

From  
**£35**  
per person

Our iconic venues offer the perfect space



Corporate events  
and conferences

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**The Cheltenham Trust**  
A not for profit charity





Pittville Pump Room

## Introduction

As an elegant Regency spa town, Cheltenham offers an impressive backdrop for events, corporate functions, conferences and meetings.

Located in the heart of the UK, close to the Cotswolds, and easily accessible by car or public transport, Cheltenham is ideally situated for all your corporate activities.

The Cheltenham Trust is the lead provider of culture, heritage, leisure and sport in the town and manages the town's iconic venues including Pittville Pump Room and Cheltenham Town Hall.

These prestigious heritage venues offer a range of adaptable, flexible spaces which can cater for ten to 800 people, with free Wi-Fi and a wide choice of catering options.



Cheltenham Town Hall

## Available Spaces

### Our venues

There's something stately about a business meeting or conference in a Grade I listed Regency spa building surrounded by a beautiful park and lake. Pittville Pump Room is the jewel in Cheltenham's heritage crown, built by Joseph Pitt and opened in 1830 it's the largest and last of the town's spa buildings. It has hosted many grand events over the years from Royal visits to balls and was requisitioned by the American forces in the 1940s.

One of the grandest buildings in the area, Cheltenham Town Hall is a magnificent Grade II listed building in the heart of the town. A flagship cultural, live events and community venue, the town hall has a number of impressive and adaptable spaces, ideal for a range of events.

Whether it's the Regency grandeur of the main hall in the light-filled Pittville Pump Room or the more intimate Drawing Room at Cheltenham Town Hall, our venues offer characterful spaces for every corporate event, from meetings to conferences and banquets.

## Cheltenham Town Hall

### Main Hall

The Main Hall is an ideal location for corporate dinners, product launches, talks, AGM's and many other events. The high ceilings, balconies and glorious architecture give the Main Hall a distinct feeling of grandeur and elegance.

The option to include the balcony allows for a full capacity of 800 theatre style, while flexible stall seating offers a great degree of flexibility. With full production facilities, the hall can suit any event requirement.

### Pillar Room

The Pillar Room is a popular space for mid-scale events, and is also ideal as a networking and breakout area.

Located across the corridor from the Main Hall and with its own bar, the Pillar Room is a flexible space for catering and social events.

### Drawing Room

The Drawing Room is a beautiful, light space with an ornate, moulded ceiling, columns and large windows.

With doors opening on to the lawns, the Drawing Room offers a multi-use space made for parties and receptions, smaller conferences and talks, and can be hired as a single room or as a breakout room to complement the Main Hall.

### Holst Suite

The Holst Suite, either as two small spaces or one larger L-shaped room, is popular for presentations, meetings and as a breakout space. With access from the backstage area, the Holst Suite is suitable for use as a green room for performers.

All our spaces have access to a public Wi-Fi network.



Main Hall



Pillar Room



Drawing Room



Holst Suite

	Dimensions (metres)	Theatre	Classroom	Cabaret	Boardroom	Dinner	Dinner Dance
Main Hall	15.8 x 29	800	N/A	350	N/A	350	300
Pillar Room	16.7 x 13.7	300	120	100	30	100	N/A
Drawing Room	7.6 x 17	170	100	60	30	N/A	N/A
Holst Suite	A 4.8 x 7.8 B 4.8 x 6.2	50	20	N/A	12	N/A	N/A

## Pittville Pump Room

### Main Hall

Lined on three sides by a colonnade of Ionic pillars, the main hall at Pittville Pump Room offers splendid, far reaching views across Pittville Park towards the lake, and is filled with an abundance of natural light. The room has a magnificently ornate domed ceiling, from which hangs one of four beautiful crystal chandeliers.

The natural acoustics of the room make it an ideal location for choral and classical music, and also offers an elegant backdrop for conferences, networking events and banquets.

### Oval Room

A beautifully ornate meeting room with large windows giving natural light, the Oval Room is a popular space for team away days and breakout sessions. It can also be used for private welcome meetings before larger events in the main hall.

### West Room

The West Room is a flexible space for corporate clients to meet, perfect for away days and presentations, or as a backstage space for larger conferences. The West Room is also available to be booked in conjunction with other spaces in the pump room.

All our spaces have access to a public Wi-Fi network.

	Dimensions (metres)	Theatre	Classroom	Cabaret	Boardroom	Dinner	Dinner Dance
Main Hall	10.9 x 24.3 12 x 9 Apse	300	150	180	N/A	180	160
Oval Room	9 x 8.2	50	30	N/A	25	N/A	N/A
West Room	10.9 x 6.7	50	30	N/A	25	N/A	N/A



West Room



Oval Room



Main Hall

## Our packages

Our day delegate rate, which starts at just £35, includes everything for a successful event. Your package will include the hire of the space and a selection of delicious fresh pastries and juices on arrival, teas and coffees throughout your event and a buffet lunch. Projectors for presentations and stationery are available, should they be required, as well as the services of a dedicated event manager.

The day delegate rate includes:

- Arrival tea and coffee or juice with Baker's basket
  - A selection of freshly baked Danish pastries, croissants and pain au chocolat, mini sweet muffins, assorted preserves.
- Lunch served with a selection of soft drinks
  - A selection of freshly made artisan bread and wraps, filled with a seasonal selection of meat, fish and vegetarian fillings. One and a half rounds per person served with crisps and freshly cut fruit. Served with a finger buffet of three light bites and handmade cake bites.

- Room hire
- Equipment available includes stationery, flip charts and projectors
- Dedicated event manager
- Two additional tea and coffee breaks
- Complimentary Wi-Fi
- Unlimited water available

Should you wish to host a larger or more complex event, please talk to us about additional support such as lighting and sound systems, screens, projectors and a dedicated technician to run your event, which can be provided for an extra cost. Your event manager will work with you and provide a bespoke quotation.



## Evenings

Extend your corporate event into the evening. We can offer a range of catering and entertainment options. From buffets to three-course dinners, the team will work with you to create a bespoke package for your event.

### Sample buffet menu from £20 per person

Braised Hereford beef stew,  
crispy onions

Thatcher's cider and  
Gloucester sausage stroganoff

Slow roasted Moroccan lamb tagine,  
vegetable crisps

Chicken, bacon and leek casserole

Roasted butternut squash, apricot  
and spinach tagine (vg)

Wild mushroom and leek stroganoff (v)

Vegan mince chilli con carne (vg)

Build your own Cheltenham mess

Lemon and lime posset, shortbread  
biscuit and seasonal berries

Warm chocolate and walnut brownie

Vegetarian (v) Vegan (vg)

### Sample banqueting menu from £30 per person

#### Starters

Slow roasted smoky red pepper  
and tomato soup, twisted paprika  
cheese straws (v)

Gloucester ham hock terrine,  
deconstructed piccalilli and  
toasted sourdough crisps

#### Mains

Chicken saltimbocca wrapped in  
air dried ham, sage and garlic fondant  
potato, seasonal greens, confit tomato,  
peperonata, pesto

Pea, mint and parmesan arancini,  
pea purée, radicchio, roasted cherry  
vine tomatoes (v)

#### Desserts

Dark chocolate mousse, salted  
caramel, Chantilly cream, chocolate  
orange shortbread (v)

Cinnamon apple and blackcurrant  
crumble, vanilla bean ice cream (v)

**Drinks packages start from £16.95, ask for more information**



## Technical Equipment Hire

Additional AV, lighting and/or PA systems for your event can be added to your package.

### PA system

From £100 per day

### Congress / push to talk microphones

From £17.50 per person per day

### LED lighting

From £100 per day

### Projection screen

From £60 per day

### Projector

From £225 per day



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