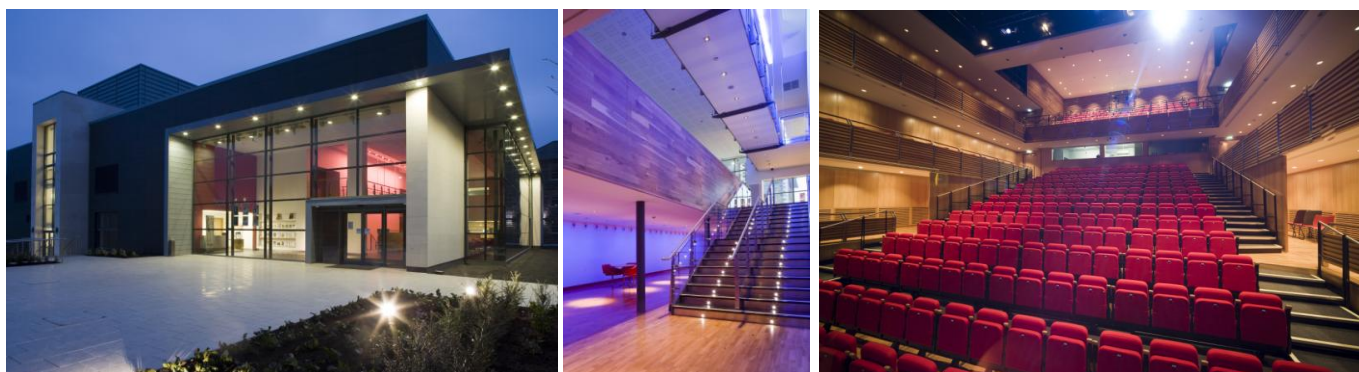


## Meet at the Mill

Meet at the Mill is established as one of the premier conferencing and events venues in Northern Ireland, whose delegates have found their experience to be as outstanding as the setting of the stunning venue.

Meet at the Mill offers a unique blend of modern business space, contemporary furniture and state of the art audiovisual equipment within the restoration of the 19<sup>th</sup> Century Mossley linen mill.

Meet at the Mill is a purpose built conference and arts centre, ideal for gala dinners, corporate hospitality, presentations, exhibitions, civic events, conferences, training seminars, product launches, workshops. The multifaceted rooms have the ability to accommodate a variety of events, from intimate meetings of 4 to larger events for 200 delegates.



Meet at The Mill also hosts a new arts centre with 400 seat auditorium, perfect as a lecture theatre with numerous breakout rooms ideal for medical conferences, fashion shows, award and graduation ceremonies. Hosting cutting edge technology linked with stage lighting and in-house technical team to support your meeting, conference or event requirements on request offering excellent facilities for national and international events.

The Meet at the Mill dedicated conference team will work with you from start to finish helping you create the perfect conference or event. We aim for efficiency, effectiveness and efficacy in all our operations, providing the highest quality service 1<sup>st</sup> time every time at a competitive price.

Located 10 minutes from Belfast City centre, with excellent transport links to rail and bus and distinct from many conference venues, complimentary parking is available on-site.

Set in parkland with a pond and landmark chimney, Meet at the Mill brings an exciting and convenient new venue to the conferencing and events market.

**The facilities are ideal for:** Meetings, Award Ceremonies, Gala dinners, Corporate Hospitality, Presentations, Fashion Shows, Exhibitions, Civic Events, Conferences, Training Seminars, Product Launches, Workshops...

## Room Information



### Auditorium

Meet at The Mill hosts a new 400 seat auditorium, perfect as a lecture theatre for medical conferences, fashion shows, award and graduation ceremonies. Hosting cutting edge technology linked with stage lighting and in-house technical team to support your meeting, conference or event requirements on request.

Tiered Seating Style: 400



### Linen Suite

This exceptionally spacious room bursts with natural light flooding through a wall of arched windows and boasts views across natural parkland, the civic square and Belfast Lough. A popular choice for banquets, conferences, corporate lunches, exhibitions. The Linen Suite can accommodate a variety of events. This room can also be divided in two for the use of breakout rooms or seminar sessions, ideal for catering.

Theatre Style: 200      Dinner Style: 180  
Boardroom Style: 40



### Spinning Room

The Spinning Room is a bright spacious multi-purpose room. It is ideal for board meetings, training sessions and workshops. It comes fully equipped with state of the art audio visual equipment, water cooler.

Theatre Style: 60  
Boardroom Style: 28      Classroom Style: 22

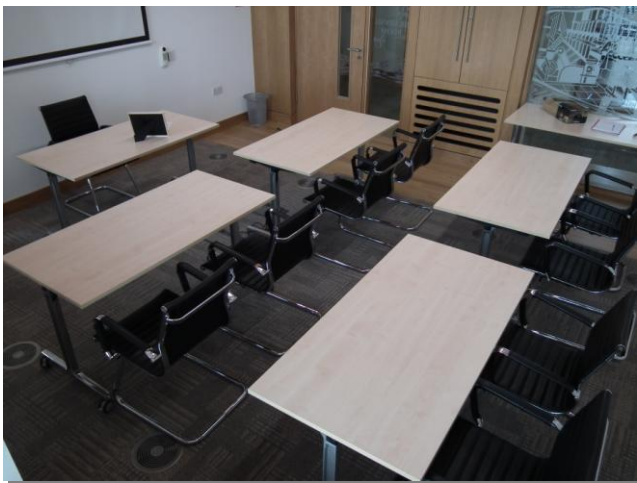


### Doffer Room

The Doffer Room is popular with local business groups wishing to hold smaller meetings or training sessions. It can also double up as a syndicate room for conferencing days should it be required.

Theatre Style: 25

Boardroom Style: 16      Classroom Style: 14



### Braiding Room

The Braiding Room is used for more intimate meetings such as interviews, small training sessions, or another syndicate room.

Theatre Style: 15

Boardroom Style: 10      Classroom Style: 8



### Yarn Suite

The Yarn Suite is the perfect size between the Linen and the Spinning Room and can be used for large training sessions, cooperate lunches, meetings, workshops or another syndicate room. It has the ability to have a dual use hosting board room on one side of the room and break out/catering area on the other.

Theatre Style: 50

Boardroom Style: 32

**Contact us now for a quotation for your next event:**

**Tel:** 028 90340061

**E-mail:** [meetatthemill@newtownabbey.gov.uk](mailto:meetatthemill@newtownabbey.gov.uk)

**Web:** [www.meetatthemill.co.uk](http://www.meetatthemill.co.uk)

## Room Capacities and Prices

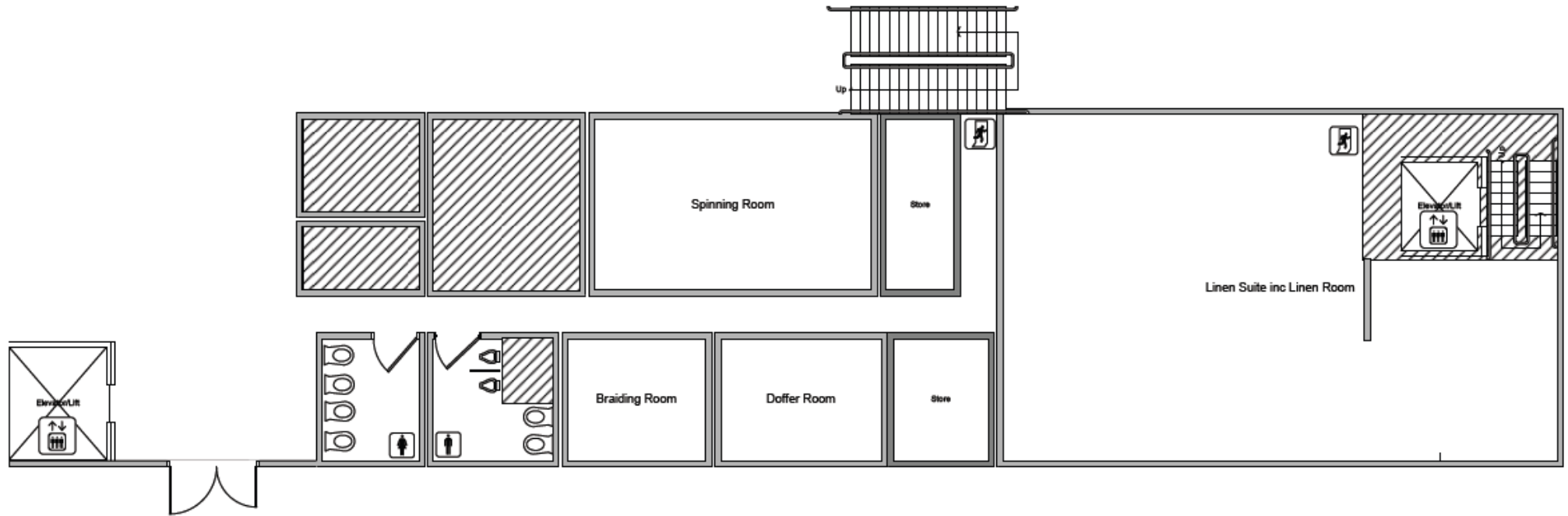
ROOM DETAILS	m <sup>2</sup>	Room Styles				Rates				AV Facilities
		Board Room	Class Room	Theatre	Dinner	½ Day	Day	Evening	Hourly	
<b>Braiding</b> (2 <sup>nd</sup> Floor North)	27	10	8	-	-	£60	£100	£100	£20	Data Projector, Screen <i>(on request)</i>
<b>Doffer</b> (2 <sup>nd</sup> Floor North)	40	16	14	25	-	£90	£150	£150	£30	Data Projector, Screen <i>(on request)</i>
<b>Spinning</b> (2 <sup>nd</sup> Floor North)	90	28	22	60	-	£150	£250	£250	-	Data Projector, Screen with Touch Pad Control Panel. 1 Handheld Mic & Lectern <i>(on request)</i>
<b>Linen Suite</b> (2 <sup>nd</sup> Floor North)	246	40	-	200	180	£225	£350	£350	-	Wireless Lectern with Touch Pad Control Panel, 2 Screens, Data Projector, 1 Lectern Mic, DVD Player & CD Player. 1 Handheld Mic <i>(on request)</i>
<b>Auditorium</b> (Arts Centre)	354	-	-	400	-	£400	£550	£550	-	Screen, Mic, Multi Media Data Projector, DVD player & CD player
<b>Yarn Suite</b> (2 <sup>nd</sup> Floor West)	153	32	40	50	-	£150	£250	£250	-	Lectern, Screen

*(Please note for some room styles chairs will be different than those in illustration)*

All rooms have hi speed Wi-Fi internet access, flip chart, paper and pens. Hire of laptop £50.00 per day  
There is chilled water available. Delegate mints are provided for Braiding, Doffer and Spinning rooms only if required.

**Customers are permitted to hire any additional audio visual (sound, lighting), staging equipment they may require for their event from external companies (excluding auditorium hire). Meet at the Mill does not offer company details or preferred supplier list, these must be sourced and hired by customer.**

## Meet at the Mill Conferencing Room Floor Plan



## Service Charges

Service	Rate
Photocopying	A4 £0.20
Technician (auditorium hire only)	£60.00 minimum charge for 4 hours - £15.00 per hour after

All rates quoted are exclusive of VAT

## How to get to Meet at The Mill

Meet at The Mill is located at the Newtownabbey Council offices at Mossley Mill, Carnmoney Road North, BT36 5QA, only 10 minutes from Belfast City Centre with ample FREE parking.

### Directions from Belfast

Simply take the M2 out of Belfast towards Antrim exiting at Sandyknowes roundabout. Take the A8 towards Larne. Drive through one roundabout and turn right at the 2<sup>nd</sup> roundabout.

Drive 1 km, take a right turn onto Carnmoney Road North and then left into Mossley Mill.



### Directions for the North Antrim Coast

Take the A6 main road from Coleraine to Antrim. At Junction 1 roundabout join M2 to Belfast. Exit motorway at Junction 4, Sandyknowes roundabout. Take the A8 towards Larne. Drive through one roundabout and turn right at the 2<sup>nd</sup> roundabout. Drive 1 km, take a right turn onto Carnmoney Road North and then left into Mossley Mill.

### Directions from North West

Take the A6 main road from Londonderry to Belfast. Join the M22 motorway at Randalstown following onto the M2. Exit motorway at Junction 4, Sandyknowes roundabout. Take the A8 towards Larne. Drive through one roundabout and turn right at the 2<sup>nd</sup> roundabout. Drive 1 km, take a right turn onto Carnmoney Road North and then left into Mossley Mill.

### Directions from the South

Take the A6 route from Newry to Belfast and join the M1 motorway at Sprucefield. Follow signs for Belfast onto the Westlink A12 which connect the M1 and M2 motorways. Simply take the M2 out of Belfast towards Antrim exiting at Sandyknowes roundabout, take the A8 towards Larne. Drive through one roundabout and turn right at the 2<sup>nd</sup> roundabout. Drive 1 km, take a right turn onto Carnmoney Road North and then left into Mossley Mill.

### Bus

There is a bus stop adjacent to the entrance of Mossley Mill. The Metro Bus 1D runs from Donegal Sq West right to Mossley Rail Station opposite Mossley Mill. Details of times and services are available at [www.translink.co.uk](http://www.translink.co.uk)

### Rail

There is a railway station opposite Mossley Mill with the trains running from Belfast and Portrush. A timetable can be found at [www.translink.co.uk](http://www.translink.co.uk)

## Conference Checklist

- i. Clarify type, size and function of event/meeting. Inclusive of AV and resource requirements.
- ii. Determine numbers attending and establish budget.
- iii. Contact Meet at the Mill team, check availability, room options and request booking information pack/from (arrange a tour of facilities if required).
- iv. Identify room(s) best suited to your requirements.
- v. Contact Meet at the Mill team and provisionally book rooms/theatre. Provide main contact and company details (inclusive of payment details).
- vi. Confirm room booking with Meet at the Mill team by submitting completed booking form (minimum of 10 days prior to event). Book all catering options, AV requirements (offered), room layouts and additional resources required (offered). Apply for permission if filming/photography used on site.
- vii. Contact external AV Company if additional AV resources (sound, lighting, technical, staging) are required (excluding auditorium hire).
- viii. Confirm final numbers for catering and attendees for car parking (minimum of 7 days prior to event). Forward event schedule to Meet at the Mill team.
- ix. Day of event liaise with Meet at the Mill operational management team regarding housekeeping, communications throughout the day, catering and logistics (if required).
- x. Complete an evaluation form and forward any comments of your experience.

**Contact us now for a quotation for your next event:**

**Tel:** 028 90340061

**E-mail:** [meetatthemill@newtownabbey.gov.uk](mailto:meetatthemill@newtownabbey.gov.uk)

**Web:** [www.meetatthemill.co.uk](http://www.meetatthemill.co.uk)