

JOHNSTONE TOWN HALL DELEGATE PACKAGES



WELCOME

Whether you're hosting a meeting or a conference at Johnstone Town Hall we have lots of great options to make you and your guests comfortable. Our room capacities range from 10 to 260 and we have a range of services and equipment available for your event.

We have our own catering team dedicated to serving fresh, delicious food. Whether you are looking for a meeting with refreshments, a full day conference with lunch, or a warm roll for a morning meeting - we've got you covered.

The Town Hall has a range of rooms and service options to suit your needs. Our conference packages are designed to be flexible and affordable. If you need something you haven't seen here please don't hesitate to ask.

Our team is passionate about providing great service for all guests and can cater for dietary requirements on request. Vegan or gluten free options are labelled on the menus.

For enquiries and bookings please email our events team about your requirements: eventhires@renfrewshire.gov.uk



ROOM HIRE & DELEGATES PACKAGES

All our delegate packages include everything you need to host a full or half day meeting, with a dedicated onsite Coordinator to ensure things run smoothly. Packages include water, white table linens, conference stationary, flipcharts and AV facilities for your convenience.

We have 7 different sized rooms including our **Main Hall which can seat 260 people**. If you are hosting a large conference, the Main Hall is perfect as a lecture suite with a stage, large screen, lectern, sound system and support from fully trained technicians. We have a variety of spaces to use for breakout areas including our first floor mezzanine and indoor 'street' space which acts as a fantastic lunch space or networking area, flooded with natural light. We also have our very own on site café.

Our delegate packages are excellent value for money and start at just £19 per person per day or £13 per person for half day. (Minimum numbers apply.)



DAY DELEGATE PACKAGES

Classic Full Day From £21pp (inc. VAT)

Includes free room hire*

- Dedicated on-site events coordinator
- Tables set with white linens, mineral water, conference stationery and mints
- AV equipment package
- Flip chart and pens
- Full technical support (min. numbers apply)
- Danish pastries on arrival served with tea, coffee & fresh orange
- Morning and afternoon refreshment break with tea, coffee and biscuits
- Soup of the day served with a selection of sandwiches, ciabatta rolls and refreshments

Premium Full Day From £24pp (inc. VAT)

Includes free room hire*

- Dedicated on-site events coordinator
- Tables set with white linens, mineral water, conference stationery and mints
- AV equipment package
- Flip chart and pens
- Full technical support (min. numbers apply)
- Breakfast on arrival (selection of hot rolls and fresh fruit pots) served with tea and fresh coffee
- Morning refreshment break with tea, coffee and mini scones
- 5 item finger buffet or hot fork buffet (£2pp supplement) served with refreshments and mineral water
- Afternoon refreshment break with tea, coffee and a selection of traybakes

Looking for a different breakfast or lunch option? Would love some fruit juice or an extra round of mineral water? Ask one of our team if you would like to upgrade or add extras.

HALF DAY DELEGATE PACKAGES

Classic Half Day From £19pp (inc. VAT)

Includes free room hire*

- Dedicated on-site events coordinator
- Tables set with white linens, mineral water, conference stationary and mints
- AV equipment bundle
- Flip charts and pens
- Dedicated onsite technician (min. numbers apply)
- Breakfast on arrival served with tea, coffee, fresh orange and Danish pastries
- Morning refreshment break with tea, coffee and biscuits
- Soup and sandwich lunch served with refreshments

Premium Half Day From £22 (inc. VAT)

Includes free room hire*

- Dedicated on-site events coordinator
- Tables set with white linens, mineral water, conference stationary and mints
- AV equipment bundle
- Flip charts and pens
- Dedicated onsite technician (min. numbers apply)
- Breakfast on arrival (selection of hot rolls and fresh fruit pots) with tea and fresh coffee
- Morning refreshment break with tea, coffee and mini scones
- 5 item finger buffet or hot fork buffet (£2pp supplement) served with refreshments and mineral water

***Need extra space for training and networking? Ask about our discounted breakout spaces when you book any of our delegate packages.**

ROOM SIZES

Johnstone Town Hall is an award-winning venue with modern meeting rooms and breakout spaces for conferencing. Our clients include public, private and third sector organisations, many of which are regular customers.

Our meeting rooms are all flexible, fully accessible and well equipped. We can cater for up to 260 in a theatre style or 220 seated at round tables in the main hall. The main hall has an excellent sound and lighting system with a large screen & lectern for a lecture style event. Our smaller meeting rooms can accommodate up to 80 people. Please get in touch for more details.

The 'street' running through the town hall offers a bright and spacious breakout space. It is ideal for delegates to network over lunch or coffee. There is also a mezzanine on the first floor which overlooks the street and is a great space for catering.

We have put together value packed day delegates rates which we hope will assist you in budgeting for your next event. The minimum numbers are set at just 25 delegates but if your meeting is smaller than this please contact us and we can tailor a quote to meet your needs.





WE HOPE TO SEE YOU HERE SOON

TO BOOK PLEASE CONTACT:

EVENTHIRES@RENFREWSHIRE.GOV.UK or 0300 3001 210