



## library

This first floor room seats up to 10 in boardroom style, around a single meeting table. Flipcharts and an overhead projector and screen can be made available for use in this room.

## lunches

Include a variety of meat, fish and vegetarian sandwiches, plus fresh fruit, juices, cake and crisps or savoury snacks



## courtleigh

Courtleigh is a landmark building within Westbury. Built in 1891, this former residential property has been used as an office base by the IED since the 1970s.

Recently refurbished, some rooms are now available for hire for meetings of 2 to 30 – providing brightly lit rooms with modern décor and up to date technological equipment, easily accessible with onsite parking.

All room hire includes water, stationery and access to a variety of equipment including flip charts, white boards, data projector, overhead projector, conference telephone and television and video/DVD player. Lunches can be arranged if required. Prices are on the inserts at the back of this booklet. Rooms can be booked by using the forms enclosed, or online at [www.ied.org.uk](http://www.ied.org.uk). Telephone 01373 822801 or check online for availability calendar





## summer room

Seating up to 10 around a single large boardroom table, ideal for discussions, meetings and interviews. Ground floor access. Flipcharts and an overhead projector and screen plus television and video/DVD player can be used in this room.



## white room

Large, airy, newly refurbished ground floor room, ideally suited to electronic data projection. Ground floor access, flexible furniture allows variety of layouts, can seat up to 30 delegates in theatre style, comfortably seating 12 in horseshoe layout, 16 in boardroom style. A conference telephone is available in this room for conference call meetings. The use of the conference telephone is at extra cost please see attached sheet. The room is also equipped with two magnetic white boards, a data projector, flip chart and overhead projector, as well as television and video/DVD player.

