



# CITY GATES

CONFERENCE CENTRE



VENUE HIRE



# Welcome to City Gates.

City Gates Conference Centre is a modern, well-equipped, multi-purpose conference and events centre in East London. As well as providing a premium quality environment for concerts, business expositions, company training and award ceremonies, we're also an essential part of our local community.

Our 100% Fairtrade coffee shop has become a popular community hub for the local area. It's ideal for catching up with friends, getting some work done, or just relaxing and watching the world go by in this vibrant part of East London.

We can offer a viable and affordable alternative to central London venues with nearby rail, parking, and hotel accommodation while matching them for quality and prestige.

Whether you wish to run workshops, training sessions, formal meetings, awards evenings or seminars, our conference centre can provide you with everything you need.

In brief we offer:

- A 100% FAIRTRADE coffee shop selling hot and cold drinks as well as light snacks
- FREE Wi-Fi
- Audio Visual / Recording Equipment
- Theatre Style Auditorium (seating up to 960)
- 2 Large Function Rooms
- Various sizes of Meeting Rooms
- Roof Terrace
- Fully Accessible (including lifts)
- Air Conditioning and Underfloor Heating

In the next few pages we describe each room/facility but if you can't find what you are looking for please get in touch with us; we are happy to make bespoke arrangements for you.

To discuss your requirements please call **020 3633 7123** or email [hello@citygatesbooking.com](mailto:hello@citygatesbooking.com)

“

*Our hire of the facilities at City Gates Conference Centre was excellent. The whole process from initial booking to set up on the day was well managed and the staff were incredibly professional.*



## 3rd Floor Conference Room



## 3rd Floor Conference Room *(Starting at £95 p/h)*

The Conference Room has a fully integrated PA system. We also have a projection system available for use. This room is ideal for all kinds of events, from corporate conferences, presentations, training events, to awards ceremonies.

**Dimensions:** 17.35m by 11.55m

**Area:** 200m<sup>2</sup>

**Cabaret:** Total seating capacity 77

**Theatre Style:** 182

**Horseshoe Boardroom Style:** 15 tables with 30 chairs



*What a great quality training venue. With City Gates you can request all the resources you'd need for your meeting or event.*



# Auditorium

(Starting at £3300)

Available for day booking & dry hire

We have state of the art facilities available at competitive prices and we are keen to provide a first class solution to our community.

## Auditorium

The auditorium is the perfect place for your larger events such as theatre productions, corporate training, networking meetings, trade conferences, or industry expositions.

Equipped with the latest audio/visual and lighting equipment, our auditorium will professionally showcase your event. In addition, our in-house AV technicians will ensure everything runs smoothly, and your audience is blown away by the quality of your event.

Our promotions team can assist you with marketing materials, social media, and printed materials.

In total, we can seat 960 people in the auditorium and balcony area. The auditorium is available for hire in full and half-day periods – please contact us for more information.

**Dimensions:** 19.5m by 23.9m

**Area:** 466m<sup>2</sup>

**Theatre Style:** 674 chairs

**Balcony level:** 286 chairs

**Total Auditorium Capacity:** 960 chairs





Function Room 1



Function Room 2

## 4th Floor Function Room 1 *(Starting at £95 p/h)*

Function Room 1 has separate PA capabilities along with the projection system. Again, this makes it ideal for all kinds of events, from corporate conferences, presentations, training events and awards ceremonies.

**Dimensions:** 17.5m by 11.96m

**Area:** 209m<sup>2</sup>

**Cabaret:** Total seating capacity 77

**Theatre Style:** 182

**Horseshoe Boardroom Style:** 15 tables with 30 chairs

## 4th Floor Function Room 2 *(Starting at £80 p/h)*

Function Room 2 has a projection system available for use and is ideal for slightly smaller training events and presentations. Function Room 2 is available for individual hire but Function Room 2 shares the 4th floor with Function Room 1 and is divided by a roof terrace which, during the summer months, encourages the booking of the entire floor so that the bi-folding doors can be opened for a truly memorable event.

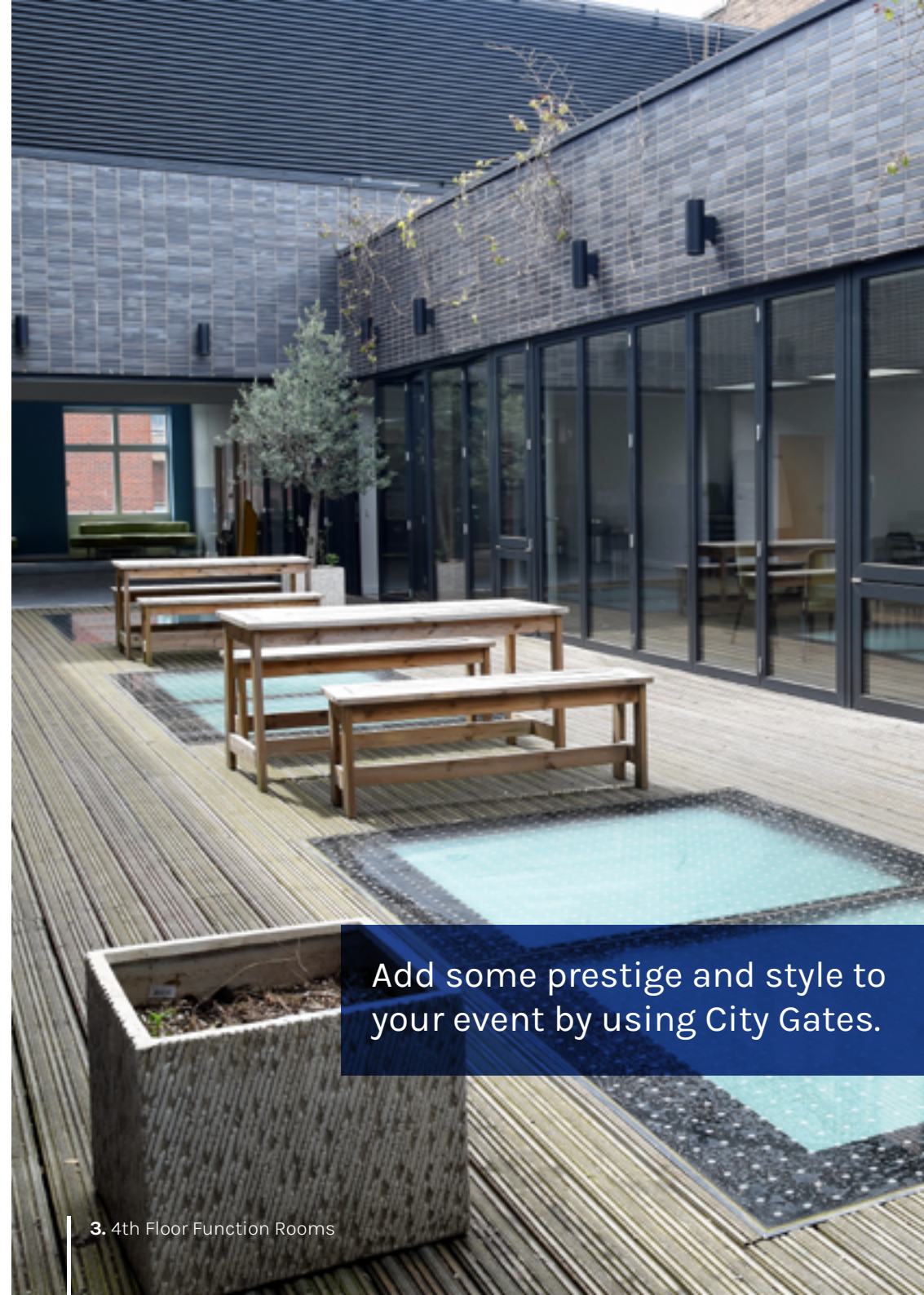
**Dimensions:** 17.5m by 6.1m

**Area:** 106m<sup>2</sup>

**Cabaret:** Total seating capacity 77

**Theatre Style:** 104

**Horseshoe Boardroom Style:** 15 tables with 30 chairs



Add some prestige and style to your event by using City Gates.





Studio (Room 307)



Board Room

## Meeting Rooms

Our light and tastefully decorated meeting rooms are perfect for small to medium meetings, training events and regular courses. They are also ideal for use as breakout rooms during larger conferences.

Board Room  
Dimensions: 5.2m by 5.6m  
Area: 29.1m<sup>2</sup>

Studio (Room 307)  
Dimensions: 11.6m by 4m  
Area: 46.4m<sup>2</sup>

2 Large Meeting Rooms  
Dimensions: Varied Sizes  
Area: Varied Sizes

3 Medium Meeting Rooms  
Dimensions: Varied Sizes  
Area: Varied Sizes

2 Small Meeting Rooms  
Dimensions: Varied Sizes  
Area: Varied Sizes



*Welcoming and hospitable staff  
made my time here truly special!  
I'll be back just for the coffee!*

## Grounded Coffee Shop



Make the best of your break time by visiting our coffee shop located on the ground floor.

We have a variety of sandwiches, drinks, desserts and other lunch items available so don't hesitate to enquire about how we can support your event.

FAIRTRADE & ETHICAL are two of our guiding principles. With this in mind we have established wonderful working relationships with three Christian charities, Toybox, Tearfund and Latin Link to whom we make contributions that in turn help to fund their projects. Welfare, education and social projects are all beneficiaries of the money you kindly contribute through your purchase of our coffee and our three charitable partners ensure that every penny is used to improve the lives of others.

Grounded Coffee shop is also available for hire. If you would like to book please contact us.



**Ask about our 10% discount on bookings of 25 people or more.**



## Design / Print / Promotion

Let our in-house graphic design specialists design and print your conference collateral. From flyers to pull up banners, we can help!

Popular items include:

- pull up banners
- promotional flyers / posters
- event booklets
- programmes
- promotional bags
- event t-shirts

For more information please contact Tiny Designs on 020 3633 6682 or email [info@tinydesigns.co.uk](mailto:info@tinydesigns.co.uk)

## Film & Photography

We have a team of film and photography specialists available to professionally capture your event. We offer a range of photography and videography packages starting from £150.

For more information please contact [hello@citygatesbooking.com](mailto:hello@citygatesbooking.com)

## Catering

We can provide hot and cold buffets for your corporate functions.

Please contact [catering@citygatesbooking.com](mailto:catering@citygatesbooking.com) or call 020 3633 7123 (option 4) for menu options and to discuss your requirements.

With our qualified engineers and modern sound and lighting systems we'll be able to deliver you a service second to none!

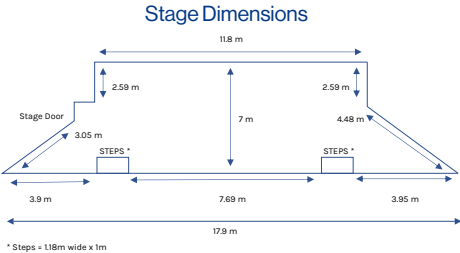
# Prices: Room Hire

ROOMS	RATE (PH)	WEEKEND RATE (PH)
Conference Room (3rd Floor)	£95	£115
Function Room 1 (4th Floor)	£95	£115
Function Room 2 (4th Floor)	£80	£90
3rd Floor Room (Medium) 306/307/308	£65	£70
3rd Floor Room (Small) 301/302/305	£60	£65
Meeting Room (Large) (3rd Floor)	£70	£75
Boardroom (4th Floor)	£55	£60
Coffee Shop (Ground Floor)	2hr minimum	£40

## Auditorium Hire

- Dry Hire: £3300  
(up to 6 hours) this does not include engineers.  
AV: £40 p/h  
PA: £30 p/h  
Lighting: £30 p/h
- Full Day: £4900  
(up to 10 hours includes 3 engineers AV, PA and basic lighting)
- Overage / Hourly fee: £400  
Each additional hour (or partial hour) over 10 hours or fewer than a 6-hour dry hire)
- Additional fees: 3% Room surcharge
- Safety team: £30 p/h
- Event supervisor: £30 p/h

- Please note with your bookings:**
- We do not accept bookings for parties, weddings or on Sundays
  - We are an alcohol free building
  - No food or drink is allowed in our main auditorium



# Prices: Food & Refreshments

- Refreshments (£3 per head)**
- Tea & Coffee

- Hot food Options (£9.99 per head, minimum 20 delegates)**
- Hot Food Option 1: BBQ Chicken, Seasoned Rice, Tuna or Vegetable Pasta Bake, Salad, Coleslaw & Juice
  - Hot Food Option 2: BBQ Chicken, Vegetable Noodles, Fried Rice, Vegetable Spring Rolls & Juice

- Canapés options (minimum 20 delegates)**
- Canapés Option 1: Lamb Samosas, Vegetable Samosas, Vegetable Spring Rolls, Chicken Goujons, Various Dips & Juice (**£5.50 per head**)
  - Canapés Option 2: Lamb Samosas, Vegetable Samosas, Vegetable Spring Rolls, Chicken Goujons, Chicken Skewers, Tortilla Chips and Salsa, Falafel, Pitta Bread and Hummus, Various Dips & Juice (**£10.50 per head**)

- Dessert options (£4 per head, minimum 20 delegates)**
- Dessert Option 1: Assorted Gateaux's/Cheesecakes
  - Dessert Option 2: Apple Crumble & Custard

- Sandwich Platter (£8.50 per head, no minimum)**
- Assorted Sandwiches, Crisps, Cake Slices, Fruit & Juice

- Pastries (£3 per head, no minimum)**
- Selection of pastries and muffins

To request a menu or to discuss dietary/allergy requirements please email: [catering@citygatesbooking.com](mailto:catering@citygatesbooking.com) or call 020 3633 7123 (option 4)







To discuss your requirements please call 020 3633 7123  
or email [hello@citygatesbooking.com](mailto:hello@citygatesbooking.com)

**City Gates Conference Centre**  
25 - 29 Clements Road  
Ilford, IG1 1BH  
[www.citygatesbooking.com](http://www.citygatesbooking.com)

Elim Charity 521549



Leave us a review!