



Central Baptist Church

Conference and Meeting Room Facilities



Central Baptist Church
Victoria Road South
Chelmsford
Essex CM1 1LN
Tel: 01245 264163 (option 7)
Fax: 01245 268231
www.centralbaptistchelmsford.org

Meeting Place



The largest room available is the Meeting Place. At maximum capacity it can seat 350 people. It is a comfortable room, with padded chairs, a fully carpeted floor, and electric fans on the ceiling. There are screens, a data projector, and a sophisticated sound and loop system built into the room, all of which are available for hire. The Meeting Place is only available in theatre style (no tables). The Alcoves can be used as break out areas or for refreshments to be laid out.



Meeting Place Alcove



The Alcove is an area within the Meeting Place that can be hired out as a separate room when the Meeting Place is not in use. As with the Meeting Place, it is furnished with padded chairs. The maximum capacity is 36 people if the room is laid out theatre style. However, it is also possible to have boardroom style, u-shaped boardroom style, horseshoe seating or café style. The walls are suitable for data projection. This area can also be used as a break out area for conferences taking place in the Meeting Place.

Upper Hall

The Upper Hall is adjacent to the Meeting Place, and is also furnished with padded chairs. At full capacity it can seat 100 people theatre style, 50 people café style, and 34 people boardroom style.



It also has its own built-in hearing loop system and interactive SMARTboard screen. As this Hall is adjacent to the Meeting Place, it can be used as break out areas or as a lunchroom.

Lower Hall

The Lower Hall is identical in size to the Upper Hall, and can hold the same number of people. It is furnished with simple, comfortable folding chairs. It also has its own hearing loop system, and can be used as for break out areas or lunchroom if needed.



Seminar Room 1



Seminar Room 1 is the smallest room available for hire. It can seat 23 people theatre style, and up to 15 people boardroom style. It is a smart, comfortable room in which to hold small meetings. The walls are suitable for data projection. This room is ideal for small business meetings, one-to-one meetings or as a break out room.

Seminar Room 2



Seminar Room 2 is slightly larger than Seminar Room 1. It can seat a maximum of 27 people theatre style, and up to 18 people boardroom style. It has its own projection screen fixed on the wall. This room is ideal for small business meetings, workshops, one-to-one meetings or as a break out room.

Equipment For Hire

We are able to provide the following equipment and technical support if required:

- Flipcharts (complete with paper and pens)
- Portable Data Projector
- Interactive SMARTboard with projector (Upper Hall only)
- Hearing Loop facilities in Upper and Lower Halls only
- TV/DVD
- Laptop
- Full multi-media (Meeting Place only)

Refreshments and Catering

Break up your meeting by enjoying a cup of tea or coffee with biscuits or cakes and pastries; and if you're staying all day you can choose from our selection of lunch menus, special dietary requirements can be accommodated:

- **Menu 1:** A selection of blister-packed sandwiches, crisps, fresh fruit and served with fruit juice.
- **Menu 2:** A buffet of sandwiches/wraps, a variety of finger bites - sweet and savoury, fresh fruit and fruit juice.
- **Menu 3:** Salad boxes; a choice of egg, cheese, ham, beef, prawns, chicken or plain, served with bread roll & butter and fruit juice.

Bottled water, still and sparkling, is also available.

How to Book

Visit our website at www.centralbaptistchelmsford.org and click on the 'Lettings' tab.

Alternatively send an email to: lettings@centralbaptistchelmsford.org

Find Us

