



Private Hire

Meeting and Conference Rooms

1 Belle Vue Square is situated in Skipton, a market town in the Yorkshire Dales. It is located near to Skipton Train Station and is just a couple of minutes stroll from the town centre which makes it an excellent, accessible meeting location.

The Civic Suite is the perfect venue for small meetings or conferences. It has 6 meeting rooms which vary in size, and can accommodate between 2 and 100 delegates.

Parking is available a short walk away.



Belle Vue Suite

The Belle Vue Suite is an ideal location for theatre style meetings or conferences.

This room can also be partitioned if only half of the space is required.

Boardroom - 40 people maximum
Theatre style - 120 people maximum
Cabaret - 40 maximum

Belle Vue Suite

Partitioned Room (A)

Full Day - £105.00
Half Day - £65.00
Per Hour - £20.00

Belle Vue Suite (B)

Full Day - £210.00
Half Day - £125.00
Per Hour - £40.00



Staincliffe Suite

The Staincliffe Suite is an ideal room for training purposes and offers good IT facilities.

Boardroom – 20 people maximum

Theatre style – 35 people maximum

Full Day - £160.00

Half Day - £85.00

Per Hour - £30.00

Alexandra

The Alexandra meeting room is an ideal suited for smaller meetings or conferences. This room however, can only be booked on a Wednesday or Thursday AM.

Boardroom – 12 people maximum

Half Day - £50.00

Per Hour - £20.00



Victoria & Dewhurst

Victoria

The Victoria meeting room is perfect for small informal meetings.

Maximum capacity: 4 people

Full Day - £50.00

Half Day - £30.00

Per Hour - £10.00

Dewhurst

The Dewhurst meeting room is ideally suited for small meetings.

At present, Dewhurst can only be booked up to 1 week in advance.

Maximum capacity: 6 people

Full Day - £55.00

Half Day - £35.00

Per Hour - £15.00



Refreshments & Equipment

Refreshments and catering are available upon request.

There is also a kitchen on the premises. When the kitchen is used, all crockery, utensils, the cooker and the fridge must be left in a clean and empty condition. An additional charge of £50 will be made when hirers fail to clean the kitchen and leave in a satisfactory condition (including utensils and crockery/cutlery).

The following equipment can be offered at these prices

TV screen £30.00

Additional TV screen £15.00

Projector £30.00

Wireless table top microphone system £50.00

Flip chart, paper & pens £12.00

Conference telephone

Photocopying service

Free Wireless Broadband

Reception charge £16 plus VAT per hour (pro rata)

Other Information

Confirmation of bookings

In all cases, the Council will confirm the booking via the preferred method of contact. Hirers should note that if they have not received confirmation, the room has not been booked.

To enable us to organise your event successfully, please send us your final numbers and any other relevant information no later than 1 working week prior to the course/event.

Payment

An invoice will be sent via email (where possible) within 7 working days after the event

The room charges are standard regardless of the room layout

Additional costs incurred during the event will be added to the invoice

Events which run over the agreed time will be charged the hourly rate

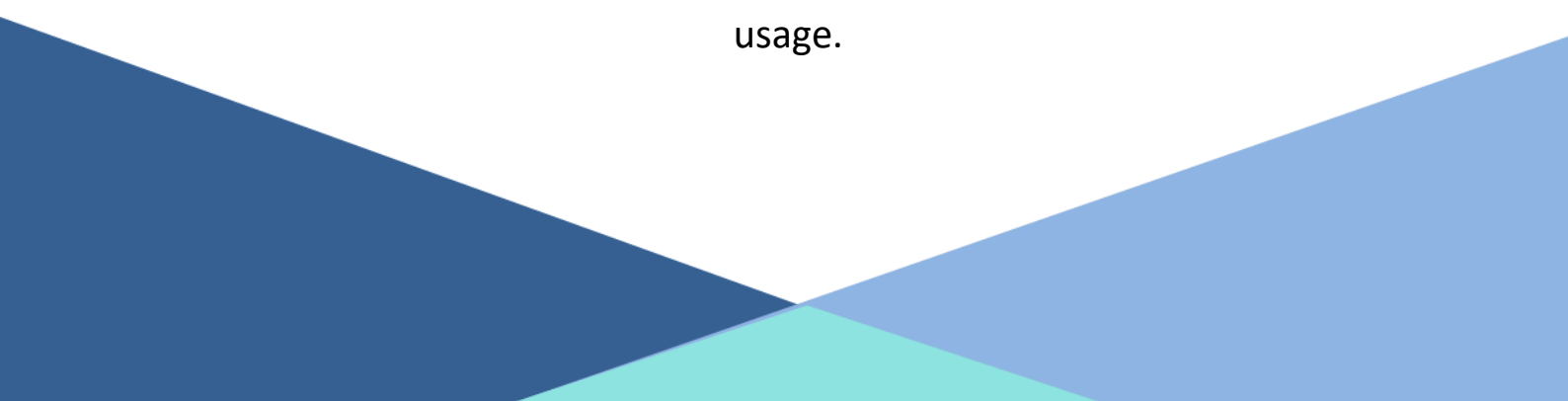
A 30% reduction on all room bookings and charges will be given to local voluntary, charitable and not for profit organisations

Equipment

Hirers may request the use of the Council's electrical equipment, which can be used subject to availability, along with instructions on how to be used.

Required use of available equipment is to be indicated at least 1 working day before the event. If additional items are required we will endeavour to fulfil your requirements.

Hirers will be held responsible for any damage to equipment arising for their usage.

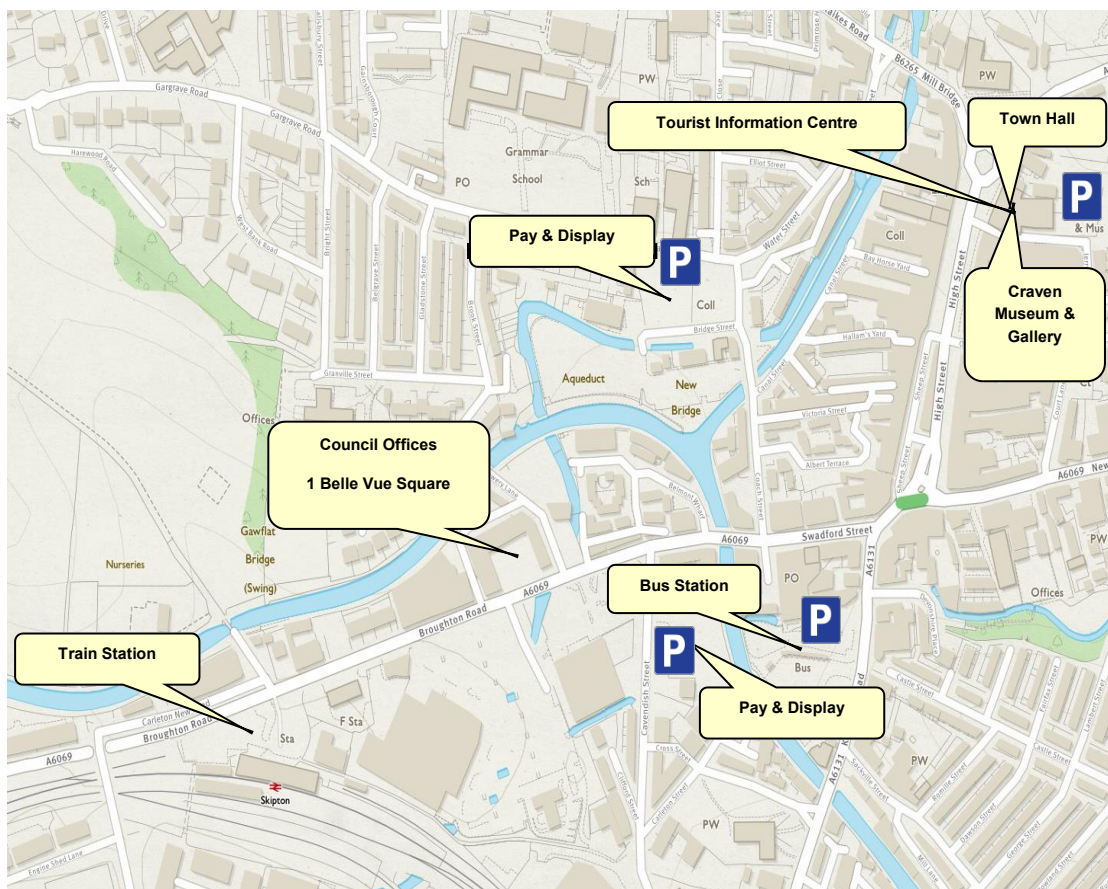


Cancellation of event

We do not charge a cancellation fee, unless you require a buffet with your event, in which case, the full amount would be required if not cancelled 48 hours prior to your event.

Location

Craven District Council
1 Belle Vue Square
Broughton Road
Skipton
North Yorkshire
BD23 1FJ





How to find us

By Car

There are two pay and display car parks within walking distance of the Offices, Cavendish Street, BD23 1RP and Coach Street, BD23 1LE

By Rail

The nearest train station is Skipton Train Station. Located on the same road as the Council Offices, there are regular services to and from Leeds, Bradford, Carlisle and Morecambe. Just a 2 minute walk on the same road as the Council Offices

By Bus

The nearest bus station is Skipton Bus Station. Located 5 minutes away from the Council Offices, there are services to and from Keighley, Leeds, Harrogate, Grassington, Settle/Giggleswick, Preston and Burnley

Contact

To get in touch with us to discuss your meeting requirements or further information, please contact our Customer Services team

Tel: 01756 700600

Email: roombookings@cravendc.gov.uk

Website: www.cravendc.gov.uk



**If you would like this
information in a way which is better for you,
please telephone 01756 700600.**