

# Inspiration nɔɪtɪŋ ɪnspɪrɪŋ

## What is an Inspirational Space?

We have used our expertise to create an environment which really fosters an atmosphere of learning and collaborative working. The environment is broken into a number of Spaces each designed to create the right atmosphere for superb meetings and workshops.

## Why do I need to use one for my event?

Typical hotel and conference centre suites are soulless and uninspiring. Event participants find it difficult to move into the learning mind-set which most breakthrough workshops and meetings require.

## Are there any alternatives?

Not that we know of.

## How do I organise to use one of the Pentacle Spaces?

### Virtual tour

Look at pictures of our Inspirational Spaces on the Pentacle website at <http://www.pentacle.co.uk/GreatInspirationalSpacesatPentacle.htm>

### Pre-event visit

Please call Susan Ross on 01494 678 555 to arrange a pre-event site visit.

## What things do I have to worry about?

### Layout and seating

The different spaces are laid out to enable the best meeting atmosphere. You will need to let us know the number of participants so we can adjust the layout appropriately.

### Equipment

You will need to specify the equipment you need

All rooms can be set up with

- projector
- flip-charts
- visualiser
- video
- DVD

### Food and Refreshments

We can organise meals for you at Pentacle or a local restaurant. You will need to specify the budget you have available for this. Coffee, tea and soft drinks will be available throughout your session as requested.

### Access

As a listed building access to the upstairs spaces is by stairs only.

### Over-night accommodation

Accommodation can be organised at a local hotel for you if you wish. Alternatively, you can make your own arrangements. Details of local hotels are available on the Pentacle website at <http://www.pentacle.co.uk/map.htm#localhotelsUK>

## How do I make sure the participants can find the venue?

Location details for Pentacle are available on the internet at <http://www.pentacle.co.uk/map.htm>

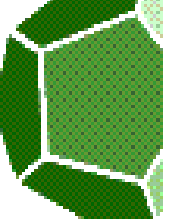
## How much will it cost?

Once you have provided details of your needs we will be able to tell you how much it will cost to use our inspirational spaces

## What next?

You can provide the information on-line at <http://domino-212.pentacle.co.uk/mailhand.nsf/spaces/> or complete and send us the form on the reverse side.

We look forward to welcoming you.



## Inspiration

Name:	
Job Title:	
Organisation:	
Title of event:	
Address:	
Phone number:	
Mobile number:	
Fax number:	
e-mail address:	

Dates of event:	From _____ To _____ (inclusive)
Number of people:	_____
Inspirational Space required:	
• Front Room	_____ yes - no
• Teaching Room	_____ yes - no
• The Cocoon	_____ yes - no
• Library	_____ yes - no
• SimSpace	_____ yes - no
• Gallery	_____ yes - no
Equipment:	
• projector	_____ yes - no
• flip charts	number _____
• visualiser	_____ yes - no
• video	_____ yes - no
• DVD	_____ yes - no
Other (please Specify)	_____
Meals and Refreshments:	Amount per head
• Breakfast	(£15 minimum) _____
• Lunch	(£15 minimum) _____
• Dinner	(£15 minimum) _____
• Coffee, Tea, Soft drinks	(£5 minimum) _____
• Biscuits and Nibbles	(£3 minimum) _____

Once complete please send to:

Pentacle  
20 London End Beaconsfield Bucks HP9 2JH

Fax: 01494 671291 for the attention of Susan Ross