

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 co-ordinator 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

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

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.

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

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.



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.

Bus services to Twickenham from:

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

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

September 2009

Richmond Room (First Floor)

Holds up to 80 people theatre style, 30 boardroom or 50 classroom style

Data projector, interactive whiteboard, laptop, flip chart, pens, TV/Video/DVD, hearing loop as standard equipment – OHP on request



Room charges

£40 per hour

£240 per day

Kew Room (First Floor)

Holds up to 16 theatre style, 12 classroom or boardroom style

Data projector, laptop, flip chart, pens, TV/Video/DVD, as standard equipment, - OHP on request.



Room charges

£32 per hour

£180 per day

Ham Room (First Floor)

ICT Suite equipped with nine computers



Room charges

£40 per hour

£240 per day

Twickenham Room (First Floor)

Holds up to 30 people theatre style

Data projector, laptop, flip chart, pens, TV/Video/DVD as standard equipment – OHP on request



Room charges

£35 per hour

£200 per day

Whitton Room (First Floor)

Holds up to 12 people without equipment or 10 using equipment

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



Room charges

£28 per hour

£160 per day

Petersham Room (Ground Floor)

Holds up to 40 people theatre style, 30 classroom style or 20 boardroom

Data projector, interactive whiteboard, laptop, flip chart, pens, TV/Video/DVD as standard equipment – OHP on request.



Room charges

£35 per hour

£200 per day

Teddington Room (First Floor)

Holds up to 20 people boardroom style

Data projector, interactive whiteboard, laptop, flip chart, pens, TV/Video/DVD, hearing loop as standard equipment - OHP 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

Ham Room (First Floor)

Holds up to 14 people boardroom style

Data projector, interactive whiteboard, flip chart, pens and whiteboard, TV/Video/DVD as standard equipment



Room charges

£32 per hour

£180 per day