



**South
Staffordshire
Council**

Venue Hire

Introduction

Are you a small local business struggling to find meeting space for you and your clients? Here at South Staffordshire Council, we have a wide range of facilities, all available for hire, whether it be for events, meetings or even short term residency*.

i54, Moog and Jaguar Land Rover, are all within a five minute drive. There are amenities close by and we are a short walk from Codsall Train Station.

- Birmingham - 42mins
- Telford – 21mins
- Stafford – 31mins
- Wolverhampton – 14mins

On site we have superfast broadband, wireless internet access, available in all meeting rooms. We also have IT equipment and technical support, which is available prior to and throughout your hire.

There is a canteen and coffee shop open daily that caters for meetings or large events with just a minimum of 24 hours notice.

South Staffordshire Council has a free car park with reserved parking available upon request.

The pathway to our on site library and reception both have dropped kerbs making it easier for wheelchair users. There is lift access to all rooms not based on the ground floor and a pager unit is fitted in reception for visitors who have a hearing impairment.

Our friendly reception team, along with our dedicated caterers, will be able to offer you the best advice and support when and where needed throughout your time here at South Staffordshire Council.

Thank you

Customer Services Team

*Short term residency costs and agreements can be discussed with the customer services team

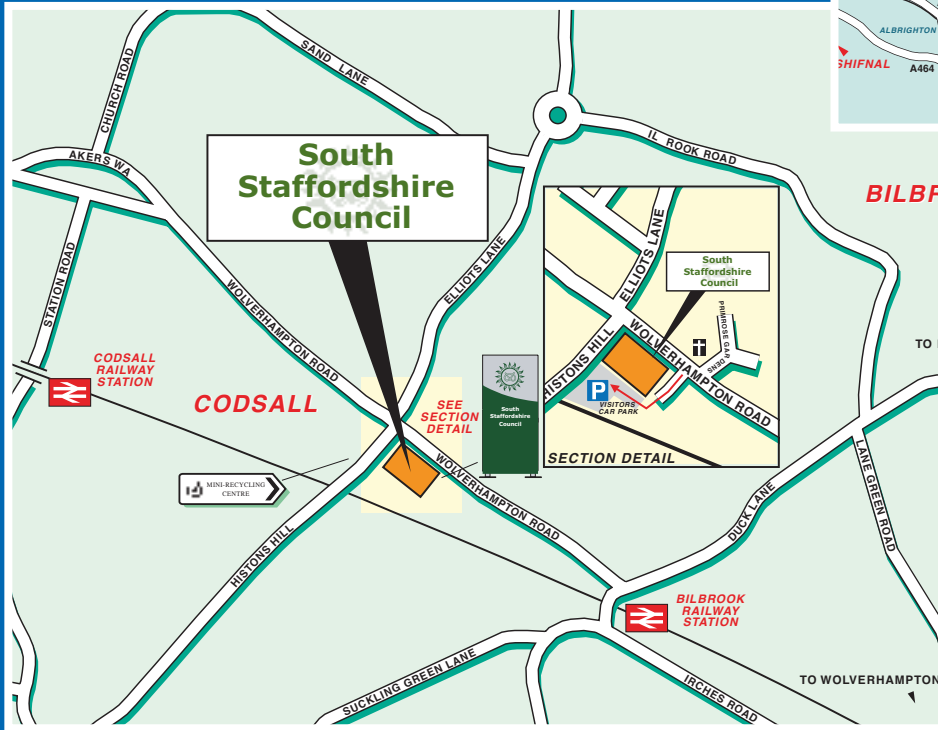
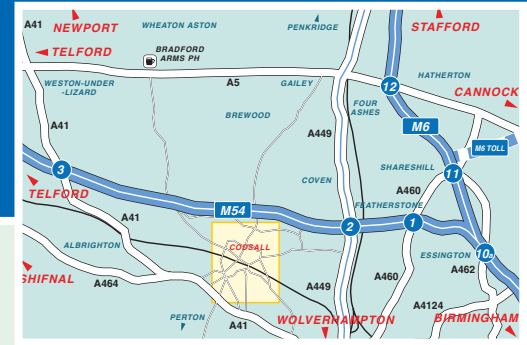
Tel: (01902) 696000 • Email: info@sstaffs.gov.uk • www.sstaffs.gov.uk



South Staffordshire Council

Council Offices • Codsall • South Staffordshire • WV8 1PX

Tel: (01902) 696000 • Email: info@sstaffs.gov.uk • Fax: (01902) 696800 • www.sstaffs.gov.uk



Council Chamber

Our spacious air-conditioned Council Chamber is ideal for local events for business partners and residents. Whether it is for training, a conference, award ceremony or seminar, the room can be laid out and set up to meet your requirements and that of your guests.

The room can hold a maximum of 200 people and can be set out in your style choice.

Costs

Full Day	Half Day
£200	£100

"The booking has all been good thanks - very efficient and flexible if we need it. The course is going very well so far. The support from the catering team has also been excellent! So many thanks."

Saul Hewish, Co-Director, Rideout



Bill Brownhill Room

The Bill Brownhill Room, named after the former leader of South Staffordshire Council, is a well-equipped space to host presentations, training groups and seminars. The room is accommodated with a pull down projector screen and ceiling mounted projector.

The room can hold a maximum of 25 people and can be set out in your style choice.

Costs

Full Day	Half Day
£150	£75



Committee Room

The Committee Room is a spacious meeting place. The room houses 14 chairs, 4 tables and a pull down projector screen complete with ceiling mounted projector. The room can be set up as requested, with IT equipment available upon request.

The room can hold a maximum of 20 people and can be set out in your style choice.

Costs

Full Day	Half Day
£120	£60

Meeting Room 1 and 3

Meeting Room 1&3 can be adapted into a small meeting room, ideal for interviews and are two of the rooms available for short term residency at South Staffordshire Council.

Costs

Full Day	Half Day
£50	£25



Meeting Room 4

Meeting Room 4 offers a comfortable space for small businesses to hold a short term residency at South Staffordshire Council.

It is also an ideal location for meetings, conference calls and creative sessions.

Costs

Full Day	Half Day
£50	£25



Meeting Room F41 and F42

Meeting Room F41

An impeccable space for hire at South Staffordshire Council that can be adapted to suit your needs. Housed with a pull down projector screen, TV screen and networked PC,

the room can accommodate a maximum of 16 people.

Costs

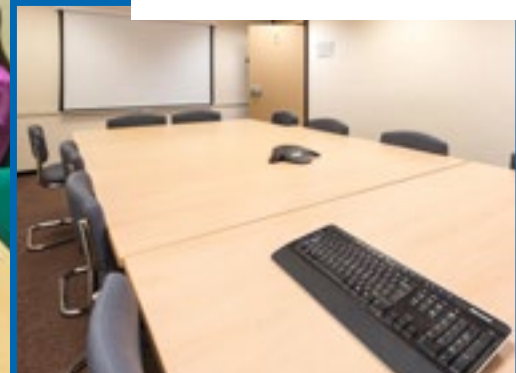
Full Day	Half Day
£80	£40

Meeting Room F42

Housed with a pull down projector screen, TV screen and networked PC that can seat a maximum of 12 people. The room can be adapted to meet the requirements of the booking and can be used for meeting, presentations or a short term residency for a local business to trade in a professional atmosphere.

Costs

Full Day	Half Day
£60	£30





ICT Suite

Our ICT Suite is fully equipped with; projector screen, interactive wipe board, monitors, trainer machines and 12 training monitors.

IT will be available prior and during the booking to assist when and where necessary. IT services will need to know the requirements of your training and the programmes

that you require access to at least 48 hours in advance.

The room can hold a maximum of 13 people.

Costs

Full Day	Half Day
£200	£100





If our working lunches aren't quite what you're looking for then give us a call and we can talk you through a bespoke menu where you can pick your own items

We can also provide a hot buffet menu.

Just call our chef Jayne Brain.

01902 696131

j.brain@sstaffs.gov.uk

Catering

Bringing you good quality and good value

Here at South Staffordshire Council our catering academy has created three wonderful working lunches designed especially for you.

If you require catering for your meeting or event at South Staffordshire we can accommodate guests with 24 hour's notice. For larger events catering requires 48 hour's notice.

Working Lunch 1

- A selection of sandwiches – both meat and vegetarian
- Sausage rolls
- Crisps
- Fresh fruit
- Fresh orange juice
- Chilled water

£3.50 per person

Working Lunch 2

- A selection of deep filled sandwiches on bloomer bread - both meat and vegetarian
- Indian selection
- Tortilla chips
- Fresh kebabs
- Fresh orange juice

£5.00 per person

Working Lunch 3

- A mixture of wraps/ mini buffet rolls and open sandwiches
- Smoked salmon blinis
- Mini cocktail chicken skewers
- Indian selection
- Homemade desserts of the day or fresh fruit kebab served with cream
- Fresh orange juice
- Chilled water

£6.15 per person

Contact Information

If you require any further information on the rooms available to hire please do not hesitate to contact one of our customer services team.

Customer Services

South Staffordshire Council

Council Offices

Wolverhampton Road

Codsall

WV8 1PX

01902 696000

info@sstaffs.gov.uk



[@south_staffs](https://twitter.com/south_staffs)



[/businesssupportsouthstaffs](https://www.facebook.com/businesssupportsouthstaffs)

Images: Graham Colling

Design and print by Staffordshire County Council, Print Commissioning Service. Telephone: 01785 276051 79095/15

Terms and conditions of room booking

You will be required to prove evidence of PAT testing for equipment brought to site.

We are a non smoking organisation, however a smoking shelter can be found on the top car park.

Any damages to the room/equipment will be charged for.

Cancellations are chargeable at 50% of the total cost of the room hire if cancelled less than two weeks prior to the meeting.

Cancellations are charged at full price if cancelled on the day of the room hire.

Cancellations are charged at full price in the case of non-attendance.

Payment must be received at least two weeks prior to the meeting. Host will be asked to sign our SSC Health and Safety risk assessment for the rooms.

Risk assessment to be undertaken by the organisation. Risk assessment can also be undertaken by the host if required.

The hiring of the room will begin from the time specified on the booking form.



**South
Staffordshire
Council**