

# How to Book

To hire one of our rooms please call: 01434 600599 or email: [general-office@adapt-tyndale.org.uk](mailto:general-office@adapt-tyndale.org.uk) to find out availability.

If the room of your choice is available on the dates you require we will send you a booking form to complete.

For more information about room hire please get in touch or visit our website.



## Room Hire

**If you are looking for meeting space in Hexham, our rooms are the perfect choice for events of all kinds - from meetings and exhibitions to activity groups and parties.**

- Meeting rooms from £8 to £15/hour
- Ample free parking
- Fully accessible
- Onsite cafe and catering options



Burn Lane, Hexham NE46 3HN.  
t: 01434 600599.  
e: [general-office@adapt-tyndale.org.uk](mailto:general-office@adapt-tyndale.org.uk).  
[www.adapt-ne.org.uk](http://www.adapt-ne.org.uk).  
Registered charity no. 1072632.



# Choice of Rooms

We have three rooms for hire at our Burn Lane site in Hexham. The small meeting room and board room are situated within our main office building; the resource centre is next to Cafe @ Burn Lane across the car park.



## Small Meeting Room

**capacity:** 6 people  
**cost:** £8.00 + vat per hour

## Board Room

**capacity:** 20 people  
**cost:** £15.00 + vat per hour

## Resource Centre

**capacity:** 20 people  
**cost:** £15.00 + vat per hour

# Food and Drink

Room hire includes tea, instant coffee, milk and sugar for the duration of your event. Speciality teas and coffees can be purchased from our on site cafe, Cafe @ Burn Lane between 9.00am and 3.30pm. Treat yourself to lunch from our range of homemade meals and snacks, either in the cafe or in the meeting room - orders can be placed in advance by calling the takeaway line: 07864 692627 or via the office.

Alternatively you can choose from our buffet options as below. Please let us know of any special dietary requirements and let us have your order at least three working days before your booking date. Both options include vegetarian choices.

# Buffet Options

## Option 1 - £4.75 per person

- Selection of open sandwiches
- Homemade quiche
- Bowl of mixed salad
- Homemade chunky chips
- Selection of homemade scones and cakes

## Option 2 - £6.25 per person

- Selection of open sandwiches
- Homemade quiche
- Bowl of mixed salad
- Homemade chunky chips or herby new potatoes (please specify at time of ordering)
- Honey and mustard sausages on sticks
- Bowl of fresh fruit
- Selection of homemade scones and cakes

