

Meeting Facilities & Room Hire



FOOTPRINTS WOMEN'S CENTRE
MEETING FACILITIES & ROOM HIRE 2024-25



www.footprintswomenscentre.org



028 90 923444



reception@footprintswomenscentre.com

WELCOME TO FOOTPRINTS!

We can provide a perfect venue for your event or meeting with a range of different spaces and various catering options also. Whether you're hosting a corporate event, training session, workshop or team meeting, our versatile spaces offer the ideal environment for ensuring a productive session.



OUR OFFERING

Flexible Spaces:

Choose from a variety of room sizes and configurations to suit your needs, whether it's an intimate brainstorming session or a large-scale presentation. If you want to tailor your event to your exact specifications, please chat with us as we have other spaces within the centre and may be able accommodate if you have a bigger event or need breakout rooms.

Excellent Technology:

Equipped with the latest audiovisual equipment, including projectors, screens, our meeting rooms ensure seamless presentations and communication.

High-Speed Internet:

Stay connected and productive with high-speed Wi-Fi available throughout our facilities, ensuring smooth communication and seamless online collaboration.

Catering Options:

Elevate your event with our customisable catering packages, featuring a range of refreshments and snacks to keep your guests energized and focused. We also have Danu Street Kitchen, our very gorgeous little food trailer onsite!

Convenient Location:

Situated in the heart of the Colin area, we are only 15 minutes by car from Belfast City Centre. We offer easy access and ample free parking for your convenience. We are also only a 5 minute walk from a glider stop, which allows for easy access to and from the city centre. We are a 20 minute drive from Belfast City Airport and under 25 minutes from Belfast International Airport.

Parking:

We have our own car park and there is a small amount of street parking, but we ask visitors to be mindful of our neighbours as the area is residential.

Team Support:

Our dedicated team is committed to ensuring your event runs smoothly, providing on-site support and assistance as needed. Our reception team are also on hand to meet and greet all your guests.

WHY CHOOSE FOOTPRINTS?

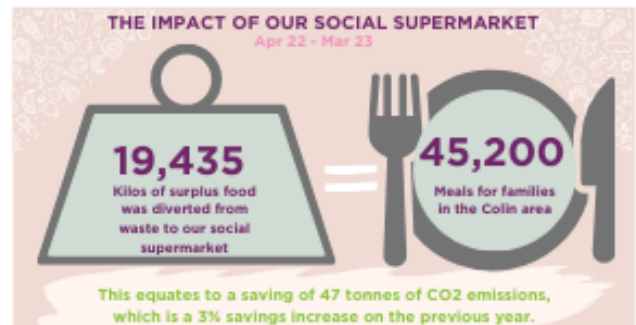
By choosing us you are not only assured of an affordable option but you are have a promise of exceptional service. We will ensure a seamless and stress-free experience and you can feel great knowing that you will be supporting us as a registered charity.

Nothing feels better than creating **social impact** and that is exactly what you will be doing by supporting us as all our profits are used to further the aims and objectives of Footprint's Women's Centre.

Our Mission is 'To enable women and children to grow, to ensure their voices are heard and that they take their rightful place in a just and equal society'.



Our Social Impact in the past year



SOCIAL IMPACT

ROOM RATES

Rates		TR 2 & 3
Full day	(9am to 5pm)	£175.00
Half day	(9am to 1pm or 1pm to 5pm)	£90.00
Hourly rate	(e.g. 10am to 2pm)	£35.00
		Clevertouch Screen (interactive display that can be used as an interactive whiteboard and allows for connection to the internet directly or display your computer, a laptop or any device.)
		Television
		Fibre Broadband
		VC via Clevertouch Screen
		Training Rooms 2 & 3
7.62m x 4.57m		5.18m x 4.57m 6.09m x 4.57m (Two rooms with bifold doors that create one large L shaped room)

CATERING

Indulge in Delicious Delights with Our Buffet Packages

Elevate your meeting experience with our tantalizing buffet options, expertly crafted to satisfy every palate and dietary preference. Whether you're hosting a meeting, training seminar, or networking event, our diverse selection of culinary delights is sure to impress your guests. Our food services operations hold a five star hygiene rating.

Package Options:

1. Footprints Classic Continental Buffet - £8.00pp

- Assorted freshly baked pastries and croissants
- Seasonal fruit platter
- Selection of yogurt and granola
- Orange juice, coffee and assorted teas

2. Footprints Big Breakfast Buffet - £10.50pp

- Crispy bacon/ egg / sausage link filled baps
- Freshly baked assorted muffins and pastries
- Fresh fruit
- Orange juice, coffee, and assorted teas

3. Footprints Delights Buffet - £12.00pp

- Platter of Gourmet Sandwiches
- Freshly prepared homemade soup
- Freshly sliced seasonal fruits
- Soft drinks, bottled water, and assorted juices

4. Footprints Danu Buffet - £8.00pp

- Filled assorted paninis
- Freshly prepared homemade soup
- Posh crisps





5. Footprints Healthy Options Buffet – £9.00pp

- Filled wraps
- Guacamole & chilli rice crackers
- Mixed greens salad with balsamic vinaigrette
- Fresh fruit skewers
- Herbal teas and lemon infused water

6. Footprints Sweet Treats Dessert Buffet - £8.50

- Assorted mini traybakes
- Mini scones with cream and jam
- Decadent chocolate brownies
- Fruit skewers with chocolate dipping sauce
- Assorted cookies and biscuits
- Tea, coffee and flavoured syrups

7. Footprints Mini Bites

Option A - £3.00 per person

- Selection of biscuits
- Tea, coffee and infused water

Option B - £4.00 per person

- Shortbread and strawberries
- Tea, coffee and infused water





HOW TO BOOK

We have included our room hire rates and catering options within this brochure to allow you to easily see our offering. If you wish to book please complete a booking form for room hire and a separate catering booking form and submit these.

Please find links to our booking forms on our website:

[Click here to visit our website](#)

Please note that bookings will not be confirmed until you have received an email from us confirming your booking.

If you have specific requirements or any queries ahead of booking please don't hesitate to get in touch.



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HOW TO FIND US

Please find our address below:

Footprints Women's Centre
84A Colinmill
Dunmurry
Belfast
BT17 0AR

Tel: 02890 923444



*We look forward to welcoming
you to Footprints.*



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Charity Registration No. NIC103644
Company Registration No. NI036140 (Northern Ireland)

Meeting Room Hire and Catering Cancellation Policy

At Footprints we understand that plans can change unexpectedly. To ensure clarity and fairness for all our clients, we have established the following cancellation policy regarding meeting room hire:

- 1. Cancellation Period:** Cancellations must be made in writing and received by Footprints at least 7 days prior to the scheduled event date.
- 2. Cancellation Charges:** Cancellations made within 7 days of the event date will result in a cancellation fee equivalent to 50% of the total booking cost. Cancellations made outside of the 7-day window will not incur any charges.
- 3. Refunds:** Any deposits or prepayments made towards the booking will be refunded in full for cancellations made within the specified cancellation period. Refunds will be processed within 20 business days after the cancellation request has been received and confirmed.
- 4. Force Majeure:** In the event of circumstances beyond your control, such as natural disasters, government restrictions, or other unforeseen emergencies, Footprints may waive the cancellation fee at its discretion. Documentation may be required to support such claims.
- 5. Modification Policy:** Changes to the event date, duration, or other details may be accommodated subject to availability and mutual agreement between the client and Footprints. Additional charges may apply for modifications made within 7 days of the event date.
- 6. Notification of Cancellation:** It is the responsibility of the client to ensure that any cancellation requests are communicated to Footprints in a timely manner.

By booking our meeting room facilities, you agree to adhere to the terms and conditions outlined in this cancellation policy. We appreciate your understanding and cooperation in helping us maintain the highest level of service for all our clients.

If you have any questions or require further clarification regarding our cancellation policy, please do not hesitate to contact us.

We are here to assist you every step of the way.

