

Help Us Shape Our New Meeting and Event Facilities

- The Poppy Factory provides specialist rehabilitation and employment support services throughout England and Wales. In doing so, we work with a wide range of partner organisations across the military charity sector and beyond.
- As a result, we are planning to create professional meeting, event and training facilities at our home base in Richmond for everyone to use.
- We would welcome your feedback in shaping these exciting facilities which will be available for both commercial use and the Veteran Support Community at preferential pre-agreed rates.

Why Meeting, Events and Training Space ?

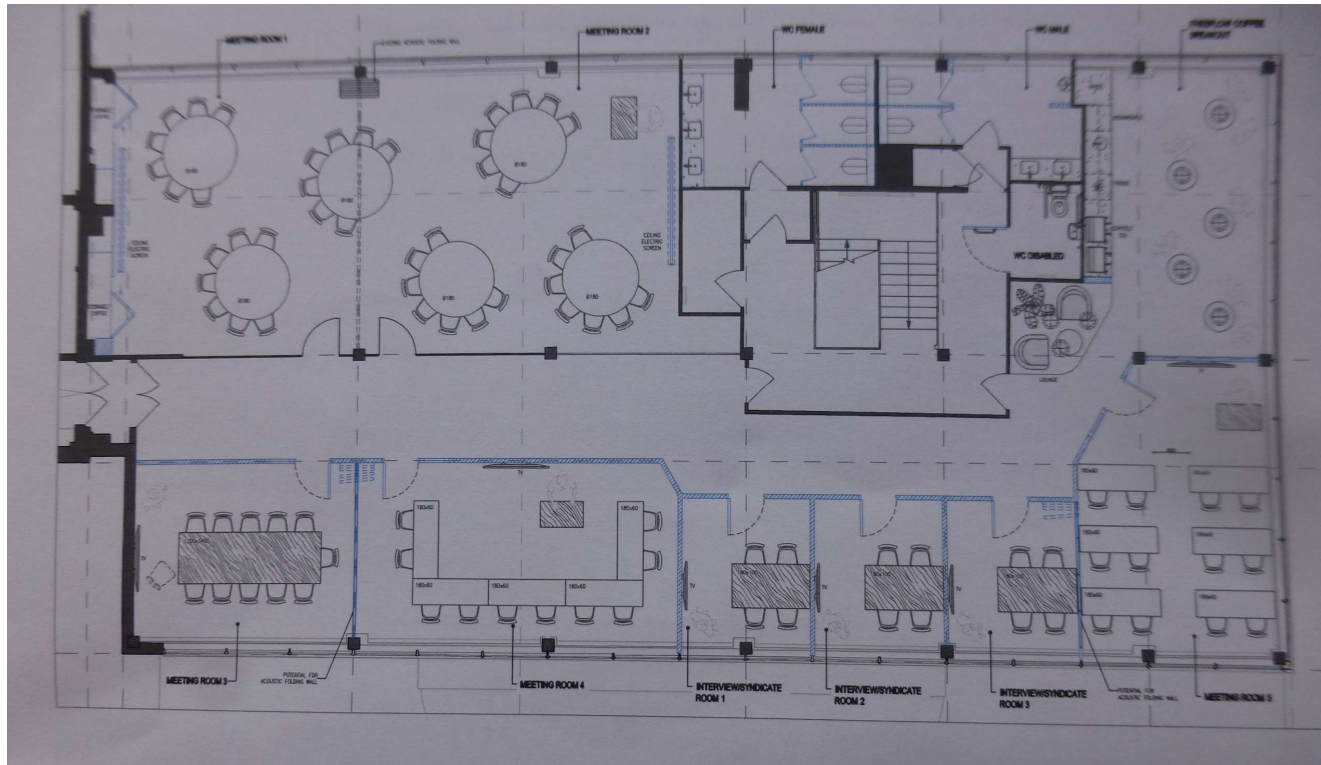


- Training is synonymous with improvement, betterment, qualification, learning, upskilling and advancement to name just a few! What better way to utilise our existing space than to transform it into a professional, creative and fully serviced meetings, events and collaboration space?
- Help us shape our plans so that they can meet your requirements.

Our plans to date:

- We currently have a 3,500 sq. ft. suite which we have designed to offer:
 - 8 differently sized ,flexible and secure meeting/training rooms all air conditioned and with room by room control.
 - All spaces have great external awareness with remote window blinds.
 - All rooms are fully equipped with furniture and layouts to assist the delivery.
 - Projectors and LED presentation screens provided in the price.
 - Excellent heavy duty bespoke Wi Fi.
 - All day free flow bean to cup fairtrade coffee, tea and energising snacks.
 - Working buffet lunches in room, breakout area or summer picnic box lunches (Richmond on Thames is beautiful!) all prepared locally.
 - Disabled Parking – booking essential.
 - Electric Vehicle recharging points – booking essential.
 - Opportunities for mobile branding.
 - Very competitive all inclusive package price estimated at £35 Ex VAT per Day Delegate for Charities.

Current Layout plans- 3,500 Sq Ft Event/Training Suite



- 8 Meeting rooms
- Breakout Coffee Area
- Self contained suite with WCs and disabled access
- All Meeting Rooms have external awareness
- All Meeting Rooms have Air Con
- Variety of furniture to support delivery
- Reception at main entrance to The Poppy Factory
- Lunch provided in room , in breakout space or picnic to enjoy Richmond Parks



Your feedback is essential to us:

Please share with us your thoughts on these specifics	Comments
Our Questions	Your Answers
Do you currently use professional meeting or training facilities? <i>If So how often and what volumes per annum</i>	
The Charity price point is £35 (Ex VAT) per Day Delegate, which is very competitive. What would you usually pay for a Fully Inclusive Day Delegate Package Including catering.?	
What other products or services would you like to see?	
Would the current layouts meet your needs? If not how could we adapt our plans to incorporate your requirements?	
Can we contact you to discuss further?	
Please email your replies to:	Info@PoppyFactory.org