

# TOWERS SUITE



Our Meeting Room is situated on the first floor has a capacity for 10 delegates arranged in a boardroom style. It is available to rent on a full day, half day or hourly basis.

## FLOOR AREA

- ✓ 7,770mm x 4,420mm

## EQUIPMENT

- ✓ Meeting room pads and pens

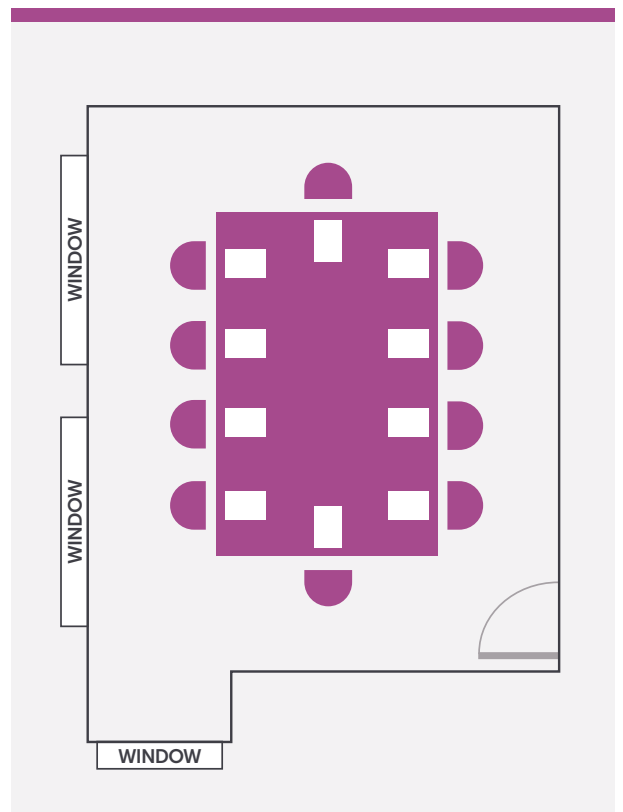
## GENERAL INFORMATION

- ✓ Power points
- ✓ Natural daylight

## TRIDENT HOUSE

Trident Business Park, Didcot, Oxon OX11 7HR

T +44 (0)1235 911 000 F +44 (0)1235 911 001



# INFORMATION

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## TERMS & CONDITIONS

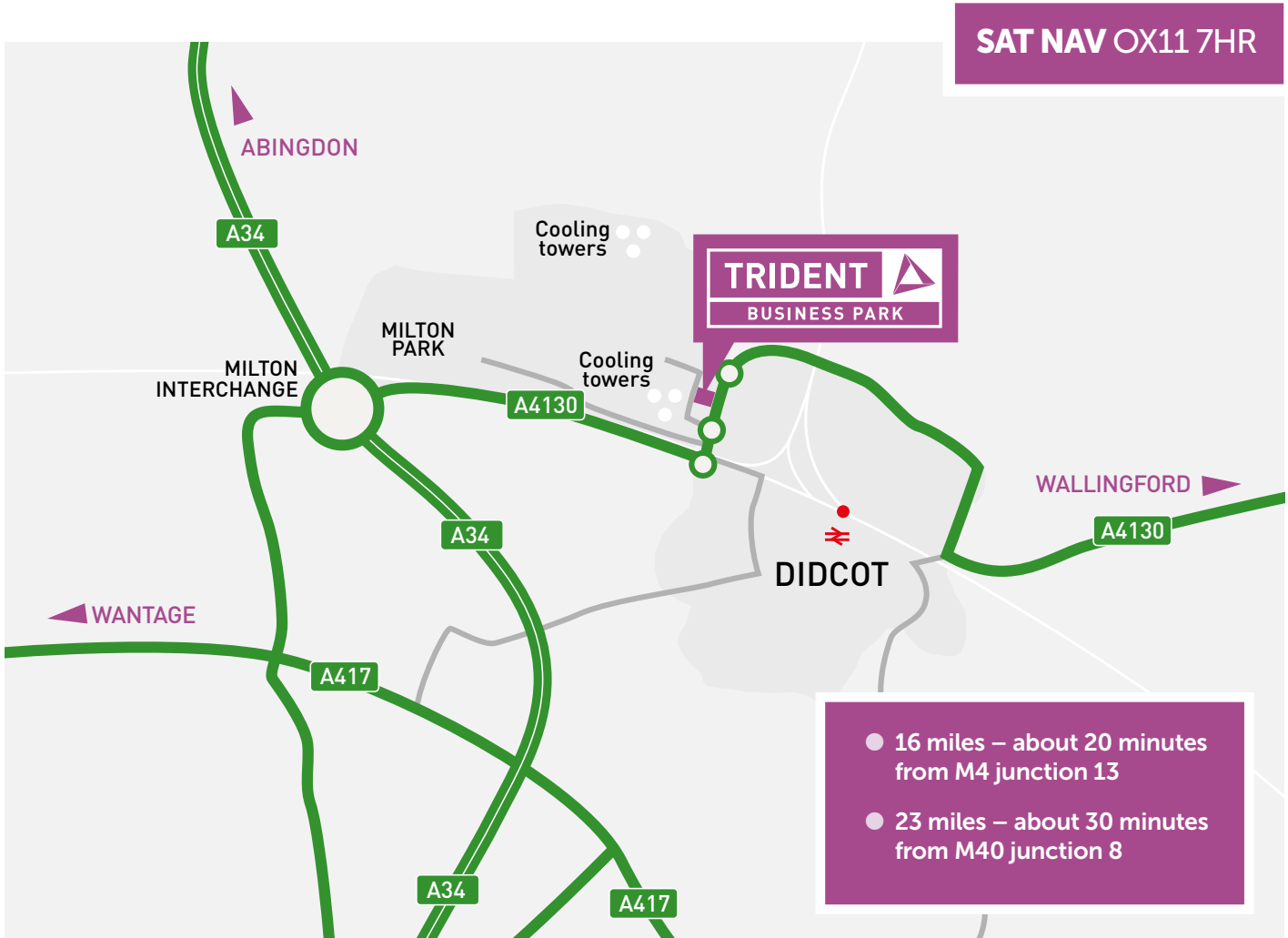
### Room bookings

- The meeting room is available from 8:30-17:30 Monday to Friday excluding bank holidays
- The half day rate is available from 8:30-13:00 or 13:00-17:00 only
- Confirmation of a booking is required a minimum of 7 days prior to the event
- If you require an earlier or later finish, this must be agreed in advance by the Business Centre Manager and you may incur a 50% surcharge (8:00-8:30 or 17:31-19:00) A minimum of one full hour will be charged
- Please notify Formal Office Suites of any disabled visitors that may be attending your meeting so that access can be arranged

### Booking lunch and refreshments

- Lunches need to be arranged prior to the meeting
- At least 24 hours notice must be given to cancel food and drinks orders
- If you have booked refreshments for your meeting, please confirm your order with the Receptionists upon arrival

# DIRECTIONS



## FROM THE NORTH - M40 / BANBURY / OXFORD

1. Head Southeast on the A34
2. Take the A4130 exit toward A417 / Chilton / Milton / Didcot / Wantage
3. At the roundabout, take the 2nd exit onto A4130
4. At the roundabout, take the 1st exit and stay on A4130
5. Go through 1 roundabout
6. Destination will be on the left hand side

## FROM THE SOUTH - M4 / READING / NEWBURY

1. Head west on M4
2. At junction 13, take the A34 exit to Oxford / Newbury
3. At the roundabout, take the 3rd exit
4. Merge onto A34 via the ramp on the right to Oxford
5. Take the A4130 exit toward Steventon / Dayton / Milton / Didcot
6. At the roundabout, take the 4th exit onto A4130
7. At the roundabout, take the 1st exit and stay on A4130
8. Go through 1 roundabout
9. Destination will be on the left hand side