

# **Facilities Portfolio**

## **2008 / 2009**

*Serving the Biotech and Life Sciences Sector*

## Location

The Nowgen Centre is in a prime location at the heart of Manchester's biotech cluster.

The Nowgen Centre stands at the interface between the University of Manchester and Central Manchester Hospitals. Our close proximity to the Wellcome Trust Clinical Research Facility, the Manchester Incubator Building, UK Biobank, and Manchester Science Park makes us an ideal host for academic, clinical and business conferences, meetings and events in the North West.

The venue is easily accessible from Manchester City Centre, with shuttle buses running at 10 minute intervals from Piccadilly Station. There is a 15 minute rail shuttle to Manchester International Airport eight miles away.

## Facilities

The Nowgen Centre caters for conferences, meetings, training courses, exhibitions and all types of event with facilities we can tailor to your individual requirements. We also offer business support services including high speed internet access, video-conferencing and tele-conferencing using state-of-the-art equipment.

Facilities include:

- **Fully equipped seminar room for up to 70 delegates**
- **Function room and servery for up to 100 delegates**
- **Teaching & demonstration laboratory**
- **Boardroom for up to 20 delegates**
- **Smaller meeting room up to 15 delegates**
- **Exhibition area / informal meeting room**
- **Video-conferencing**
- **Tele-conferencing**

We also offer an extensive range of catering options and bespoke menus to cover your individual needs, including provision for special dietary requirements.

The Nowgen Centre has an experienced events team who will be happy to work with you to ensure your event is a great success.

**Nowgen Events Team: 0161 276 5956**

Email: [bookings@nowgen.org.uk](mailto:bookings@nowgen.org.uk)

## Facilities Specifications

### Meeting Room 1


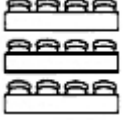
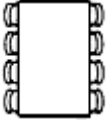
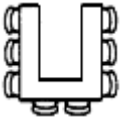


This ground floor meeting room offers flexible usage in any of the four layouts shown below.

It is fully air conditioned and is fitted out with a PA system and an AV kit comprising a ceiling mounted data projector and screen.

Internet access is available and the room is configured to work with our video-conferencing kit.

#### Meeting Room 1 Capacities

 Theatre	 Classroom	 Boardroom	 U shape
<b>70</b>	<b>30</b>	<b>30</b>	<b>30</b>

### Meeting Room 2


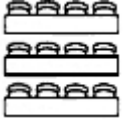


Meeting Room 2 can be set up for exhibition space, for set dining, or as a theatre style meeting room. The room can be partitioned into two areas, separating a meeting room from the servery area. It is fully air conditioned and is fitted with a projection screen.



Internet access is available.

#### Meeting Room 2 Capacities

 Theatre	 Classroom	<b>Exhibition Space / Informal buffet</b>	<b>Seated Dining</b>
<b>100</b>	<b>50</b>	<b>100</b>	<b>60</b>

## Facilities Specifications

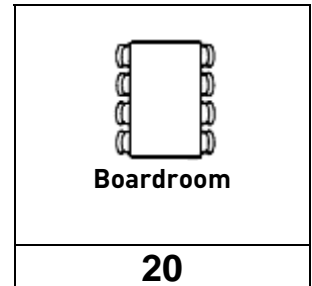
### Boardroom



The first floor Boardroom is fully air conditioned and is fitted with an AV kit comprising a ceiling mounted data projector and screen.

Internet access is available and the room is configured to work with our video-conferencing kit.

#### Boardroom Capacity



### Meeting Room 3

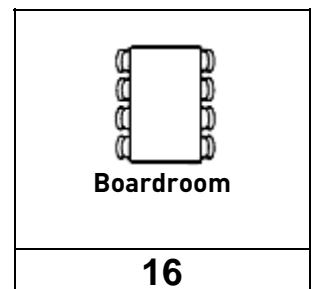


This first floor meeting room is suitable for project meetings and interviews.

The room holds up to 16 delegates.

An AV kit can be provided using a laptop and plasma screen.

#### Meeting Room 3 Capacity



### Exhibition Area



The Exhibition Area can be utilised for informal meetings. It is fully air conditioned and there is an AV option with a ceiling mounted data projector.

This area accommodates an informal capacity of 20 delegates.

This space can also be used for buffet lunch service.

## Facilities Specifications

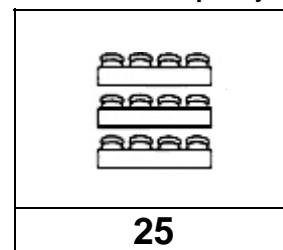
### Teaching & Demonstration Laboratory



The ground floor laboratory is fully air conditioned and is fitted with an AV kit comprising a ceiling mounted data projector and screen.

The Laboratory is fitted out for teaching & demonstration purposes.

#### Lab Room Capacity



Hire of the laboratory is subject to a risk assessment and will be supervised by the Nowgen Laboratory Manager.

The Nowgen Lab Manager, Dr Mark Leech, can be contacted via email – [mark.leech@cmmc.nhs.uk](mailto:mark.leech@cmmc.nhs.uk)

### Video-conferencing



Nowgen has a state-of-the-art video-conferencing facility available for hire.

You can now hold updates and collaborative meetings with colleagues from across the world whilst you stay at the heart of the North West biotech hub.

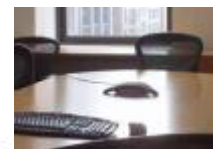
Nowgen offers you a mobile system with high quality imaging and a capacity of up to 1GB, including live camera tracking and stereo sound quality.

The system can use both IP and ISDN for video-conference calls.

### Tele-conferencing



Nowgen has tele-conferencing equipment available for hire, enabling you to speak with several different parties simultaneously via a conference call.



## Pricing

We do not charge individual room rates at The Nowgen Centre. Our pricing is based on delegate rates with several packages of catering options for you to choose from.

Our delegate rates include use of the facilities plus the following:

**Full Day** Two servings of tea & coffee (AM & PM) and lunch with drinks (tea & coffee, fruit juice & water)

**Half Day** One serving of tea & coffee (AM or PM) and lunch with drinks (tea & coffee, fruit juice & water)

### Delegate Hourly Rate **£5.00**

	No. of Delegates	10 - 20	21 - 40	41 - 50	51+
<b>Delegate Rate A</b>	Full Day	£35	£33	£30	£28
	Half Day	£24	£23	£21	£20
<b>Delegate Rate B</b>	Full Day	£36	£34	£31	£29
	Half Day	£25	£24	£22	£21
<b>Delegate Rate C</b>	Full Day	£37	£35	£32	£30
	Half Day	£26	£25	£23	£22
<b>Delegate Rate D</b>	Full Day	£38	£36	£33	£31
	Half Day	£27	£26	£24	£23
<b>Delegate Rate E</b>	Full Day	£40	£38	£35	£33
	Half Day	£29	£28	£26	£25

- Extra tea & coffee £1.00 per head
- Biscuits 50p per head
- Mineral water (serves 6) £1.50
- Orange juice (serves 6) £2.00

Standard opening hours are 8.00 - 17.00. Out of hours service charge is £17.65 an hour from Monday - Saturday and £23.54 an hour on a Sunday.

### Equipment Charges

AV kit (Data Projector & Laptop) Free (a charge of £25 will be made for each additional laptop requested subject to availability)

Video-conferencing facility £150.00 per hour  
If using outgoing ISDN connection, BT call charges will also apply

Tele-conferencing facility £50.00 one off charge  
Plus additional call charges for outgoing overseas calls

Internet Access £25.00 one off charge

## Sample Pricing

Please see below examples of how the delegate rates vary with regards to attendance levels. The minimum charge option is based on Delegate Rate A and the maximum charge option is based on Delegate Rate E.

		<b>MIN</b>	<b>MAX</b>
10 delegates	Half day meeting with lunch	£240	£290
10 delegates	Full day meeting with lunch	£350	£400
25 delegates	Half day meeting with lunch	£575	£700
25 delegates	Full day meeting with lunch	£825	£950
50 delegates	Half day meeting with lunch	£1050	£1300
50 delegates	Full day meeting with lunch	£1500	£1750

*Quotations for delegate rates and other costings will be emailed to you prior to your event.*

## Cancellation Charges

Should you cancel your booking with Nowgen, the following charges are implemented:

**Time prior to meeting / event date**

<b>8 weeks or less</b>	50% of cost without catering
<b>4 weeks or less</b>	75% of cost without catering
<b>7 days or less</b>	100% of total cost

Cancellation of your event must be confirmed in writing – see contact details below:

[bookings@nowgen.org.uk](mailto:bookings@nowgen.org.uk)

The Events Team  
 Nowgen - A Centre for Genetics in Healthcare  
 The Nowgen Centre  
 29 Grafton Street  
 Manchester  
 M13 9WU

For feedback and development purposes we would be grateful if you could state the reason for any cancellation.

## Lunch Options

*Please choose from our wide range of lunch menus*

We are confident that our range of catering options provide a great choice, with high quality ingredients and freshly prepared healthy food that tastes delicious.

Buffet Masters also offer bespoke menu options, details of which can be sent to you upon request. These options will be written into a bespoke delegate rate.

*Please note Shlurp! impose a £10.00 delivery surcharge for orders less than 10 people*

### Delegate Rate A lunch options

#### Shlurp! Sandwich Lunch

- Selection of sandwiches on wraps, bagels, ciabattas & wholemeal rolls
- Fresh Fruit...(v)
- Selection of cookies, cakes and cereal bars...(v)

Shlurp!'s menu changes on a regular basis, incorporating seasonal and local produce wherever possible. For sandwiches they try to include the following options - Cajun chicken, oriental duck, Thai chilli beef, roast ham, rare roast beef, Lancashire cheese & chutney, feta & roasted pepper, brie & apple, skinny tuna, teriyaki salmon, peppered mackerel, lemon & dill prawns, houmous & grated carrot.

#### Buffet Masters Sandwich Lunch

- A selection of sandwiches made with wholemeal and white bread and a selection of tortilla wraps
- A selection of crisps
- Fresh Fruit Platter
- A selection of mini muffins, shortbread, chocolate brownies and small cakes

Fillings may vary but mainly include roast beef, roast turkey, tuna, sweet corn and mayonnaise, ham with coarse grain mustard, Cajun chicken, egg, mayonnaise and cress, cream cheese and celery, Mexican three bean and cheese, sun dried tomato and houmous, falafel with minted yoghurt.

### Delegate Rate B lunch options

#### Shlurp! Soup & Sandwich Lunch

- Blended seasonal vegetarian soup
- Selection of sandwiches on wraps, bagels, ciabattas & wholemeal rolls
- Fresh Fruit...(v)
- Selection of cookies, cakes and cereal bars...(v)

## **Delegate Rate B lunch options (cont...)**

### **Buffet Masters Sandwich Lunch with Soup**

- A choice of two seasonal soups, one meat and one vegetarian
- A selection of sandwiches made with wholemeal and white bread and a selection of tortilla wraps
- Fresh Fruit Platter
- A selection of mini muffins, shortbread, chocolate brownies and small cakes

## **Delegate Rate C lunch options**

### **Shlurp! Casserole Lunch**

- Chunky Casserole with a selection of Rolls and Butter

Please choose from Shlurp's selection of vegetarian, meat and fish options which change on a weekly basis. Examples include Asian style chicken curry with lime leaf and lemon grass, Mexican chilli bean, smoked haddock & corn chowder, clear chicken noodle, beef in ale with horseradish dumplings.

- Fresh Fruit...(v)
- Selection of cookies, cakes and cereal bars...(v)

### **Shlurp! Soup & Salad Lunch**

- Blended vegetarian soup & rolls
- Brown rice salad with apples & walnuts or new potato & bean salad...(v)
- Mixed salad with marinated olives...(v)
- Selection of sliced meats
  
- Whole cheese and grapes
- Fresh fruit...(v)
- Selection of cookies, cakes and cereal bars...(v)

### **Buffet Masters Jacket Potato Buffet**

- Hot jacket potato served with a choice of cold fillings to include; butter, fresh green salad, cheese, tuna mayonnaise, three bean salad, cottage cheese and celery, coleslaw. There are two hot fillings available on the day
  
- Fresh fruit platter
- A selection of mini muffins, shortbread, chocolate brownies and small cakes

## Delegate Rate D lunch options

### Shlurp! Soup, Salad & Sandwich Lunch

- Blended vegetarian soup & rolls
- Brown rice salad with apples & walnuts or new potato & bean salad...(v)
- Mixed salad with marinated olives...(v)
- Selection of sliced meats
- Whole cheese and grapes
- Selection of sandwiches on wraps, bagels, ciabattas & wholemeal rolls
  
- Fresh fruit...(v)
- Selection of cookies, cakes and cereal bars...(v)

### Buffet Masters Cold Buffet Option 1

- Creamy garlic mushrooms in a chive dressing
- Assorted brown and white cocktail sandwiches. fillings to include; roast beef and onion, roast turkey, grated cheddar cheese and egg mayonnaise and chives
- Sausage rolls
- Roast chicken drumsticks, marinated with fresh herbs and spices
- Pastry parcels filled with smoked ham and cheese, salmon and garlic mushroom
- Mini cheese pizzas
- Selection of quiches. Fillings to include; broccoli, mushroom, onion and Spanish vegetable
- Tuna and cucumber potato salad
- Diced potato, tuna flakes, cucumber and cherry tomatoes in a lemon mayonnaise
  
- Cheese and fruit salad; chopped celery, diced melon, mild cheddar, grapes, strawberries and crème fraîche
  
- Wild berry cheesecake / Chocolate fudge cake
- Fresh fruit platter

### Buffet Masters Cold Buffet Option 2

- Garnished carvery platter to include: honey roast ham, roast sirloin of beef and roast chicken
- Platter of Atlantic prawns and honeydew melon with coriander and lime crème fraîche
- Stuffed peppers with Cous Cous, chick peas and sun dried tomatoes
- Chicken Tikka bites with a cucumber Riata
- Mini vegetable Bruchettes marinated in olive oil and herbs
- Bread baskets filled with a selection of bread rolls
- Bombay rice salad; basmati rice, accompanied with fresh cucumber and Bombay mix, served with fresh pineapple dressing
- Five bean salad with red onion and herbs
  
- Exotic fruit platter edged with natural yoghurt
- Baked lemon cheesecake

## Delegate Rate E lunch options

### Shlurp! Soup, Casserole & Salad Buffet

- Chunky Casserole with a selection of Rolls and Butter
- Blended vegetarian soup & rolls
- Brown rice salad with apples & walnuts or new potato & bean salad...(v)
- Mixed salad with marinated olives...(v)
- Selection of sliced meats
- Whole cheese and grapes
- Selection of sandwiches on wraps, bagels, ciabattas & wholemeal rolls
- Fresh Fruit...(v)
- Selection of cakes and desserts...(v)

### Buffet Masters Hot Buffet Option 1

- Home made Chicken Pie  
*A creamy sauce with tender pieces of chicken, leeks and asparagus topped with a golden short- crust pastry*
- Beef Bourguignon  
*Succulent pieces of beef braised with mushrooms and shallots in a rich red wine sauce*
- Lamb Tagine  
*Lamb, sweet onion and peppers cooked in a Moroccan sauce infused with a subtle blend of herbs and spices*
- Three Bean and Lentil Chilli  
*A blend of Berlotti, Cannelloni and kidney beans and lentils in a classic chilli sauce*
- Garlic Mushroom and Pasta Bake  
*Sautéed garlic mushrooms with penne pasta baked in the oven with cream and Mozzarella cheese*
- Bread and Butter Pudding served with Crème Anglaise
- Dutch Apple Flan
- Chocolate Fudge Cake
- Fresh Fruit Platter

## Delegate Rate E lunch options (cont...)

### Buffet Masters Hot Buffet Option 2

- Oriental Chicken  
*Wok fried chicken, vegetables with bean sprouts in a black bean sauce*
  - Chilli Con carne  
*Minced beef infused with a subtle chilli in a tomato sauce with kidney beans*
  - Primavera Vegetable Pasta  
*Courgettes, spring onion and sweet corn in tortellini bound with a subtle lemon*
  - Smoked Haddock Gratin  
*Lightly smoked haddock with a comfit of leeks and spinach baked in a creamy white sauce with a crisp parmesan topping*
  - Vegetable Ratatouille  
*A Medley of vegetables bound together in a fresh tomato sauce and chopped basil*
  - Fresh fruit platter
  - Apple and blackberry crumble with custard
  - Lemon meringue pie
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**The Nowgen Centre building project has been part-funded by the Northwest Regional Development Agency and the European Regional Development Fund.**

