# customised meetings, events & accommodation

# Introduction

cUStomised is one of the UK's leading conference and accommodation providers, offering an extensive range of meeting and event space, award winning food and drink, competitive rates and experienced event and sales co-ordinators. With locations in both the city centre and South West Sheffield, its prestigious venues include Inox Dine, Halifax Hall, The Edge and Firth Court.

Each year we host over 1,000 events across the University and over 40,000 delegates from both the UK and overseas.

Our range of venues offer the perfect setting for your events, whether it's a conference, business meeting, seminar or private dining occasion. We understand that every event is unique and we will work with you to tailor your backage to suit your requirements.

We also offer a comprehensive Delegate Management & Registration service that is professional and affordable. This service ensures that every delegate is managed and that their individual needs are met, leaving you time to focus on what's important.



Whether it's a meeting for a small group or an event for 1000 guests we'll ensure your events are always cUStomised

meetings, events & accommodation

# Our Venues

# Halifax Hall Hotel

A beautiful period mansion, with a selection of conference rooms accommodating delegate numbers from 6 to 120. Halifax Hall is perfectly suited for conferences, breakfast meetings, away days and training days.

Each room has been sympathetically refurbished, combining original 19th century features with state of the art conference equipment.

The venue boasts landscaped gardens, perfect for taking discussion groups outside, open air lunches, barbecues and elegant drinks receptions on the lawn.

With 38 boutique bedrooms, including three suites, Halifax Hall offers conference guests the opportunity for overnight stays and is the perfect setting to host guest speakers and VIPs.



Each event room has been sympathetically refurbished combining original 19th century features and offering natural daylight and complimentary Wi-Fi.

#### The Sharman Room

The Sharman Room is ideal for exhibition space and has air-conditioning and full AV system.

Theatre	120
Boardroom	50
Cabaret	9 tables of 6 (54)
Cabaret	9 tables of 8 (72)

#### The Wardens Study

The Wardens Study is the ideal size for smaller meetings and has its original panelled bookcases.

11

Boardroom



#### The Dining Room

The Dining Room is available for up to 110 delegates, has air-conditioning with access directly onto the patio area and leads to landscaped grounds. Theatre

110 Boardroom 45 Cabaret 7 tables of 6 (42) 7 tables of 8 (56) Cabaret







#### The Ennis Room

The Ennis Room has its original sash windows and cornicing.

Theatre	50
Boardroom	16
Cabaret	3 tables of 8 (24)
Cabaret	3 tables of 6 (18)

### The Library

The Library has many of its original bookcases and features.

Theatre	45
Boardroom	18
Cabaret	4 tables of 6 (24)
Cabaret	4 tables of 5 (20)











# Inox Dine and Inox Meeting and Event Spaces

Our first-class conference suites have unparalleled views over the city and offer the perfect setting for your events, whether it's a business meeting, seminar or private dining. Each room features the latest audio visual equipment and all rooms are flexible, allowing us to arrange them in the format you prefer and open them up to accommodate larger groups of up to 150.

Most rooms lead out onto outdoor balcony areas with spectacular views across Sheffield city centre.

Our approach to banqueting and private dining is to make it an extension of our restaurant service. Inox has gained an exceptional reputation for service and food excellence. This contemporary brasserie has a menu to suit a wide range of occasions with ingredients and recipes that are locally inspired.

Within the same building as Inox Dine we have access to a 390 seater auditorium and across a glass walkway we also have access to the University's largest venue, The Octagon Centre. This is an exceptional venue suitable for conferences and events with a capacity of up to 1,250.



### Inox Dine Floor Plan

# Ą Back of House Area Circulatio WC WC

#### Inox Suites 1, 2 & 3

Each Inox Suite has a folding partition wall allowing for flexible multi-functional event space for up to 150 delegates.

### Room Configurations

#### 1st set up (1 suite):

Theatre	60
Boardroom	24
Daylight	Y
2nd set up (2 suites):	
Theatre	100
Boardroom	38
Daylight	Y
3rd set up (3 suites):	
Theatre	150
Boardroom	72
Daylight	Y

#### Breakout Rooms

Theatre	4 x 60
Boardroom	4 x 24









# The Edge

Located in our Endcliffe site, our purpose built conference and accommodation complex is a well equipped modern building, featuring accommodation for up to 3,600 in the summer.

This is a flexible venue that can cater for a range of events with up to 350 guests.

Our event space within the Edge High Tor can be either one large room or divided into two/three spaces.



## High Tor 1

High Tor 1 is ideal for larger meetings and events, with space available for up to 350 delegates.	
Theatre	
Cabaret	

## High Tor 2

High Tor 2 offers natural daylight and access to a balcony area overlooking our Endcliffe site.

Theatre200Cabaret10 tables of 10 (100)













#### High Tor 3 & 4 High Tor 3 & 4 are suitable for small meetings or breakout areas. High Tor 3 (8.5m x 7m) High Tor 4 (8.5m x 7m) Theatre 50 Boardroom 25 4 tables of 8 (32) Cabaret 4 tables of 6 (24) Cabaret

### High Tor 5

Theatre Cabaret











# Firth Hall

Located in the beautiful Edwardian Firth Court at the heart of The University Central Campus is an ideal venue for a prestigious conference dinner, wedding party or AGM.

Firth Hall can accommodate up to 220 guests for a sit down meal and host drinks receptions for up to 400 people.



# Students' Union Auditorium

Located within the newly developed Students' Union Building on the Central Campus, the Auditorium is an ideal choice for presentations and lectures with seating for up to 390 people.





# The Octagon Centre

This is The University of Sheffield's largest venue, offering a flexible space that can be used for a wide variety of events and conferences for up to 1,250 people.

It can host exhibitions for up to 64 exhibitors (shell scheme) and dinners for up to 280. With direct access into the adjoining Students' Union Building and Inox areas there is a great deal of break out space to chose from.



# **General Information**

# Location and Accessibility

The city is in a central UK location with excellent road links via the M1 and M62. Direct rail links mean that Sheffield is only 2:05 hrs from London.

Sheffield has three international airports nearby; Leeds/Bradford, East Midlands and Manchester. There are great bus and Supertram services running throughout the day and throughout the city, linking the University to all major city attractions.

Our venues are only 3 miles from the Peak District including Chatsworth House, making us the perfect location for visiting this area as part of your event.

# Travel

If travelling by car, please use the relevant car park for your conference or accommodation. Please note, parking at some of our venues is free of charge (although a permit is required – this can be obtained from your event organiser prior to the conference). However, spaces are limited. Contact the withus team for more details. If you are using a sat-nav to get here, please use the relevant postcode as outlined below:

The Edge (The Endcliffe Village) S10 3ED

Halifax Hall (The Endcliffe Village) S10 3ER

The Octagon S10 2TQ

Firth Court S10 2TN

If travelling by rail, there is a large taxi rank at Sheffield station and we are a 15 minute drive from the station (allow 1 hour at busy times).

There is also a regular bus service which operates from the city centre – just hop on the number 120 bus, which is every 10 minutes.





# Meeting Facilities

We are one of the UK's leading conference and accommodation providers with over 3,500 flexible conference, meeting and event spaces and superb bars and

#### Halifax Hall

#### Inox

Theatre	from 180
Boardroom	from 24
Area m <sup>2</sup>	521
Daylight	

#### Octagon Centre

Theatre	1,250
Boardroom	N/A
Area m <sup>2</sup>	870
Daylight	Ν

#### The Edge

# Auditorium

Theatre	50-350
Boardroom	25-45
Area m <sup>2</sup>	170
Daylight	

#### Firth Court

Theatre	400
Boardroom	N/A
Area m <sup>2</sup>	503
Daylight	

## Accommodation

During the summer vacation period we offer exceptional value en-suite bedrooms, grouped in self-contained apartments all set within a conservation area.

Guests have access to a village store, bar and café. All accommodation is within walking distance of the meeting and event spaces and this is true on both accommodation sites.

As Sheffield's largest accommodation provider, we can cater for a variety of business and leisure occasions, from residential conferences to room only bookings for individuals.

All of our en-suite bedrooms are grouped in self-contained apartments with spacious living areas. We have two dedicated accommodation sites at Endcliffe and Ranmoor.

Endcliffe offers single en-suite bedrooms in an apartment style, with free on-site parking, free Wi-Fi throughout and is located just a five minute drive from the city centre.

Delegates should book into their accommodation at the relevant reception (The Edge, The Ridge or Halifax Hall). Keys will be available for collection from 2pm (3pm at Halifax Hall) on the day of arrival. Luggage may be left temporarily at reception if you arrive before this time and on the day of departure.

After your stay we would be delighted if you could fill in our accommodation comment card and let us know what you think of our conference accommodation. We value your feedback as it enables us to continually improve our facilities and services.

# Find the Perfect Venue

Our unrivalled venues offer all the facilities you could want, while our dedicated event coordinators are here to ensure your conference or event runs seamlessly.

# Catering

If catering is included in your booking you will find a wide range of quality food on offer. Please see our catering pages for more information and examples of our menus.

# Other Facilities

There is a cashpoint located in The Edge (near The Edge Café) at The Endcliffe Village site, which is accessible 24 hours a day. A selection of restaurants, shops and pubs are located in Broomhill which is a five - ten minute walk from each of the residence facilities. Alternatively, Sheffield city centre is just a five minute taxi ride away.

# Tourist Information

Tourist information is available from the Yorkshire South Tourist Board website.



# **Booking Queries**

If you have any questions or wish to make a booking please contact the withUS sales team on: 0114 222 8822 customised@sheffield.ac.uk www.withus.com

