



# Conferences and Business Events

A guide to your options and how we can help you deliver an event that inspires your guests

**cic**cic | creative  
innovation  
centre





Creative Innovation Centre is in Somerset's county town of Taunton and situated in the heart of the town centre. Its beautiful Victorian hall built in 1867 offers an amazing creative space that inspire guests, and with two large car parks just 100 metres away it's the perfect location for successful business events, conferencing and training sessions that wish to accommodate 20-100 people.

## What You Get for the Hire Price

- ✓ Exclusive full use of our hall
- ✓ Soft padded chairs and creative and inspiring space with plenty of daylight and surrounding art gallery
- ✓ Use of our projector and 4m wide projection screen
- ✓ Use of wireless microphones if needed (4 in total)
- ✓ Wi-fi
- ✓ Flip chart
- ✓ Disabled access and toilets

## Refreshments & Catering Options

- ✓ Tea/coffee/biscuits per person are £2.95 (1 serving), £3.95 (2 servings), £4.95 (3 servings – suitable for all day events) – if people want 4 or 5 servings there is no extra charge
- ✓ Iced water - free
- ✓ Lunch - mixed platters of sandwiches, crisps and mixed cakes, with eco-friendly plates and napkins. As of Jan 2026, average cost is £11.95 per head, but can change depending on amount of delegates. Quote provided upon request and other options available.

## Day Hire Fees

- ✓ By the Hour £70 (min 3 hrs)
- ✓ Half Day (4 hours) £220
- ✓ Day Rate £360

## Evening Hire Fees

- ✓ Monday, Tuesday, Wednesday 6pm-11pm - £240 or £70 per hour if less hours
- ✓ Thursday, Friday & Saturday 6pm-12am - £360

Should you wish to have round tables and white table cloths there is an extra charge of £30. We offer a discounted rate of £55 per hour for non profit making organisations. Excludes Saturday's nights and Sunday's unless by arrangement by CICCIC.



# Keeping to your budget

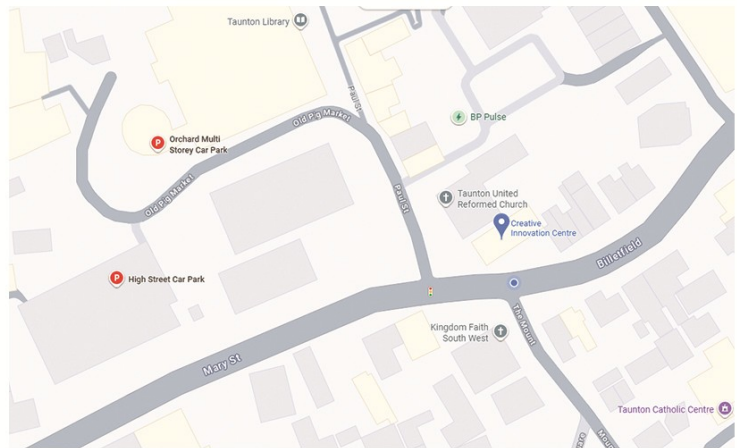
Some hirers have limited budgets and look for ways of saving money. One way to do this is by not supplying lunch to your delegates, but you still need a lunch solution for them if they are here all day. Luckily, there are many lunch providers and shops nearby that sell lunch.

Just behind our venue is Marks & Spencer, Sainsburys is just 100 yards away, and walk another 3-5 minutes and you'll find other eateries such as Subway, KFC, McDonalds, and bakeries. All selling lunch solutions.

Some hirers have told us that this also allows delegates to stretch their legs, get fresh air, go for a walk and discover the town centre, and provides flexibility for delegates.

# Where to Park

- > **High Street Car Park, Taunton, TA1 3PF (60 metres from CICCIC). Long stay.**  
Parking bays 257, Disabled bays: 12, EV bays: 0.  
Charging hours: 8am to 6pm.  
Price range: 1 hour: £1.30 to 10 hours: £10.80.
- > **Orchard Multi Storey Car Park, TA1 3PF (100 metres from CICCIC). Long stay.**  
Parking bays: 553, Disabled bays: 37, EV bays: 0.  
Charging hours: 8am to 6pm.  
Price range: 1 hour: £1.30 to 10 hours: £10.80.





# Limitations You Need to Consider

In the past we have had organisations doing IT related training. However, when 30+ people login to our wi-fi the wi-fi will start to struggle to deliver decent internet speeds to all computers. Therefore, it is recommended that you speak to us about IT related training events or restrict 2 or 3 laptops per table and have delegates share those laptops.

Other issues include lots of people wanting to charge their laptops. In this instance we encourage hirers to ask delegates to come with laptop batteries charged up. We can also supply extension leads should this be required but requires you to request these upon your hire enquiry.

## Examples or Events Held at CICCIC

- ✓ Training Sessions
- ✓ Conferences
- ✓ Board Meetings
- ✓ Celebrity Interviews
- ✓ Book Launches
- ✓ Public Meetings
- ✓ Business Networking Events
- ✓ Coporate Client Hospitality
- ✓ Product Launches
- ✓ Drop-in Surgeries
- ✓ Public Exhibitions
- ✓ Public Film Screening



# Organisations who have hired our venue

- ✔ Government Orgs
- ✔ Businesses
- ✔ Charities
- ✔ Community Groups
- ✔ NGO's
- ✔ Sports & Arts Orgs



# Our Clients

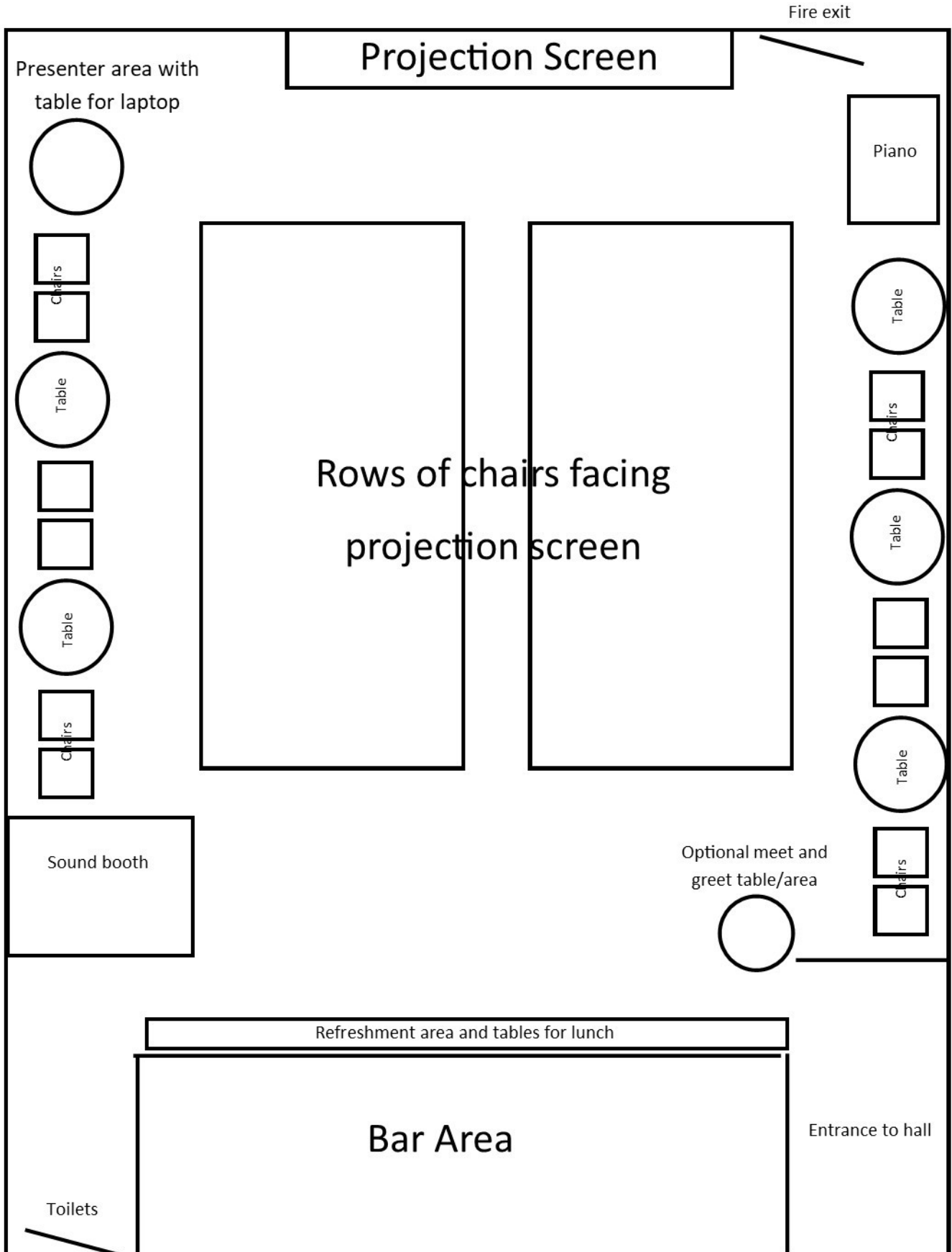


Somerset Wildlife Trust



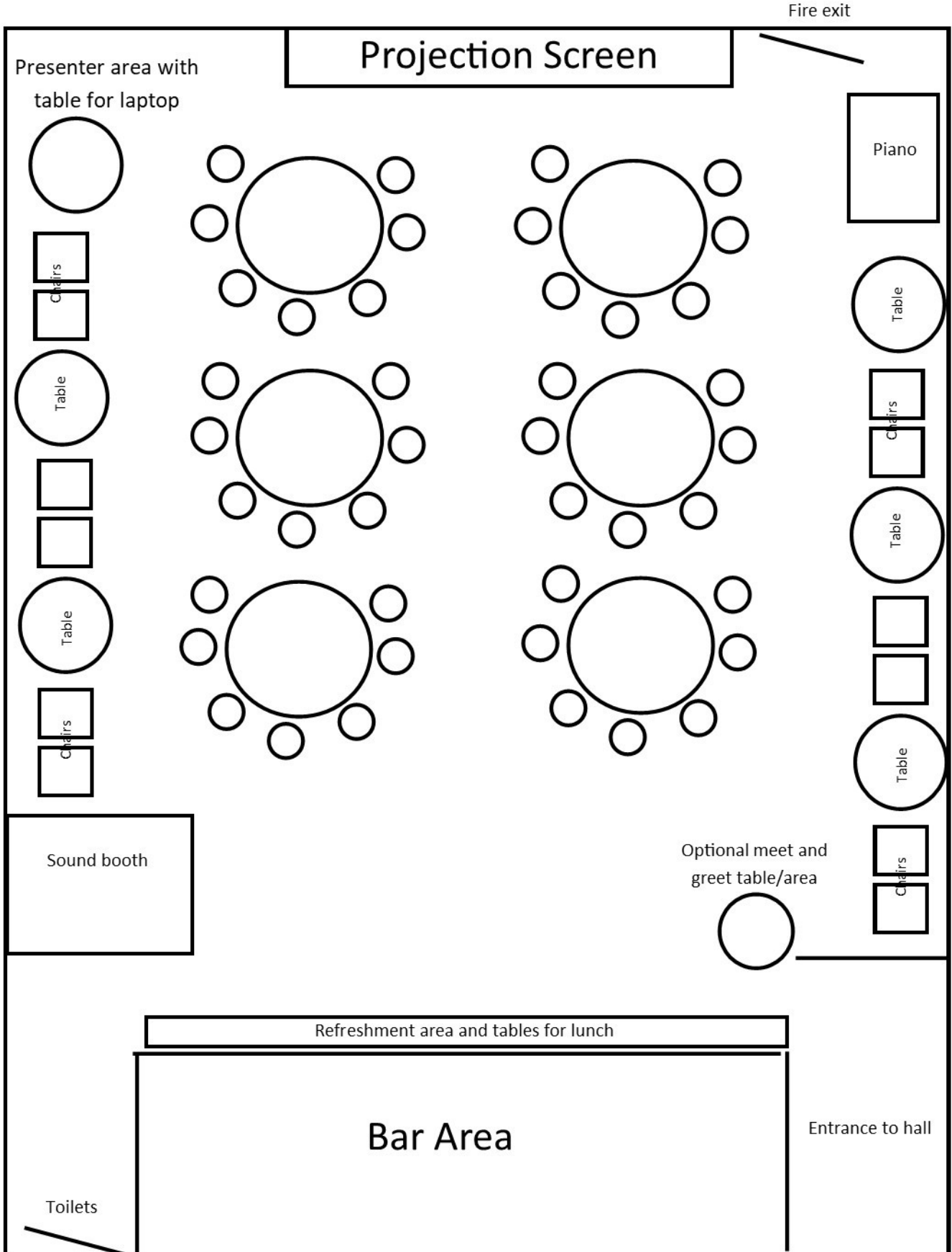
## FIG 1—Theatre Style Conference/Meeting

If you have a large group of delegates or are doing many presentations then the best room layout is theatre style. This means lots of chairs with very few tables. Using this configuration you can fit a maximum of 100 people, but any sized group is ideal for theatre style. On each side of the screen you can place pop-up banners and side areas can be changed to house trestle tables, which are often used as leaflet stands, book stalls etc.



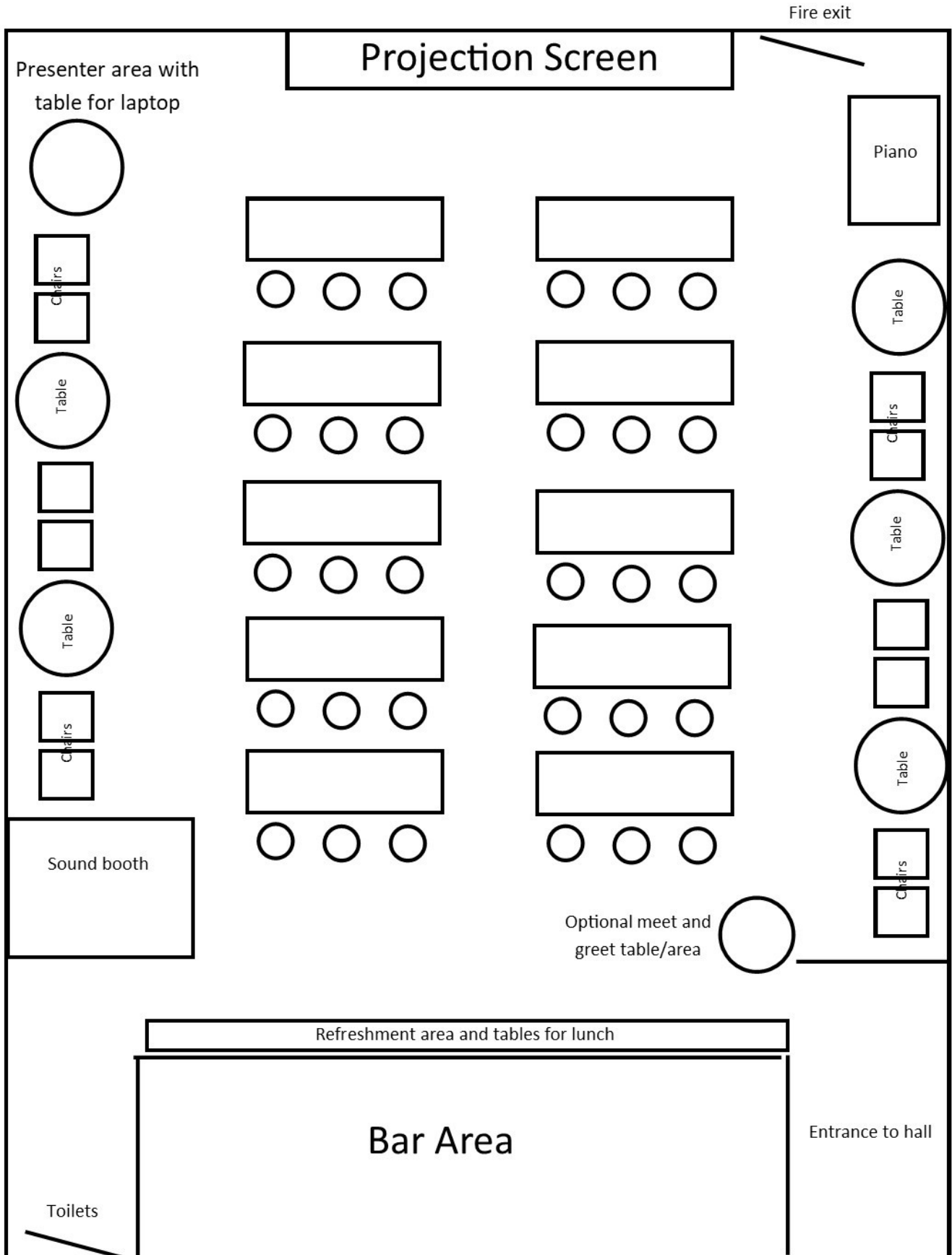
## FIG 2—Cabaret Style Conference/Meeting

If you have around 20-60 delegates and would like delegates to lean on a table to take notes or use a laptop, or require break outs teams to do exercises as groups, then the best room layout is cabaret style. This means using our large round tables with table cloths. Using this configuration you can fit a 60 people comfortably, but any sized group is ideal for cabaret style, we just add or reduce the amount of tables based on the number of your delegates.



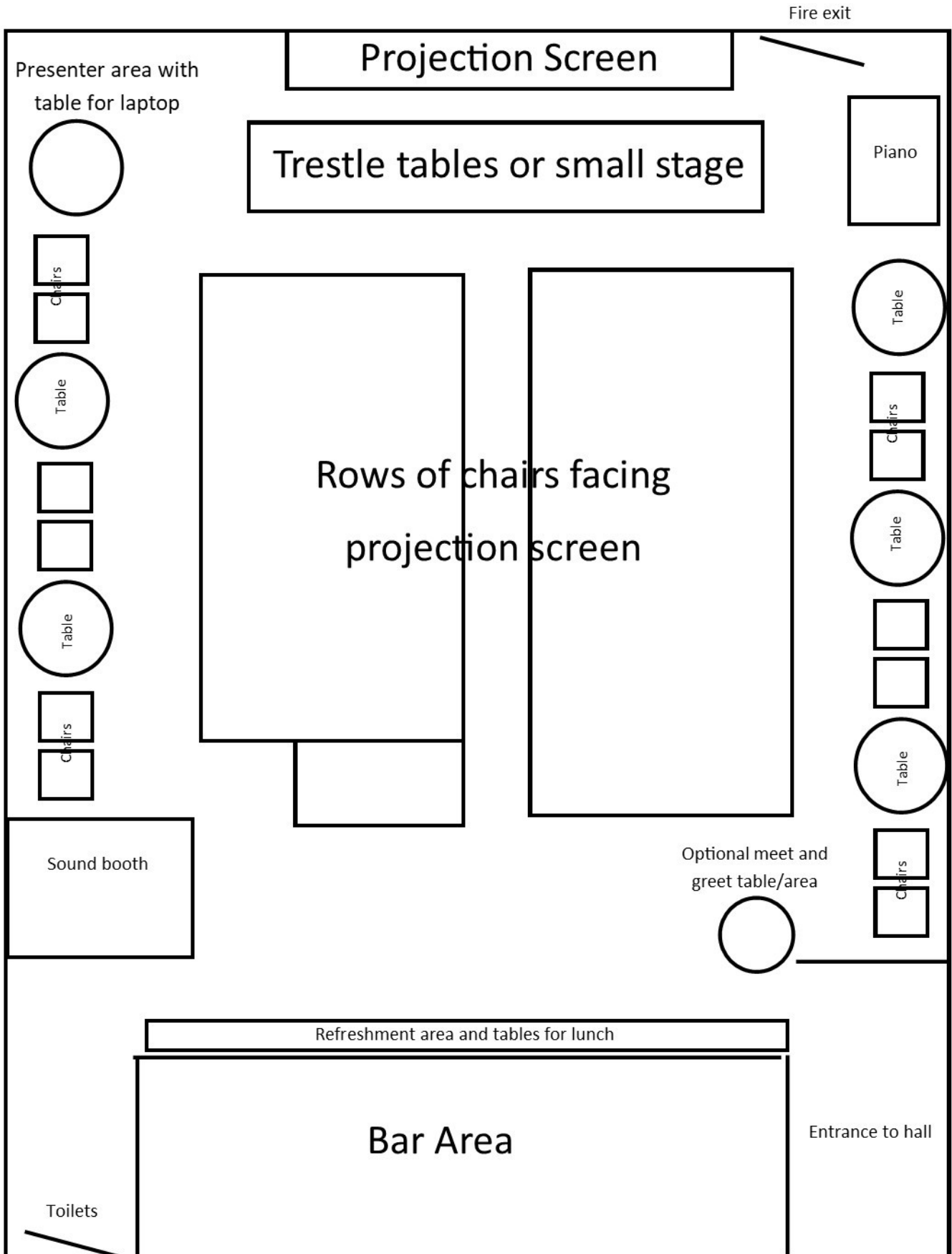
**FIG 3—Classroom Style Conference/Meeting**

If you have a medium sized group of delegates doing a training session then the best room layout may be classroom style. This utilises our trestle tables to create a classroom style for learning. Using this configuration you can fit a maximum of 30 people without utilising the sides of the tables or 50 if you do utilise the sides by adding an additional chair each side. Like most room configurations you move the tables to be at an angle, facing each other etc.



**FIG 4—Board/Public Meeting or Interview Style Layout**

If you wish to deliver an event for a public meeting, such as board meeting with head table or wish to have a interview style event like a chat show, then we use the theatre style layout for the audience and either put out trestle tables and seats facing the audience or put up a small stage and put chairs in an interview style. Using this configuration you can fit a maximum of 100 people, but any sized group is ideal for this.





## Agreements & Conditions

50% deposit is required upon booking confirmation. If you need to cancel then you must do so 45 days before the event date and we will return your deposit in full. Should you cancel between 30-45 days before the event we only return 50% of your deposit. Three weeks before then event we will not return any deposit given to us.

(LUNCH NOTICE - We can no longer split dietary requirements within our sandwich platters so these must be ordered as a separate lunch and are boxed separately, and you have the responsibility of asking your attendees if they have any special requirements and let us know a week beforehand).



## Award Winning

CICCIC is proud to have been awarded 'Outstanding Community Arts & Cultural Development Organisation 2025 - Southern Enterprise Awards.

## About Us

Creative Innovation Centre CIC; also known as CICCIC (kick-kick); is not-for-profit Community Interest Company and social enterprise established in 2012. Company No. 08140784. Any profits made go back into our community projects and services.