



the
Spotlight

Private and Corporate Hire

2023/24







Contents

About us	4
Our conference rooms	
• The Auditorium	6
• The Green Room	8
• The Dinant Room	10
Technical equipment and support	12
Food and beverage	13
Delegate rates	14
The little things that matter	15
Preferred suppliers	16
Book your event	16

About us

Spotlight

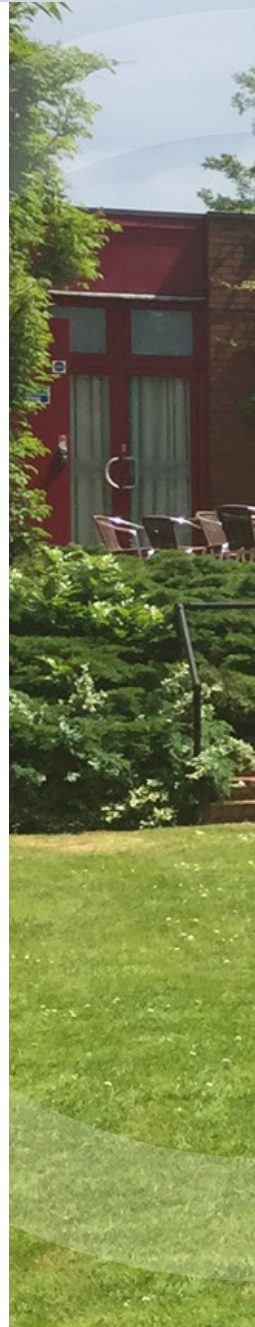
Set in over 6 ½ acres of undulating tree lined walkways leading down to an ornamental lake, the Spotlight in Hoddesdon is a unique, multi-purpose venue ideal for conferences, meetings, exhibitions, presentations and special events. We are conveniently located 8 miles from junction 25 of the M25, and just a 5 minute drive from the A10.

From planning through to delivering your event, our team know the importance of every little detail. Your success is our priority!

With three flexible rooms to hire

- **The Auditorium** a 521 seater multi-purpose room with stage, tiered seating and full lighting and audio visual support.
- **The Green room** hosting a fully licensed bar stocked with a full range of beers, wines, spirits, soft drinks and barista style coffee.
- The more intimate **Dinant room** is perfect for smaller meetings or as a breakout area.

Whatever your needs and budget, the team at the Spotlight can create a bespoke package just for you.





THE AUDITORIUM

Our large auditorium allows for flexible use

521 Theatre Style

323 Reduced Theatre Style

180 Cabaret/round tables (18 tables of 10 seats)

Stage with full size cinema screen

A/V Projector and screen with full Technical support

Free Wi-Fi

Fully air conditioned

Lectern

Wheelchair access









GREEN ROOM BAR

Our Green Room is flexible for multi-functional use.

Standing capacity 200

Cabaret/round tables capacity 100 (10 tables of 10 seats)

Portable stage available

42" Plasma Screen

PA system

Technical support

Grand piano

Free Wi-Fi

Wheelchair access

The Green Room also hosts our large modern fully equipped licensed bar and barista style coffee machine.

THE DINANT ROOM

Our light and airy Dinant Room.

Room layouts

Theatre style 60

Cabaret/Round tables 50 (5 tables of 10 seats)

Boardroom 30

Standing Reception 70

Supporting equipment

Flipchart

AV Equipment

Wi-Fi

Cinema screen

Speakers

Full Technical support provided

Wheelchair access







Technical equipment and support

Technical equipment and support

Our experienced Technical staff will be on hand to ensure the smooth running of your event. Included in the delegate rate is a Venue Technician.

In-house equipment hire

Additional Hire costs

Handheld Microphones (price on request)

Lapel Microphones (price on request)

Additional Technician

£16.50+ VAT per hour (minimum 4 hours)



Food and beverage

Refreshments

We pride ourselves on our excellent customer service, our food and beverage team will provide everything you need, from a welcoming morning coffee and breakfast, to a freshly prepared buffet luncheon, afternoon tea and pastries all delivered with a 5 star food hygiene rating and first class service.

Delegate rates

We offer a full day delegate rate including lunch and half day delegate rate (excluding lunch).

Full day delegate rate includes:

Tea and coffee with biscuits and pastries
Two course freshly prepared buffet lunch
Screen/LCD projector/flipchart and pens
Jugs of water and glasses available throughout the event
Room hire of your chosen meeting room (from 8.30am–5.30pm)
From £60 per head

Half day delegate rate includes

Tea and coffee with biscuits and pastries
Screen/LCD projector/flipchart and pens
Jugs of water and glasses available throughout the event
Room hire of your chosen meeting room for half day
Morning 8.30am–1pm
Afternoon 1–5pm
Evening 5–10pm
From £25 per head

Venue Technician is Included in both delegate rates.
See page 12 for additional equipment costs.



The little things that matter



- 90 free car parking places
- A covered drop-off zone
- Dedicated dressing rooms with en-suite facilities (only for Auditorium hire)
- Full disabled access and WC
- Free Wi-Fi
- Licensed bar
- Photocopying facilities
- Dedicated Event Manager
- Dedicated Venue Technician



Preferred suppliers

Charles Hire Group

Catering Equipment Hire
Charlton Mead Lane,
Hoddesdon
EN11 0DJ
01992 764558
Info@charleshire.co.uk

Soka Catering

The Maltings Business Centre
Roydon Road,
Stansted Abbots
Ware. SG12 8HG
07983 727666
Natalie@sokafood.co.uk

Crystal Catering

22a The Maltings
Roydon Road,
Stansted Abbots
Herts. SG12 8HG
07862 355298
Enquires@crystalcatering.co.uk

Book your event

Email our team for availability and further information

info@thespotlightvenue.com

What next?

A member of our team will be in contact

Your date will be provisionally reserved

You will receive a digital booking form to complete and return

Once confirmed we will require a £250 non-refundable deposit to secure the booking.





Our beautiful gardens







The Spotlight, High Street, Hoddesdon. EN11 8BE
T: 01992 441946 | E: info@thespotlightvenue.com
www.thespotlightvenue.com