



**BLACKBURN
TECHNOLOGY
MANAGEMENT
CENTRE**

**BLACKBURN TECHNOLOGY
MANAGEMENT CENTRE**

INFORMATION PACK

**Challenge Way
Greenbank Technology Park
Blackburn
Lancashire
BB1 5QB**

Tel: 01254 261262

Fax: 01254 697963

Email: info@btmc.co.uk

www.btmc.co.uk



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

The Blackburn Technology Management Centre

The Blackburn Technology Management Centre is a specialist centre for innovative businesses. Set in a contemporary environment, the Centre has always maintained its high reputation.

The Centre is fully serviced, has plenty of free parking, free Wi-Fi access, a large conference suite and is close to all the local motorway links.

Business Creation & Survival – The BTMC provides the best possible start for new businesses so that they are more likely to survive and grow, especially during an economic downturn. Research has shown that 80-90% of companies in incubators survive, compared to just 50% of small firms outside incubators. Managed workspaces run by councils have a better survival rate for their tenants than private enterprises. Access to clerical/reception support and access to meeting room facilities - creates the right environment and image for your business.

Cost - Taking space in a managed business centre such as the BTMC provides your company with predictable monthly expenditure which on average saves 50% on occupancy costs. The BTMC has not increased its rental rates for many years and is therefore very competitive in the current market.

Flexibility - Access to high quality accommodation on flexible terms (1 month in one month out) with the advantage of taking on additional office space for expansion without incurring expensive moving costs.

Location – Located just off junction 6 off the M65, allowing easy access to the town centre and other areas, together with the close proximity of Blackburn bus, train station and shopping opportunities. Ample Free car parking is also a distinctive advantage.



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

ROOM HIRE

CONFERENCE ROOM

The BTMC conference room caters for theatre style presentations for up to 60 delegates to a classroom style presentation for 25. This room has a wide range of presentation equipment including a data projector, projection screen, whiteboard, flip chart and free internet connection.

SYNDICATE ROOMS 1 & 2

Syndicate room 2 can be arranged in any layout required. Syndicate room 1 is for board room style meetings, only with a capacity to seat up to 18 people. Equipment includes data projector, whiteboard, flipchart and free Internet connection.

CONFERENCE ROOM HIRE CHARGES

	Day Rate	½ Day	Per Hour
Conference Room	£160.00	£100.00	£28.00
Syndicate Room 1	£105.00	£ 65.00	£18.00
Syndicate Room 2	£ 85.00	£ 55.00	£15.00

Half Day times 8.30am to 12.30pm, 1.00pm to 5.00pm

DISCOUNTS AVAILABLE FOR GROUP BOOKINGS



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

BOOKING

All room bookings should be made through the BTMC reception and special requirements should be stated at the time of booking. Please discuss your requirements to ensure that your conference is of the highest standard.

REFRESHMENTS

Coffee	- £4.50 per pot
Mineral Water 1.5 ltr	- £2.00
Jug Orange Juice	- £2.00
Biscuits	- £1.80 per 10
Assorted Teas & Drinking Chocolates	- £7.00 per session

CANCELLATION: Half room rate if within 10 working days, Full room rate if within 5 working days + caterers cancellation fee if applicable. Failure to do so will result in the full hire charge being made.

Prices from January 2011 VAT charged on refreshments only



**BLACKBURN
TECHNOLOGY
MANAGEMENT
CENTRE**

**BLACKBURN TECHNOLOGY MANAGEMENT CENTRE
ROOM BOOKING FORM**

Company Name/Dept

Address/Unit No:.....
.....

Contact NameTel No.....

Date(s) Required:

MIS Code/Exp Code & Order No:

Room: Conference Room Syndicate Room 1 Syndicate Room 2

Style Required for Conference Room: Theatre Board Room U-Shape

Time of arrival Time of departure No of attendees

Refreshments: Time	Coffee	Tea	Biscuits	Orange	Water
Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunch

Buffet menu no. With Sweets : Yes/No No. of attendees..... Time.....

Refreshments

Equipment Required:

Flipchart & Pad TV & Video VT3300 Data & Video Projector

Overhead Projector White Board 35mm Slide Projector

Signed : Date:

N.B. CANCELLATION: Half room rate if within 10 working days, full room rate if within five working days + cateres cancellation fee if applicable.



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

SANDWICH PLATTER - Flavours

A Selection of Fresh Sandwiches white/brown (4 Rounds pp)
Prawn, Egg Mayonnaise,
Tuna, Ham, Cheese, Chicken, Beef etc.,

Min 10
£2.50 per head

SANDWICH PLATTER - Flavours

A Selection of Fresh Sandwiches white/brown (4 Rounds pp)
Prawn, Egg Mayonnaise, Tuna, Ham,
Cheese, Chicken, Beef
Crisps,
Sliced Cake & Fruit.

Min 8
£4.00 per head

BUFFET MENU A - Flavours

A Selection of Fresh Sandwiches white/brown
Prawn, Egg Mayonnaise, Tuna,
Roast Ham, Cheese, Chicken, Beef,
Crisps,
Chicken Satay on Skewers,
Summer Salad with Oil Dressing,
Cheese & Onion Quiche,
Coleslaw,
Selection of Homemade Cakes & Fruit.

Min 10
£5.25 per head



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

BUFFET MENU B - Flavours

A Selection of Fresh Sliced Meats (beef, ham, turkey) Crisps,
Coronation Chicken,
Fresh Salmon & Dill Flan,
Smoked Ham & Mushroom Quiche,
Feta Cheese & Tomato Salad,
Spring Salad,
Potato & Spring Onion Salad,
Coleslaw,
Arabic Style Cous Cous,
Penne Pasta & Mustard Dressing,
Selection of Breads,
Luxury Chocolate Gateaux,
English & Continental Cheeseboard,
Fresh Fruit Salad.

Min 20

£7.85 per head

BUFFET MENU C – Tasty's

A Selection of Fresh Sandwiches white/brown, Crisps
Mini Snack Samosas,
Spring Rolls, Onion Bhajis,
Chicken Strips,
Cheese & Onion Rolls,
Scotch Eggs,
Selection - Chocolate Sponge,
Cream Vic Sandwich,
Fresh Cream Eclairs,
Vanilla Slice,
(Trifle if Required)

Min 5

£5.60 per head



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

MENU 1 – Gourmet Catering

Selection of mixed sandwiches
Tikka Chicken Breast baked on a Naan Bread Crouton
Spiced Potato Wedges
Mixed Salad
Roast Pepper Salad
£5.55 per head
Home Made Carrot Cake
Lemon Madeiera Cake
£6.75 per head

MENU 2 – Gourmet Catering

Selection of Mixed Sandwiches
Sliced Chicken with Sesame Seed & Black Pepper Coating
Baked Chipolatas with Treacle & Paprika
Roast Pepper & Feta Tarts
Coleslaw
Mixed Salad
£5.90 per head
Lemon Meringue Pie
Chocolate Vanilla Doughnuts
£7.10 per head

MENU 3 – Gourmet Catering

Sliced Baguette Sandwiches
Slices Chicken with Coronation Sauce
Prawn Tartlets
Shredded Beef with Watercress & Horseradish Sauce
Baked Garlic & Herb Wedges
Mixed Leaves
£6.20
Sherry Trifle
Chocolate Eclairs
£7.40 per head



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

Hot Food – Gourmet Catering

Minimum 10 people

Menu 1

Home made soup, Mushroom / Minestrone / Pea & Ham

Selection of Sandwiches

£4.00 per head

Apple Pie

Strawberry Gateau

Savouries & Sweets:

£4.80 per head

Menu 2

Meat & Potato Pie with Peas, Red Cabbage & Onions

Sliced French Bread & Butter

£4.15 per head

Profiteroles & Chocolate Sauce

Savouries & Sweets:

£5.20 per head

Menu 3

Lasagne (meat or vegetarian)

Tossed Salad & Garlic Bread

£4.80 per head

Fresh Fruit platter

Vanilla Cheesecake

Savouries & Sweets:

£5.80 per head

Menu 4

Home made Chilli & Rice

Garlic Bread

£4.80 per head

Fresh Fruit Meringue

Fresh Fruit platter

Savouries & Sweets:

£5.80 per head



BLACKBURN TECHNOLOGY MANAGEMENT CENTRE

BREAKFAST MENU Minimum 10 people

Breakfast Menu 1

Selection of cereals
Rolls with jam & marmalade
Croissants
£4.70 per head

Bacon Rolls – 2 per person
Small French Rolls with Danish Bacon & side sauces
£3.45 per head

Bacon T.Cake
£3.20 per head

Croissants – 2 per person with jam & butter
£2.10 per head

Breakfast Menu 2

Hot Cooked Breakfast to include
Bacon -Sausage
Mushrooms-Tomatoes
Beans - sauces
Crusty Roll jam & Croissants
£.6.80 per head

Breakfast Menu 3

Selection of cereals
Exotic Fruit Platter
Fresh Grapefruit
Selection of Yogurts
Blueberry Muffins
Rolls with Jam & Marmalade
Croissants
£6.00 per head