

## Kirkley Centre Room Layout Details



| Room                               | Capacity      |                 |                        |         | Dimensions |       | Notes  |
|------------------------------------|---------------|-----------------|------------------------|---------|------------|-------|--|
|                                    | Theatre       | Cabaret         | Boardroom/<br>Fishpond | U Shape | Length     | Width |  |
| <b>Kirkley Suite</b>               | 80* + speaker | 36 + top table  | 32                     | 28      | 13.5m      | 5.8m  | *Or 60 + refreshment table   |
| <b>Kirkley Room 1 (mid size)*</b>  | 24 + speaker  | 16 + top table  | 14                     | 12      | 5.9m       | 5.8m  |  |
| <b>Kirkley Room 2 (mid size)*</b>  | 36 + speaker  | 24* + top table | 22                     | 16      | 7.5m       | 5.8m  | *or 18 cabaret + top table if a buffet or resource table req'd             |
| <b>Suffolk Suite</b>               | 60+ speaker   | 30 + top table  | 32                     | 26      | 10.4m      | 6.5m  |  |
| <b>Waveney Room (mid size)*</b>    | 40 + speaker  | 24 + top table  | 18                     | 16      | 7.3m       | 5.7m  |  |
| <b>Community Suite (mid size)*</b> | See notes     |                 |                        |         | 6.4m       | 6.8m  | Free to Kirkley residents, speak to Kirkley People's Forum for information |
| <b>Community Training Kitchen</b>  | N/A           | N/A             | N/A                    | N/A     |            |       | 5 ovens and space for 10 people<br>Suggested 8 delegates + trainer(s)      |
| <b>One to One room</b>             | N/A           | N/A             | Up to people 4 max     | N/A     | 4.0m       | 2.5m  |  |

\* If booking a buffet and you have full capacity for the room you may wish to consider a larger room to allow space for the buffet table and movement of the delegates