

Venue Hire

For enquiries, please contact the team on:

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SINGLETON ENVIRONMENT CENTRE



**A unique
venue in Kent
for meetings,
training, events
and more**

www.singletonenvironmentcentre.org.uk





About us

The Singleton Environment Centre is built with sustainability at its core, and everything about the centre is eco-friendly. It is managed by Singleton Spaces, a local charity, in partnership with Ashford Borough Council.

The award-winning Singleton Environment Centre offers your meeting, function or event the chance to be as environmentally friendly as possible and offers a truly different venue for your event.

Our building nestles in tranquil landscaped grounds with its own terrace and pond, adjacent to Ashford Community Woodland, 15 hectares of woodland managed by community volunteers. Natural ventilation, low energy lighting, rainwater harvesting, wood pellet powered heating and solar power are just some of the features of the centre.



Why choose us?

From your initial enquiry to the day of your event, our friendly and professional approach will ensure you are happy, and that your event is a success.

Enjoy the tranquil natural environment in the knowledge that your event will be as sustainable as possible with minimising its environmental impact, whilst supporting the work of the Singleton Environment Centre in the community.

Singleton Environment Centre has won several accolades for the design and operation of the building.

Footprints are rated five star (excellent) in the Scores on the Doors food premises scheme. Two members of staff were recognised for their outstanding customer service with one taking the award for Ashford & Tenterden “Hospitality Employee of the Year 2010”. The centre holds British Standard 8555 accreditation for the environment management and operation of the building.

Visit our website for more information and to submit an enquiry or call in for a visit and see for yourself. We look forward to welcoming you soon to the Singleton Environment Centre.

Rowan



Michael Lake



Woodland



Hornbeam



Brisley



About our Rooms

Facilities available include car parking, wi-fi throughout the building, data projectors, screens, flipcharts, lecterns, laptop, colour copying service, on site catering service and an on-site team to make your event a success.

All our rooms are on a single level with full disabled access, natural daylight, low energy lighting, natural ventilation, and bio-mass heating system so each room is individually temperature controlled. The flexible spaces provide a wide range of facilities from one-to-one interviews to seated events for up to 80 people.

Our room hire rates are very competitive and include many of the services that other venues charge extra for.

Singleton Environment Centre is available for booking all the year round, days, evenings and at weekends and is a truly unique venue.

Business Meeting and Venue Prices

(subject to change)

Room	Size	Half Day AM or PM	Full Day 08:30-17:00	Evenings (Limited)
Hornbeam Room	57.5m ²	£110	£165	Bespoke Prices
Rowan Room	47.5m ²	£77	£110	Bespoke Prices
Hornbeam & Rowan	105m ²	£132	£220	Bespoke Prices
Amphitheatre & Hornbeam	57.5m ² plus 100 seats outside	£220	£275	Bespoke Prices
Amphitheatre, Hornbeam & Rowan	105m ² plus 100 seats outside	£242	£330	Bespoke Prices
Amphitheatre, Hornbeam, Rowan & Workshop	N/A	POA	£550	Bespoke Prices
Brisley Room	5.3m (W) x 4.8m (L)	£55	£77	Bespoke Prices
Woodlands Room	5.3m (W) x 4.0m (L)	£55	£77	Bespoke Prices
Michael Lake Room	2m (W) x 5.8m (L)	Bespoke Prices	Bespoke Prices	Bespoke Prices

Meeting rooms are available for the half day, full day or evening to meet your requirements. For larger events it is also possible to hire the whole centre, including the restaurant and gallery areas.

These prices, layouts and numbers are a guide and we will always be happy to cater specifically to your event. Room hire is VAT exempt.

Prices for Hornbeam or Rowan rooms include table and chair configuration of your choice, desk stationary, lectern, flipchart and screen as required, free high speed Wi-Fi access and free parking.

Capacity

Maximum numbers will depend on the use of the room, as well as other equipment and catering arrangements that might be required.

Facilities also available to hire include data projectors, laptop, sound systems, colour copying service, on-site catering services and an on-site team to help with all your needs. Other audio visual, sound or conferencing equipment can be provided by arrangement.

We offer a 10% discount to new customers, 25% for registered charities/voluntary/community groups and 10% for Kent Invicta Chamber members on business room hire rates

Room	Lecture	Classroom	Boardroom	U-Shape	Cabaret	Amphitheatre
Max No.	80	30	30	30	30	60
Hornbeam Room	60	24	18	18	40	N/A
Rowan Room	20	12	14	14	20	N/A
Brisley Room						
Woodlands Room						
Michael Lake Room						



Catering

We provide high quality catering services to meet all dietary requirements and budgets. The centre even boasts its own café, “Footprints Café”.

Footprints follows the theme of conservation and environmental awareness, by serving local and seasonal produce and ethically farmed meats and fish plus delicious fair-trade teas, coffees and homemade biscuits and cakes. We cater for any event held at the centre from meetings and conferences to other social events, from set menus to your own specific requirements.

The café is also open throughout the day, Monday to Sunday, for delegates to purchase their own food and drinks if required.






Getting here

Singleton Environment Centre is conveniently located close to Ashford Town centre with excellent links by foot, cycle, road or rail making it accessible whether you are travelling from the local area or further afield.

Ashford International Station provides frequent links to the Kent Coast, East Sussex, Canterbury, Maidstone and high speed services from London, as well as Eurostar services to the continent. There are frequent bus services and there is parking for cars motorcycles and bicycles in the grounds.



The Singleton Environment Centre

-  Services from the coast, London and the continent stop at Ashford International station (www.nationalrail.co.uk)
-  Stagecoach bus "The A Line – Stanhope/ASDA" goes through Cuckoo Lane to Langley Drive opposite the centre and connects with the town centre and Ashford International train station every 10 minutes (www.stagecoachbus.com/eastkent)
-  National Cycle Route 18 passes to the rear of the centre up Singleton Hill/Bucksford Lane/Chart Road, and local cycle routes via Cuckoo Lane to the front of the centre. The centre is also accessible by routes from the surrounding area. We have on-site cycle racks (www.sustrans.org)
-  During the day the centre can be accessed on foot from Bucksford Lane/Singleton Hill via the Ashford Community Woodlands entrance
-  The centre has easy road links to the M20/A20 (London, Maidstone, Folkestone), A29 (Canterbury/Tenterden), A251 (Faversham)