

# venue hire & services



**vac**  
services



# ideal venue

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Looking for somewhere to hold your next **meeting** or **training event**?

Look no further than Voluntary Action Coventry. Our modern and stylish meeting spaces offer a wide range of organisations and businesses a chance to hold events in the centre of the city in great surroundings.

We are located in Coventry City Centre and offer full disabled access. We are situated close to the Cathedral and the historic quarter with an array of car parks close by as well as good links to public transport.

[www.vacoventry.org.uk/room-hire](http://www.vacoventry.org.uk/room-hire)





# about us

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Voluntary Action Coventry aims to reduce social isolation and improve health and wellbeing by involving people in social activity and volunteering.

We celebrate the passion and enthusiasm of people who want to do something in their community and we provide practical support to make it happen.

We aim to build innovative collaborations, learning from others and working together to tackle the challenges we face in the city.

We aspire to meet the needs of volunteers and the voluntary and community sector in Coventry.



# room hire

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We have two training/meeting rooms and one smaller meeting space that can be arranged in a variety of styles to suit your needs. Our comfortable rooms are perfect for a range of events such as meetings, training and workshops. Rooms can be booked for one hour, morning, afternoon or all day from Monday to Friday.

## meeting room

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The meeting room is an ideal setting for formal meetings, team away days or training events. The room provides a bright and welcoming area for delegates.

**boardroom style:** 20 people



## training room

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Our training room is a perfect space for workshops, training sessions, meetings or celebration events.

**theatre style:** 25 people

**cabaret style:** 20 people

**horse-shoe style:** 20 people



## small meeting room

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Suitable for up to six people this room is ideal for small team meetings.

**Round table:** 6 people

**(please note this room is on the first floor and accessed via stairs)**



## catering

We can provide Fairtrade tea and coffee and good quality biscuits for your function. We do not have catering facilities on site; however we are able to arrange catering for you at a discounted rate through our approved supplier.

For more information please call us on 024 7622 0381 to discuss your requirements.

## equipment hire

We have a variety of equipment available for hire both on and off our premises. From flipcharts to multi-media projectors, whatever your need is, we will strive to make your time with us an excellent experience.

For a list of our equipment and prices please visit our website:

[www.vacovestry.org.uk](http://www.vacovestry.org.uk)



room hire	meeting room	training room	small meeting room
morning (9.00am - 12.30pm)	£65	£50	£30
afternoon (1.00pm - 4.30pm)	£65	£50	£30
all day	£125	£95	£55
per hour	£20	£18	£12

# bespoke services

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Voluntary Action Coventry's Alliance is free and open to all of Coventry's voluntary, community and social enterprise organisations that meet our criteria. A few of our services and support are provided free of charge or at subsidised rates, however we also have a range of bespoke services which include:

- Serviced accommodation: office or desk space available to rent
- Consultancy/research
- Bespoke training i.e. trustee/staff away days on strategic planning
- Technical development support i.e. charity registration
- Event Store - equipment to hire for community fairs and fundraising
- Funding searches



# training

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We provide a range of training courses relevant to individuals involved within the voluntary and community sector. We can tailor training specifically to meet the needs of staff, trustees or volunteers. We are flexible in terms of duration, location and content and we aim to deliver bespoke solutions that develop skills and knowledge.

“Some fantastic tools to enable us to move forward”

Strategic Planning for Trustees

“Brilliant course, fully accessible venue, and interactive learning was great”

How to work with vulnerable people

visit [www.vacoventry.org.uk/training](http://www.vacoventry.org.uk/training) for details of our courses

# volunteering

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Voluntary Action Coventry are an accredited Volunteer Centre providing a service to both volunteers and volunteer involving organisations.

We provide a searchable database of volunteering opportunities in Coventry which can be found on our website. We also provide extra support for people that want to volunteer but who need help to overcome barriers.

## we offer

- One to one support to help people to find a volunteering role that meets their interests and needs
- Group sessions and workshops about the benefits of volunteering
- Taster volunteering, a chance to try a range of activities
- Help to fill in forms, develop a profile and prepare for interviews
- On-going support with settling into placement

*“ I sought help (from VAC) which gave me the courage and motivation not to give in. I found the right voluntary job I wanted. ”*

# find us

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We are situated in Trinity Street in Coventry City Centre just a few minutes walk from Coventry's array of shops and restaurants. Our venue is convenient for bus travel and is within a short walking distance of Coventry Train Station.

There is no on-site parking available but there are disabled parking bays directly in front of our entrance.

There are many car parks close by. For a list of the nearest car parks and directions please visit:

[www.vacoventry.org.uk/map-directions](http://www.vacoventry.org.uk/map-directions)

# contact us

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