwood Suite and the Arthur Read Room only.

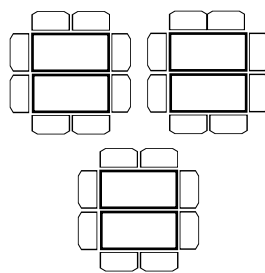
**Classroom**



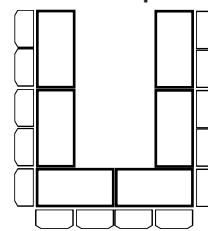
**Boardroom**



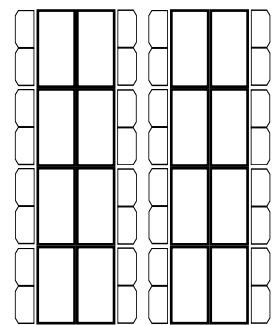
**Cabaret**



**U - Shape**



**Conference**



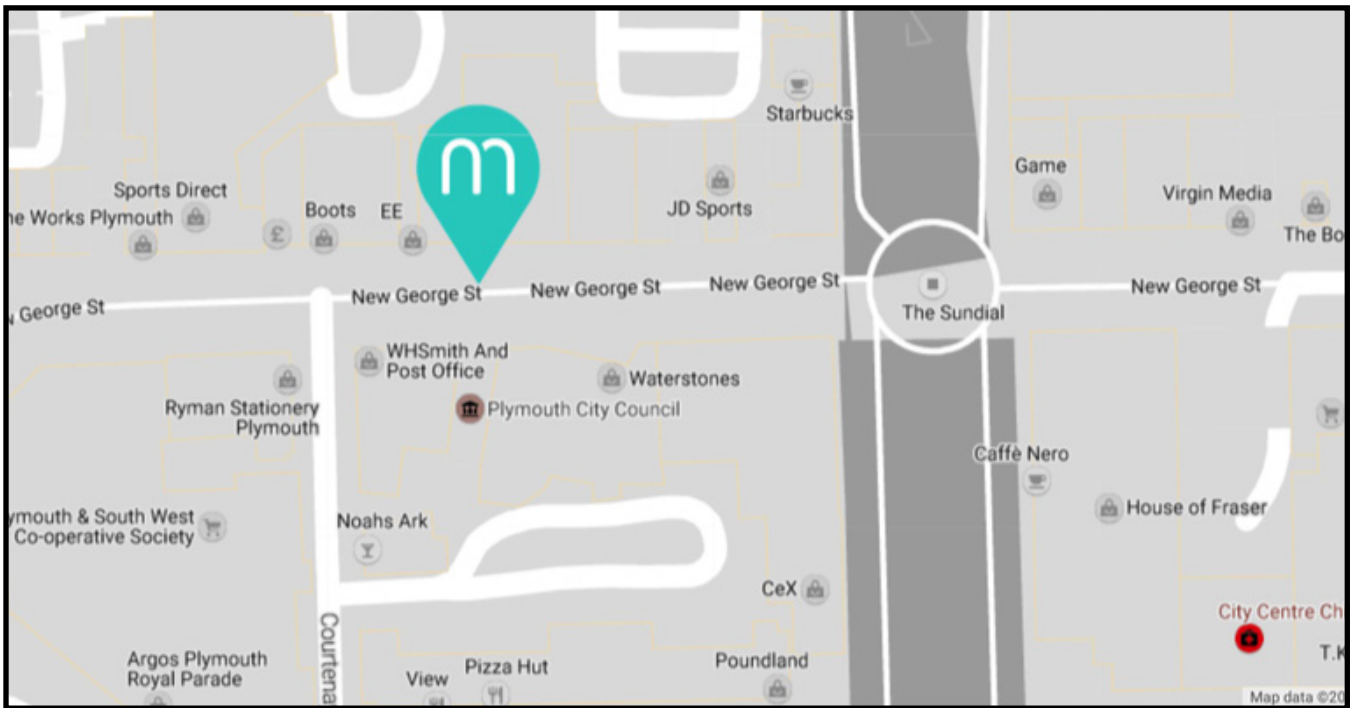
**Please note:** Other room configurations are available and we are more than happy to accommodate your needs. If you have a preference on how you would like your room to be set up, please let us know when booking.



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## Location

Above Moments Cafe, 69a New George Street, Plymouth, PL1 1RJ



### Key Facts:

0.5 miles from Plymouth Train Station

0.2 miles from the Coach Station

There are a number of car parks within walking distance to the Cafe:

- Theatre Royal Car Park - 0.2 miles
- Woolworths East Car Park - 0.2 miles
- Colin Campbell Car Park - 0.2 miles
- Derrys Cross Car Park - 0.3 miles

Lots of nearby hotels, including the Copthorne Hotel, The Jurys Inn and The Travel Lodge.

### Contact Us:

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