



Writtle
University
College

CONFERENCES & EVENTS PACK



Our key facts



150
hectare estate



Overnight
accommodation available



Free
on campus parking



Multiple
conference suites



2
lecture theatres



2 miles
from the University to the city
centre of Chelmsford



We can cater
for up to 200 delegates



35 minutes
(on average) from Chelmsford
to London by train



Wifi
available across campus



The perfect setting for
Wedding receptions, birthday
parties and lots more



40 minutes
from the coastal town of
Southend-On-Sea



Media equipment hire
available such as laptops,
cameras and more

Writtle University College, set within a 150-hectare estate, is the ideal location for your conference or event. From informal lunch meetings to corporate launches and exhibitions, Writtle University College has conference facilities to cater for all events accommodating up to 200 delegates.

Professional catering, overnight accommodation and state-of-the-art audio-visual equipment is available, including video conferencing.

From weddings receptions and birthday parties to Christmas dinners and onsite residential holidays, Writtle University College is ideal for your next event, whatever you're celebrating.

We have dedicated conference suites, the largest accommodating up to 200 delegates:

Essex Conference Suite:

- The Writtle Room
- The Joseph Tucker Room
- Hilda Howard Room

Northumberland Building

- Lecture Theatre 1
- Lecture Theatre 2



Our spaces

If you're planning a conference or event of any size, we can help. We have flexible conference and events spaces, we are confident that we have something to suit your needs. From lecture theatres and large halls to meeting rooms and teaching spaces, we have the lot – and they are all within a few minutes walk of each other.

Need some inspiration or have a particular budget, talk to us, we have lots of ideas!



The Northumberland Building

The Northumberland Building is a self contained building that offers two modern, flexible lecture theatres and exhibition space with stylish décor.

It's also features free car parking right outside and is conveniently located right near the [Tiptree Tea Rooms](#)!



Key features

- Two tiered lecture theatres with 98 seats in each
- Large foyer area for up to 200 people
- Audio-visual facilities



Ideal for

- Large events
- Exhibitions or poster displays
- Large plenary presentations



Maximum capacity

- One theatre - 96
- Both theatres - 196



Hire Cost - one theatre*

- Per session (3 hours) - £285
- Per day - £410



Hire Cost - both theatres*

- Per session (3 hours) - £385
- Per day - £510

* The prices outlined above for the hire of the Northumberland Lecture Theatres are exclusive of VAT.

Hire of the Northumberland Lecture Theatres includes use of the theatre/s, use of all audiovisual equipment and use of foyer/ reception area and facilities.



Conference Suite

The Conference Suite is ideal for corporate meetings and intimate events. The three rooms and own foyer area can be hired separately or as the complete suite and offers conference and dining facilities for up to 50 delegates.



Key features

- Three rooms
- Separate foyer area
- Dining facilities



Ideal for

- Corporate meetings
- Intimate events



Maximum capacity

- Joseph Tucker - 24
- Hilda Howard - 20
- Writtle Room - 50



Hire Cost - Conference Suites

- Joseph Tucker/ Hilda Howard/ Writtle Room
- Per session (3 hours) - £130
- Per day - £205

Please see the 'Conference Room Capacities' on page for full details of room layout and maximum capacities in each of the rooms.

Conference Hall, Lecture Rooms & Computer Suites

In addition to the purpose built conference suites, we also have a number of Lecture Rooms, Computer Suites and the Main Conference Hall available to hire **out of teaching time**, which takes place in the Main University Building.



Conference Hall

Writtle University College' Main Building offers two main conference halls (L41 & L41a) which can be hired separately or together for corporate meetings, exhibition space or for events.

Free car parking is also available near by on our main campus.



Key features

Stage facilities
Audio-visual facilities



Ideal for

Large events
Exhibitions or poster displays



Maximum capacity

L41 only- 120
L41 and L41a - 190



Hire Cost - L41 only

Per session (3 hours) - £220
Per day - £375



Hire Cost - L41 & L41a

Per session (3 hours) - £295
Per day - £395

Hire of the Main Conference Hall includes use of the room/s and full use of all audiovisual equipment.



Lecture Rooms & Computer Suites

Writtle University College' Main Building also offers various lectures rooms and computer suites for hire for corporate meetings or events.

Free car parking is also available near by on our main campus.



Key features

Audio-visual facilities
Computer facilities



Ideal for

Corporate meetings
Intimate events



Capacity

Lecture Room - 20-60
Computer Suite - 12-39



Hire Cost - Lecture Room

Per session (3 hours) - £120
Per day - £205



Hire Cost - Computer Suite

Per session (3 hours) - £120
Per day - £220

Hire of the Computer Suite includes use of the room/s and full use of all PC's and associated equipment in the room.

Conference room capacities

Northumberland 1 or 2



Layout
Lecture Theatre Style



Capacity
98

Northumberland 1 & 2



Layout
Lecture Theatre Style



Capacity
196

Conference Suite: Joseph Tucker Room



Layout
Horseshoe ONLY



Capacity
24

Conference Suite: Hilda Howard Room



Layout
Boardroom



Capacity
12

Conference Suite: Writtle Room



Layout
Boardroom / Horseshoe



Capacity
25

Media equipment hire rates

Laptop Computer/PC*	£35.00
Multi Media Projector and Screen	£60.00
Public Address System	£30.00
Flipchart and pens	£10.00
Digital Camera	£25.00

All rates are exclusive of VAT and are per day rates.
Photocopying and Fax facilities available – prices on request
Floral decorations are available on request

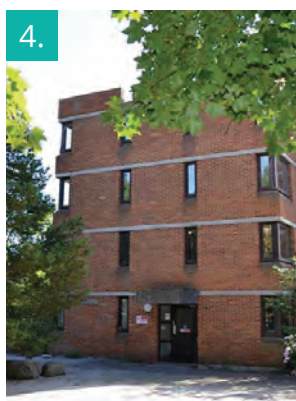
*We do not support MAC files - please mention when booking if you have any files that need converting



Our accommodation

We also have onsite accommodation available throughout the year. With just under 400 bed spaces all located on the main campus, it is the perfect place to stay before your event or celebration.

Rooms vary from basic single rooms to double ensuite facilities. Please contact us for availability.



1) DENT

41 rooms

Room type: Single, wash-basin

2) HAMILTON

50 rooms

Room type: Single, en-suite

3) Strutt

50 rooms

Room type: Single

4) Harvey

22 rooms each

Room type: Single wash-basin

5) Tabor

117 rooms

Room type: Single & double, en-suite

6) Maddison

17 rooms each

Room type: Single, en-suite

7) Gill

37 rooms

Room type: Single



Our City

Writtle University College is just 2 miles from the City of Chemsford, situated in a great location with well connected transport links. For example, you can easily get to:

London (35 minutes)
Southend-on-Sea (40 minutes)
Norwich (1.5 hours)
Birmingham (2.5 hours)

Our Catering

Conferencing Menus & Rates

Refreshments

Tea, Coffee, Orange Juice & Pastries	£3.00
Tea, Coffee, Orange Juice & Biscuits	£2.50
Mineral Water (still) (1lt) serves approx 5/6	£2.20
Mineral Water (sparkling) (1lt) serves approx 5/6	£2.20
Mineral Water (Individual)	£1.00
Apple Juice (1lt) serves approx 5/6	£2.20
Orange Juice (1lt) serves approx 5/6	£2.20



Breakfast

Breakfast Rolls

Crispy Back Bacon	£2.50
Breakfast Sausage	£2.50
Field Mushroom & Roast Tomato	£2.50

Light Breakfast

Smoked Salmon & Avacado Bagel	£6.00
Mixed Mini Danishes	£1.50
Selection of Mini Fruit Yoghurts topped with Granola(blueberry/strawberry/raspberry/honey)	£2.00
Seasonal Fruit Skewers	£2.00



Snacks

Available from Mid-Morning / Anytime

Japanese rice crackers	£1.50
Mixed nuts & fruit	£1.50
Retro sweet bowl	£1.50
Mint selection	£1.50



Our Catering

Conferencing Menus & Rates

Working Lunch

Sandwich Lunch - A	£8.50 per person
<i>A selection of classic sandwiches served with tortilla chips and a fruit bowl</i>	
Sandwich Lunch - B	£12.50 per person
<i>A selection of deli sandwiches served with Tyrells chips and a fruit platter</i>	
Sandwich Lunch - C	£12.50 per person
<i>A selection of premium wraps and semolina rolls served with Tyrells crisps and fruit skewers</i>	

(Also available as vegetarian, vegan, halal & gluten free)



Buffet Lunches

Bronze Menu - £15 per person (minimum 10 delegates)

Scotch Eggs
Mini quiche selection
Vegetarian Spring Rolls
Vegetarian Samosa
Sausage Rolls
Chicken Skewers
Salami Skewers
Melon Skewers
Selection of Sandwiches

Silver Menu - £18 per person

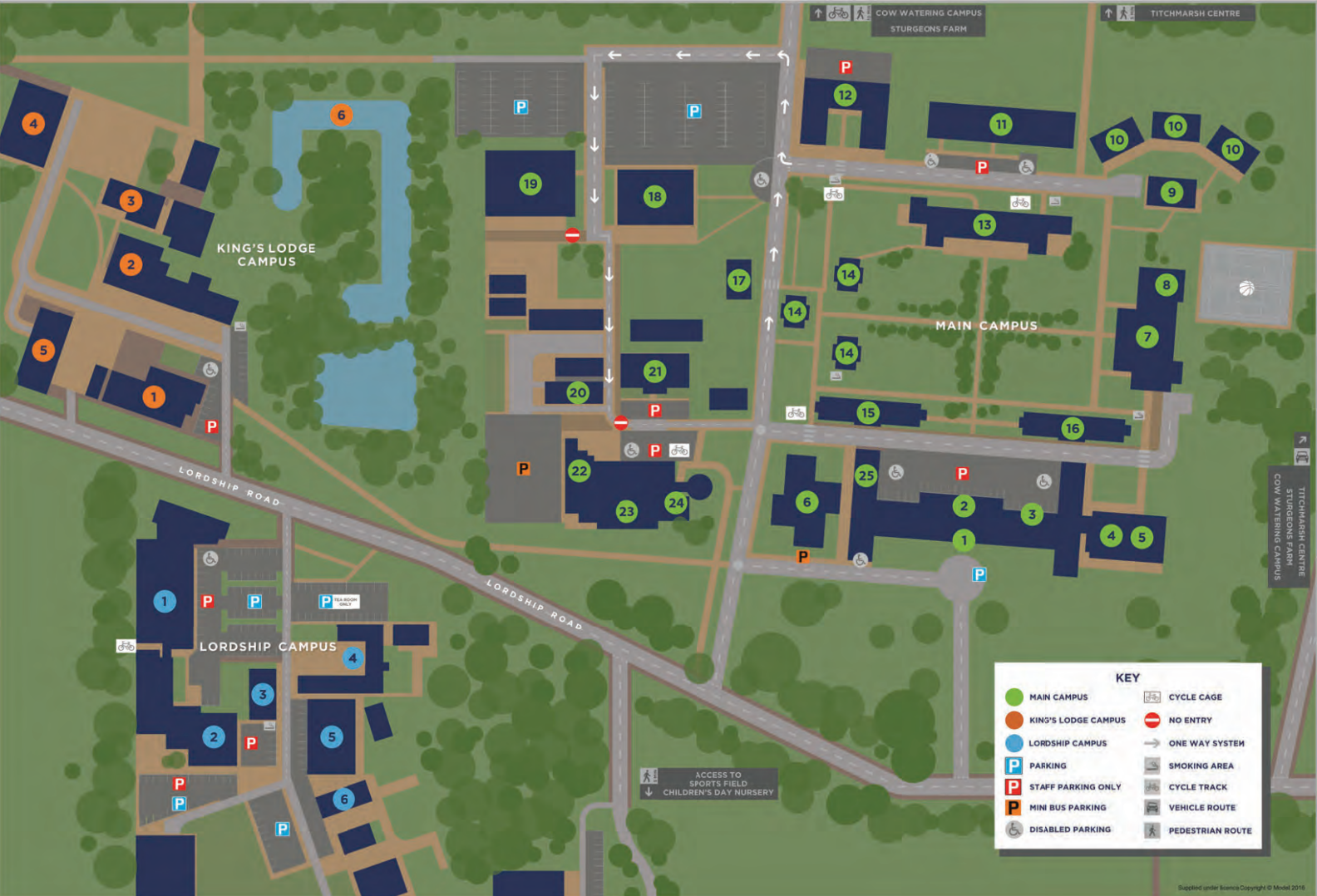
Scotch Eggs
Mini quiche selection
Meat & Vegetarian Spring Rolls
Sausage Rolls
Chicken Skewers
Hoi Sin Duck Wraps
Continental Cheeseboard
Antipasti
Selection of Sandwiches

Gold Menu - £22 per person (minimum of 10 Persons) (Please select 5 items from the Blinis & Canapés selection)

Smoked Salmon Blinis, Crème Fraiche & Caviar
Hoisin Duck & Cucumber Pancake
Confit Duck Terrine, Spiced Cherry
Bloody Mary Prawn & Crayfish Cocktail
Roast Chicken & Bacon Rilette
Potted Salmon & Capers
Salami & Artichoke, Truffle Mayo
Parma Ham & Honey Baked Figs
Courgette Ribbon & Goats Curd (v)
Red Lentil Dhal, Mango Salsa (v)

(Select 2 items from the following selection)

Oriental Spring rolls (v)
Mini Indian Samosas
Chorizo Sausage Rolls, Aioli
Chorizo & King Prawn Skewers
Chicken Skewers, Satay Dip (n)



MAIN CAMPUS

- | | |
|---------------------------------|---------------------------------|
| 1. Reception & Main Building | 2. Main Hall |
| 3. Students' Union | 4. Library |
| 5. FE Learning Hub | 6. Centre of Sport & Health |
| 7. Garden Room Restaurant | 8. Conference Suite |
| 9. HE Hub | 10. Maddison Halls of Residence |
| 11. Tabor Halls of Residence | 12. Hamilton Halls of Residence |
| 13. Strutt Halls of Residence | 14. Harvey Halls of Residence |
| 15. Dent Halls of Residence | 16. Gill Halls of Residence |
| 17. Stoneyshotts Offices | 18. Tropical Green Houses |
| 19. Amenity Landscape Building | 20. Wilmott Building |
| 21. Design Centre | 22. Bar |
| 23. Recreation & Fitness Centre | 24. Multi Faith Room |
| 25. Wellbeing Hub | |

KING'S LODGE CAMPUS

- | | |
|--------------------------|----------------------------|
| 1. Pet Behaviour Academy | 2. Engineering Block |
| 3. Postharvest Building | 4. Baroness Platt Building |
| 5. Tythe Barn | 6. Moat |

LORDSHIP CAMPUS

- | | |
|----------------------------|-----------------------------------|
| 1. Lordship Science Centre | 2. Northumberland Lecture Theatre |
| 3. Conferencing Centre | 4. Lordship Tea Room & Pantry |
| 5. Turner Building | 6. Floristry Training Shop |

