



East Sussex Training & Development Centre

East Sussex Training & Development Centre is a fully equipped training and conference venue. We have a variety of rooms catering for every type of event, from small meetings to lectures for 70 delegates.

Telephone us on 01323 747102 or visit The Centre between 9am and 5pm to make a booking or discuss room layouts and availability.

Facilities

- Laptops
- Multimedia projectors
- SMART Boards
- Video and DVD players
- Flipcharts and pens
- 3 ICT Training Suites
- Hearing loop system
- Overhead projector
- Spring water machines
- Lounge area with a wide variety of teas and freshly brewed coffee available all day
- Various lunchtime catering options

Costs depend on the size of the room and refreshment requirements.

Room Costs

Cuckmere 1	£15 per hour
Cuckmere 2	£37 per hour
Seven Sisters 1	£25 per hour (ICT Suite)
Seven Sisters 2	£ 35 per hour
Wilmington	£ 20 per hour

Sovereign	£ 35 per hour
Martello	£ 35 per hour
Belle Tout	£ 37 per hour

Please note: there is no charge for canceling rooms if two full calendar weeks notice is given. Bookings cancelled within 2 calendar weeks of the event will be charged in full.

Catering Costs

All day catering per person £10 per head
(this includes tea/coffee morning, lunch and afternoon, with a hot course at lunch time in SMARTYs restaurant)

Tea/coffee per session £2.50 per head
(morning, afternoon or evening)

Photocopying

We have a photocopying service
10p per side for A4, black and white
20p per side for A4 colour

Out of Hours

If you require a venue out of normal office hours we would be pleased to discuss this with you. Phone **01323 747102** and speak to anyone in the Centre about your requirements.