



Conference Facilities

MEETINGS CONFERENCES EVENTS PERFORMANCES BANQUETING WEDDINGS

Derby LIVE





Conferencing at Derby LIVE

Derby LIVE offer a wide range of facilities available for hire. From small meetings to large scale conferences - we're happy to cater to your needs. We offer an impressive multi-purpose complex with facilities for up to 1200 people, with experienced staff and a quality catering service.

We're ideally located in the centre of Derby and the UK, close to the railway station and approximately 20 minutes from the M1. We have an adjoining multi-storey 200 space car park, which can on occasion be booked exclusively for your use, and a range of quality hotels nearby.

We have four flexible spaces available for hire, as well as large airy foyers and wheelchair access to most of the venue. These four spaces give us the flexibility to suit all of your requirements.

Make Derby LIVE your choice for conferences, meetings, corporate presentations, trade exhibitions, dinner dances and AGMs. We have a wide appeal that encourages clients to return time and time again.

At Derby LIVE our team work ensures that you, the customer, have a day to remember, so why not make an appointment with us today?

Call Heather Errington on 01332 255443 or email heather.errington@derby.gov.uk

VENUE FACTS

Nearest Airport:
East Midlands - 15 miles

Nearest Train Station:
Derby - 0.5 miles

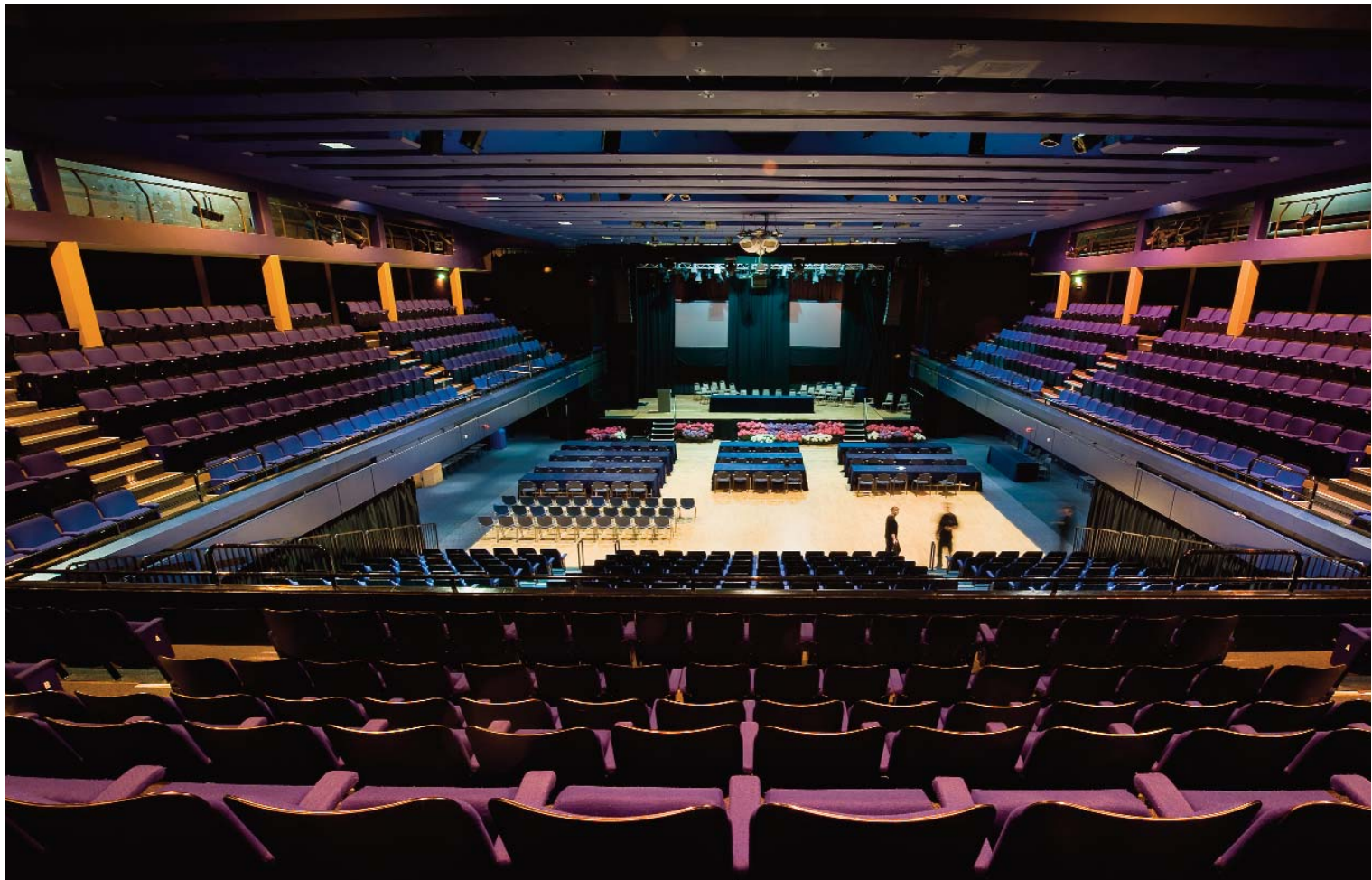
Nearest Motorway:
M1 Jct 25 - 8 miles

Parking:
Onsite - 200 spaces

Wireless Internet:
Yes

Onsite Catering:
Yes

Wheelchair Access:
Yes, except balcony areas



Contact **Heather Errington** on **01332 255443** or **heather.errington@derby.gov.uk**

Assembly Rooms - Great Hall

Floor Area: 640m²

Our largest suite adapts to suit a wide range of activities and has played host to televised snooker events, wedding fairs, AGMs and trade exhibitions. The Great Hall has no fixed seating downstairs with fixed seating in the balcony area.

Facilities

- Toilets ✓
- Wheelchair access ✓
- Catering ✓
- Bar ✓

"I am always impressed with their attention to detail which ensures the event goes smoothly."
Mark R. Henson, Company Secretary
Thorntons PLC

Seating Style	Maximum Capacity	Balcony Use
All seated - theatre style	1200	Yes
All seated - in the round	1742	Yes
All standing	1400	No
Seated in the balcony/ standing in the stalls	2000	Yes
All seated for dinner: Round/straight Round tables	500 350	No No
Dinner/Dance	375	No





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Assembly Rooms - Darwin Suite

Floor Area: 315m²

There is no fixed seating in this suite, so it can be adapted to accommodate a wide range of smaller events such as trade exhibitions, seminars, AGMs, presentations and dinner/dances.

Facilities

- Toilets ✓
- Wheelchair access ✓
- Catering ✓
- Bar ✓

“The team provide such a good service, they understand your business and you can rely on them”
V J Pickard, Assessment & Awards Manager
University of Derby

Seating Style	Maximum Capacity
All seated - small stage	300
All standing	500
Dinner/Dance	175
Buffet reception	200
Classroom	100





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Reception Suite & '45 Suite

The Reception Suite and '45 Suite are both located within the Assembly Rooms and can be used in conjunction with either the Great Hall or Darwin Suite for large conferences/meetings or on their own for smaller meetings.

The **Reception Suite** is a small and intimate room, ideal for meetings/presentations and can be used in conjunction with the Great Hall or Darwin Suite as a breakout area. This room has a shared foyer space with the Darwin Suite.

Facilities

Toilets	✓
Wheelchair access	✓
Catering	✓
Bar	X

Seating Style	Maximum Capacity
Theatre	50
Boardroom	25
Buffet	40

The **'45 Suite** consists of a flat floor area with three small bays. It lends itself to small boardroom style meetings and recruitment fairs. We also use it for our pre-show dining experience. It can also be used in conjunction with the Great Hall as a breakout area. This suite has no dedicated foyer space.

Facilities

Toilets	✓
Wheelchair access	✓
Catering	✓
Bar	X

Seating Style	Maximum Capacity
Theatre	60
Boardroom	35
Buffet	100



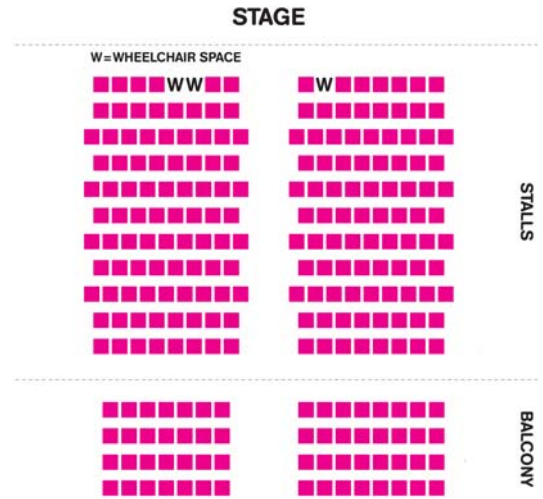
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Guildhall Theatre

The Guildhall Theatre is a small and intimate theatre situated opposite the Assembly Rooms with raked seating for 182 patrons downstairs and a small balcony area seating a further 60. The Guildhall Theatre has fixed seating so can only be used in a theatre style arrangement. It is one of Derby's historical Grade II listed landmarks, with beautiful architecture. It creates a unique, theatre atmosphere, providing a more interesting venue for small gatherings/lectures.

Facilities

- Toilets ✓
- Wheelchair access ✓
- Catering ✓
- Bar ✓



Catering & Technical Facilities

Our professional on-site catering team offer a wide range of options from canapes and buffets to a full banqueting service. All of our venues are fully licensed.

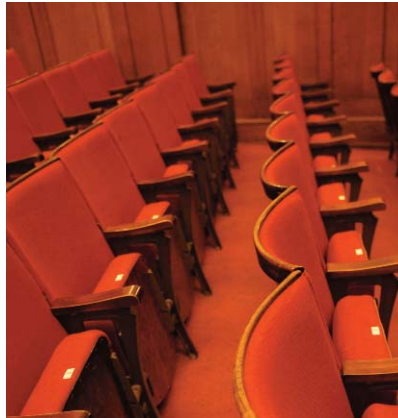
We can also supply and advise on a wide range of staging options and presentation equipment, tailored to your event.

If you have any additional needs, please discuss them at the time of booking, and we will do our best to meet your requirements.



Our previous clients have included:

- BBC
- Thorntons
- Egg
- Rolls Royce
- Ikea
- Toyota
- Women's Institute
- University of Derby
- Bowmer & Kirkland
- Balfour Beatty
- Wilkinsons



“Thanks to everyone at the Assembly Rooms for excellent work in providing a great venue for our conference. Look forward to holding any future events with you.”
Steve Farmer, MD - Balfour Beatty





How to Find Us

All of our venues are ideally located in the city centre of Derby, on all major bus routes and 15 minutes walk from the train station. The venues are sign-posted on all major road routes.

The venues are located approximately 30 mins from Nottingham and 50 mins from Leicester, and are accessible via the A52 and the M1.

- 1** Assembly Rooms
- 2** Guildhall Theatre
- P** Car Park

