

## Meeting Rooms and Facilities

Community Action Norfolk offers the ideal venue for your event with flexible options to accommodate a wide range of meetings, training sessions, workshops or conferences.

We have an excellent central Norfolk location in the market town of Dereham with easy access onto the A47. The premises are modern and professional with full disabled access. There is on-site parking at the front and rear with additional space near-by.

Our friendly team is happy to discuss how we can best meet your needs. We aim to provide you with everything to take the stress out of making your event a success.

### Our Rooms

Half Day: 0900-1300 or 1300-1700

Full Day: 0900-1700

#### Batty Shaw

- Theatre style - capacity 50
- Boardroom - capacity 20

Other room configurations are available

#### Cost:

Per hour - £19.25

Half Day - £77/ Full Day - £154

#### Wheeler

- Theatre style - capacity 15
- Boardroom - capacity 8

Other room configurations are available

#### Cost:

Per hour - £13.50

Half Day - £54 / Full Day - £105.60

Out of office hours (evenings and weekends) - £20 surcharge.

## Equipment Hire

Registered Charity No: 1056750

Company Limited by Guarantee Registered in England and Wales No: 3190820

- Data projector £30
- Laptop £30
- Flip chart £5
- TV/DVD/Video £30

**Community Action Norfolk**

Ambassador Way Greens Road

Dereham, Norfolk NR20 3TL

01362 698216

[CommunityActionNorfolk.org.uk](http://CommunityActionNorfolk.org.uk)

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Wireless internet access is available throughout the venue free of charge.

## Refreshments

Tea and coffee are available at £1.50 per head per half day and are available throughout the duration of your booking. We are also pleased to offer buffet lunches starting from £8.50 per person.

We can usually accommodate any specific requirements so please contact us if you have something in mind.

## Business Services

Ideal for small business, home workers and community organisation we offer a range of business services.

- Purchasing group – helping you save money
- Payroll and bookkeeping

Call us on 01362 698216 or e-mail [office@communityactionnorfolk.org.uk](mailto:office@communityactionnorfolk.org.uk) for more information.

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