



The Box Moor Trust Centre

The Box Moor Trust Centre is situated just off the A41 on the old London Road in Hemel Hempstead. The centre is located within easy access of the M1 and M25 motorways. After more than a decade in the planning, the Trust's new centre was finally completed in the spring of 2013. To reflect the style of the previous building, a farm barn, the design is very much that of the local vernacular. It has relatively few windows, a low brick plinth wall at the base, timber clad and a clay-tiled pitched roof. Externally a section of knapped flint wall demonstrates a traditional building technique.

The modern focus of the building is the two story glazed atrium that will welcome visitors as they approach from the car park. Inside wherever possible, the green oak frame that is the Centre's skeleton, is left exposed and the spaces within the frame are plastered. On the upper floor the range of oak roof trusses are visible and show the range of traditional designs.

Although room hire is not a primary function of the charity, facilities are available for hire for a wide range of purposes including conferences and meeting rooms. Reduced rates are offered to other charities and organisations. The centre offers a unique facility to the community and we hope to enable many local charities and organisations to benefit from the using the community space. We also welcome bookings from other sectors and hope that in the years to come the centre will become a multi-functional, diverse facility that can be enjoyed by many within the community

Meeting & Conference Room Facilities

We are able to provide various meeting & conference facilities for up to 60 delegates. There are a variety of rooms available for groups to hire and they can be set up per your requirements. All rooms are equipped with a hearing loop.

Gorsefield Room

This is very spacious room and ideal for conferences and larger meetings or group meetings. This room is on the ground floor so access is very easy. The room is very bright and well lit and has underfloor heating. The room is situated next to the kitchen area and toilets.

Gorsefield Room Layout Max No

Theatre	50
Boardroom	20-24
Classroom	30
U-Shape	20-24

Roughdown Room

This room is situated on the first floor of the Trust Centre and a lift is available for use. The room is very spacious with lovely views out onto Trust land and is very well lit. There are upstairs toilets and tea and coffee facilities can be supplied.

Room Layout Max No

Theatre	60
Boardroom	20-24
Classroom	35
U-shape	20-24

Boxmoor Boardroom

This room is situated on the first floor of the Trust Centre and a lift is available for use. This room is ideal for smaller meetings or both upstairs rooms can be hired if a break out room is required in addition to the main community room. There are upstairs toilets and tea and coffee facilities can be supplied.

Room Layout Max No

Boardroom	14
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We will gladly meet your refreshment needs, from tea & coffee facilities to organising outside catering if required. In addition to the room hire we can provide a screen, projector, flipchart, basic stationery & **Wi-Fi** (to be available at a future date).

Conference & Meeting Room Rates

Half Day: 9.30am-1pm/1.30pm-5pm/6.30-10pm

Full Day: 9.30am-5pm

<u>Room</u>	<u>Charity Rates</u>
Gorsefield Room (Downstairs)	£125 full day/£80 half day
Roughdown Room (First Floor)	£140 full day/£90 half day
Boxmoor Boardroom (First Floor)	£95 full day/£50 half day

For evening and weekend booking there is an additional charge of £35 for out of hours unlocking/locking of the premises.

A discount can be negotiated for regular bookings.

Additional Costs

Tea & coffee - £2.00 per person