

Centre opening times

Reception:

Monday to Thursday: 8.00am to 5.00pm

Fridays: 8.00am to 4.30pm

Room availability

Monday to Friday: 8.00am to 9.30pm

Saturdays: 8.00am to 3.00pm

The centre will designate a coordinator to ensure that your conference runs smoothly.

Hospitalities can be provided throughout the day – please ask for further details.

Video conferencing and whiteboards are available on request

Internet access available in all rooms

On line room booking form: www.richmond.gov.uk/ctc

The CTC can also offer a first class reprographic service; black and white copying, colour copying, laminating, binding and stapling to complement your meeting.

Curriculum and Training Centre

Location and Directions

The Curriculum and Training Centre is located in central Twickenham, within easy walking distance of Twickenham mainline railway station. It is half a mile from the A316 which connects to the M3 and is ten miles from M25. We are close to Richmond town centre and the River Thames.



Richmond	490
Hampton	R70
Kingston	281
Hounslow	110
Staines	290
Chiswick	267

There are 'Pay and Display' parking facilities at Holly Road and meters in Clifden Road and Copthall Gardens. There is limited parking available at the Centre.

Twickenham Railway Station is about ten minutes' walk away, offering direct access to and from Waterloo Station.

If you would like a copy of this booklet in Braille, large print, on audio tape, or in a community language, please contact us on 020 8891 7500; Minicom number 020 8891 7539.

April 2009

Curriculum and Training Centre

Conference and training

Curriculum and Training Centre
Clifden Road
Twickenham
TW1 4LT

Phone: 020 8831 6370

Fax: 020 8831 6383

email: ctc@richmond.gov.uk

www.richmond.gov.uk/ctc

إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

Arabic

اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه تلفنی برایتان فراهم آورده شود:

Farsi

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

Punjabi

Children's Services and Culture, Regal House, London Road, Twickenham TW1 3QB.

Richmond Room (First Floor)

*Holds up to 90 people theatre style,
40 boardroom or classroom style*

Flip chart, pens, OHP, TV/Video/DVD as standard equipment - data projector and laptops on request

Room charges

£40 per hour

£240 per day



Twickenham Room (First Floor)

Holds up to 30 people theatre style

Flip chart, pens, OHP, TV/Video/DVD as standard equipment - data projector and laptops on request

Room charges

£35 per hour

£200 per day



Teddington Room (First Floor)

Holds up to 25 people boardroom style

Flip chart, pens, OHP, TV/Video/DVD as standard equipment - data projector and laptops on request

Room charges

£35 per hour

£200 per day



Shene Room (Ground Floor)

*Holds 3 people - Ideal for one-to-one, interviews,
appraisals*

Room charges

£12 per hour

£65 per day



Whitton Room (First Floor)

Holds up to 12 people

Flip chart, pens, OHP, TV/Video/DVD as standard equipment - data projector and laptops on request

Room charges

£28 per hour

£160 per day



Barnes Room (First Floor)

*Holds 6 people - Ideal for one-to-one, interviews,
appraisals, small meetings*

Room charges

£12 per hour

£65 per day



Ham Room (First Floor)

ICT Suite equipped with nine computers

Room charges

£40 per hour

£240 per day



Petersham Room (Ground Floor)

*Holds up to 50 people theatre style, 40 boardroom
or classroom style*

Flip chart, pens, OHP, TV/Video/DVD as standard equipment - data projector and laptops on request

Room charges

£35 per hour

£200 per day



Ham Room (First Floor)

Holds up to 14 people boardroom style
Flip chart, pens, Data Projector and Whiteboard,
TV/Video/DVD as standard equipment

Room charge

£32 per hour

£180 per day



