

EDUCATION & SKILLS CENTRE

ROOM HIRE INFORMATION

External Bookings



Here in the Education & Skills Centre at Sheffield Children's NHS Foundation Trust we have an excellent training centre which is used for a variety of education and training activities. All our facilities are available for hire to be used as your venue for training and conferencing. Our Centre is open Monday – Friday 9.00 am – 5.00 pm.

We have a range of rooms available including a lecture theatre, and three seminar rooms. Audio-visual equipment is available in all rooms. In addition to this we have clinical skills and resuscitation training equipment which can be available if pre-booked with the Clinical Skills team. There may be a fee associated with this, which you would need to discuss with the Clinical Skills team.

The PGME team who coordinate the booking of these rooms and facilities will be able to provide further support and guidance to assist you with your requirements.

For more information please contact pgme@sheffield.ac.uk

Room Hire Costs

Room	Description	Up to Half a Day	Full Day
Helena Davies Lecture Theatre	Suitable for up to 130 people. Has full AV facilities including teleconferencing facilities via the network	£100	£200
David Bywater	Suitable for two groups of 10-12 people around a table or 32 people lecture style. This room has teleconferencing facilities.	£50	£100
Ewen Mackinnon	Suitable for 10-12 people around a table or 20 people lecture style. This room has teleconferencing facilities.	£40	£80
Peter Bull	Suitable for 10-12 people around a table or 20 people lecture style. This room has teleconferencing facilities.	£40	£80
Whole Centre	Includes the Lecture Theatre and all 3 meeting rooms	£200	£400

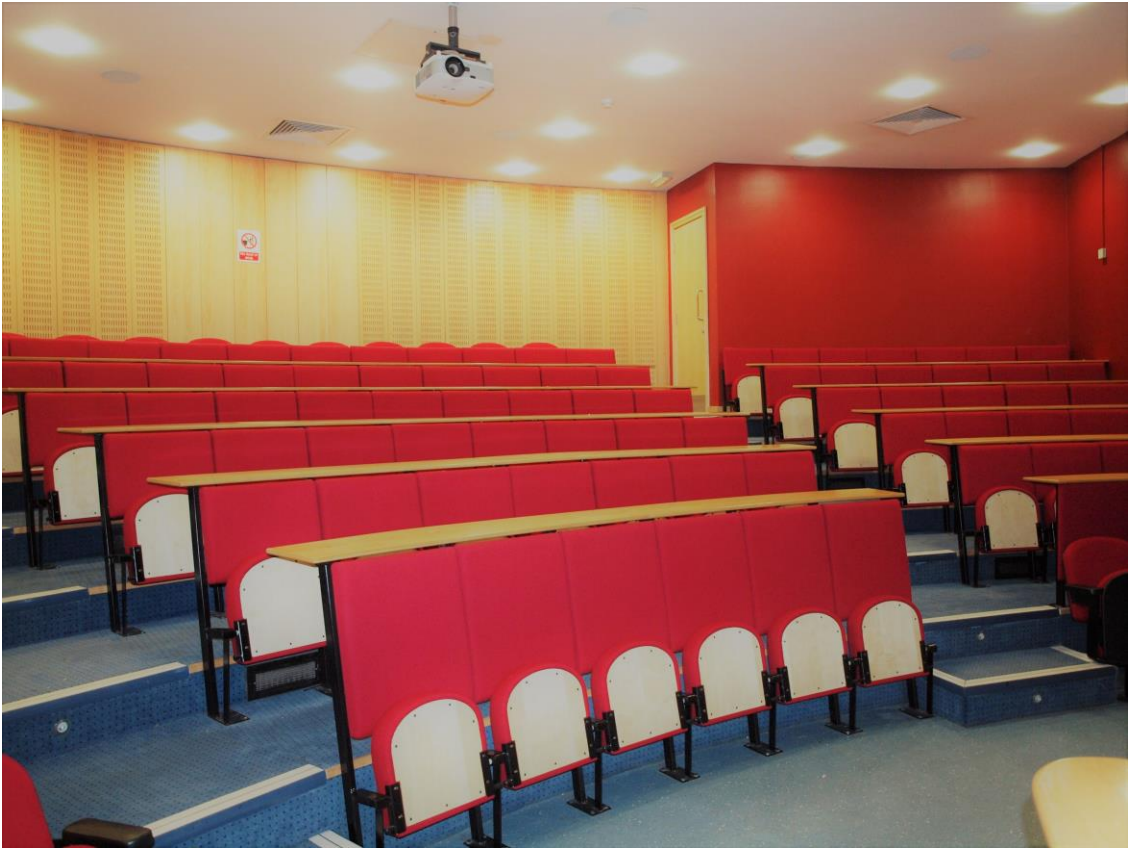
Rooms are available between 9.00 am and 5.00 pm Monday to Friday.

If rooms are required outside of these standard hours you will need to discuss your request at the time of booking with a member of the team. There will be an administrative fee for out of hour's requests if they can be accommodated.

Each room has standard AV equipment (projector and laptop) which is connected to the SCH network and which will be turned on when you arrive. Dedicated AV support for your meeting is not available, but can be discussed at the time of booking and maybe available through an outside company for an additional charge. Wifi is available in the Centre.

Catering arrangements would need to be sorted separately by the course administrator and kitchen facilities are not available in the Centre.

Helena Davies Lecture Theatre



David Bywater

Lecture



Meeting



Ewen Mackinnon Room

Lecture



Meeting



Peter Bull Room

Lecture



Meeting

