



## Pavilion Centre

The Pavilion Centre at the Royal Cornwall Showground gives the county a new, state-of-the-art, purpose-designed venue for business and social gatherings.

### Why have your events with us?

- Dedicated events manager
- Contemporary and fresh conference rooms
- Good access to A39 & A30
- 20 minutes away from Newquay airport
- Ample free parking
- Commercial-standard kitchen with a choice of local caterers
- A strong emphasis on the use of quality, local produce

### Rooms and facilities

- Main hall (sub-dividable) seats 300 people, theatre style; more for standing
- Further rooms for 10-50
- Built in projector with PA
- Complimentary Wi-Fi
- Professional projection
- 2 x wireless roving mics
- 2 x lapel mics & stands
- Stage with disabled ramp
- Comfortable wide chairs
- Excellent venue for main conference and breakout rooms



## The Pavilion Centre - The Caterers

Event organisers will be able to choose from three local catering companies:

Barnett Fare of Bodmin; Tinkers Catering of Millpool near Bodmin and the Good Food Catering Company of Helstone near Camelford.

The Bridge on Wool, Wadebridge will be operating the licensed bar within the Pavilion Centre although enquiries for wines to be served with meals can also be made through any of the three official caterers.

Event organisers are reminded that it is only possible for the above caterers to provide services within the Pavilion Centre and that it is not possible to provide your own catering.

### **Mike & Lucy Barber of The Good Food Catering Company**

*Local & bespoke menus to suit all budgets*

Telephone: 01840 211118  
Email: [enquiries@thegoodfoodcompany.co.uk](mailto:enquiries@thegoodfoodcompany.co.uk)  
Website: [thegoodfoodcateringco.co.uk](http://thegoodfoodcateringco.co.uk)  
Mayrose Farm, Helstone, Camelford. PL32 9RN

### **Julia Barnett of Barnett Fare**

*Flexible catering; from meetings for 5 to dinners for 1,000*

Telephone: 01208 74426  
Email: [info@barnettfare.co.uk](mailto:info@barnettfare.co.uk)  
Website: [www.barnettfare.co.uk](http://www.barnettfare.co.uk)  
5A Normandy Way, Walker Lines, Bodmin. PL31 1EX

### **Tink Gaskell of Tinkers Catering**

*Locally sourced products and works with your budget*

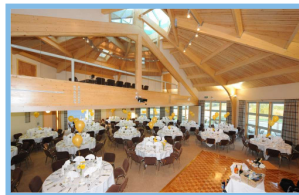
Telephone: 01208 821109  
Mobile: 07968 002593  
Email: [tinkerscatering@gmail.com](mailto:tinkerscatering@gmail.com)  
Riverside, Millpool, Bodmin. PL30 4LF

**THE PAVILION CENTRE – ROYAL CORNWALL SHOWGROUND  
2011 ROOM HIRE CHARGES – ALL PLUS VAT**

Room	Morning 0800-1300	Afternoon 1300-1830	Evening 1830-2300
<b>1. Main Tregothnan (full)</b>	£345	£345	£520
	0800-1830: £635		
		1300-2300: £808	
0800-2300: £1100			
<b>2. Main hall (Front Hall 1)</b>	£173	£173	£267
	0800-1830: £345		
		1300-2300: £404	
0800-2300: £577			
<b>3. Main hall (Rear Hall 2)</b>	£173	£173	£267
	0800-1830: £345		
		1300-2300: £404	
0800-2300: £577			
<b>4. Antony room (Upstairs)</b>	£92	£92	£105
	0800-1830: £173		
		1300-2300: £173	
0800-2300: £247			
<b>Room capacities</b>			
<b>1. Full main hall</b>	Drinks 300+. Dinner 220. Dinner dance 180. Theatre style 300		
<b>2. Front main hall</b>	Drinks 150+. Dinner 110. Dinner dance 80. Theatre style 150		
<b>3. Rear main hall</b>	Drinks 150+. Dinner 110. Dinner dance 80. Theatre style 150		
<b>4. Antony Room</b>	Drinks 50+. Dinner 28. Theatre style 50. Boardroom 24		



Meeting Rooms All Pus VAT	Capacities	Morning 0800-1300	Afternoon 1300-1830	Evening 1830-2300
<b>Trebartha</b>	Standing 15 Boardroom 8 Theatre 10	£58	£58	£58
<b>Trewithen &amp; Pencarrow Rooms combined</b>	Standing 40 Theatre 25 Boardroom 20	£70	£70	£70
<b>Lower lounge</b>	Standing 60 Theatre style 45 Boardroom 26	£70	£70	£70



**The Pavilion Centre – for business and pleasure**  
**Royal Cornwall Showground,**  
**Wadebridge, PL27 7JE**  
**Tel 01208 893089**  
**Email [kirstiechappell@royalcornwall.co.uk](mailto:kirstiechappell@royalcornwall.co.uk)**  
**Web [www.pavilioncentre.co.uk](http://www.pavilioncentre.co.uk)**

**THE PAVILION CENTRE – ROYAL CORNWALL SHOWGROUND  
2011 AUDIO VISUAL HIRE CHARGES – ALL PLUS VAT**

<b>Product / Service</b>	<b>Cost</b>	<b>Room / Venue</b>	<b>Comment</b>
<b>Professional-standard audio system. Built in projector, laptop, mics and sound.</b>	£50	- Main Tregothnan Hall - Tregothnan Hall 1	Self usable IT system, training is provided on the day.
<b>Data Projector, screen &amp; speakers Dimensions: 1500 x 1350 mm</b>	£25	- Tregothnan Hall 2 - Trewithen - Pencarrow - Antony Rooms - Lower Lounge	Self usable IT system, training is provided on the day.
<b>Audio Visual Technician</b>	Price on application	Pavilion Centre	Pre-booking essential
<b>Broadband Wireless</b>	Complimentary WIFI	Full access in-doors and designated hot spot areas on terrace	Vouchers can be arranged via Pavilion Manager
<b>Flipchart, pad &amp; pens</b>	£10	Per Flipchart	3 maximum in house
<b>Staging</b>	£50	- Main Tregothnan (full) - Tregothnan Hall 1 - Tregothnan Hall 2	Stage Dimensions: 5000mm/3000mm + 1 Step Unit Includes: RAMP 710mm length & 1000mm width
<b>Plywood Dance Floor</b>	£50	- Main Tregothnan (full) - Tregothnan Hall 1 - Tregothnan Hall 2	Dance Floor Dimensions: 9 Sections @ 910mm/910mm
<b>Conference Equipment External Audio Visual hire</b>	External AV company Pyramid Presentations Cornwall Unit C2 North Grange Industrial Estate Devoran, Truro. Cornwall. TR3 6RF	- Main Tregothnan (full) - Tregothnan Hall 1 - Tregothnan Hall 2	01872 870 000

## The Pavilion Centre, Bar and Corkage Charges

The Bridge on Wool, Wadebridge will be operating the licensed bar within the Pavilion Centre. If appropriate to the event, a fully stocked bar is available free of charge for events with over 100 adult guests. Events which are below 100 adult guests or take place during the day would incur a £75 + VAT bar hire charge.

Clients have the option of organising their reception drinks, wine for the tables and champagne for toasts through the Old Inn or through any of the three official caterers.

### **Note - Clients can also bring their own drinks to the Pavilion:**

Only wine, Champagne and water are permitted. Arrival drinks such as Pimms are also allowed at the discretion of the Pavilion Manager. The maximum amount the client will bring in shall be determined by the Pavilion Manager. This is to ensure the bar generates sufficient revenue to cover staff costs etc.

#### Service charges:

Up to 2 sets of drinks are served to the client @ £2.00pp  
(For example reception drinks and wine on the table)

3 sets of drinks are served to the client @ £3.00pp  
(For example reception drinks, wine on the table and a toast)

*Note: The caterer and bar will share this service charge and will invoice the client for 50% each.*

*E.g. 100 people @ £2.00pp = £200. The bar and caterer will invoice the client for £100 each.*

<b>Bottle &amp; Glass Allowances</b>	N0. of Guests	N0. Bottles or Glass
Wine on the tables	6-8 guests per table	3 bottles per table
Wine on the tables	9-10 guests per table	4 bottles per table
Reception drinks	1 guest	2 glasses per person
Toast	1 guest	1 glass per person

## The Pavilion Centre Greener Events

### **What we do:**

The Pavilion Centre design throughout has been environmentally sensitive, to provide a versatile building, in keeping with its surroundings and purpose.

- Switching off all lights and electrical goods when not in use
- Providing an energy efficient venue by installing a low-energy lighting system that incorporates automatic switch off which senses when rooms are not being used.
- An internal environment management system monitors Co2 in the atmosphere and draws in fresh air – heated as required - from foundation level
- Recommend bio travel transport for your events locally and further afield
- Sourcing local and seasonal food and serve fair trade tea and coffee
- Use tap water and if bottled is requested make sure its locally sourced
- Ensure that caterers use recycled crockery, glass wear and cutlery
- Sending menus, booking forms and correspondence by email where possible
- Recycling paper, cardboard, glass, plastic and anything else that we can
- Provide recycle bins for our clients and delegates
- Liasing with our caterers on pre-order lunches to reduce food wastage

### **What you can do:**

The Pavilion can help offer advice on what to do please just ask.

- Reduce CO2 emissions by requesting car share amongst delegates
- Use emails and websites to promote event invitations and communicate information rather than mail
- Communicate successfully to presenters the audio visual facilities available to prevent the distribution of printed handouts
- Cut down on any handouts and print double-sided and on recycled paper
- Minimise the use of free promotional goods that are harmful to the environment i.e. plastic bags and plastic wallets
- Request that all badge holders are collected to allow you to recycle them...This also saves you money!
- Re-use signs and banners and avoid laminating unless you will re-use