

Inspiration by location



HIGHPOINT

A Unique Environment





WELCOME TO HIGHPOINT

*A unique venue
set within
inspiring
surroundings*

Highpoint is a unique venue set within inspiring surroundings. Originally St Catherine's Chapel and Convent, the site was purchased by Leicester Housing Association in 1997. The £5m conversion to create Highpoint, a state-of-the-art Conference Centre with residential accommodation, was completed in 2002.

Set in a prime location, conveniently close to Leicester City Centre and only minutes from the Midlands motorway network, the sympathetic conversion has resulted in the creation of a stunning venue for events ranging from AGM's, conferences and business briefings to smaller meetings and training workshops.

Highpoint has retained many of the building's original features. The solid oak panelling and stained glass windows provide an inspirational backdrop to the conversion. The centre's historic ambience has been enhanced by a light, contemporary décor and is set within its own orchard gardens. The result is a quintessential environment, conducive to learning and creativity.





ON ARRIVAL

*A warm welcome
is assured*

At Highpoint we guarantee a personal attention to detail and a quality of service that will exceed all your expectations. All our efforts are concentrated on ensuring that we serve our customers well from the initial point of contact right through to the end of their stay.

We recognise that every event demands a bespoke approach and a member of the operations team is allocated to every booking specifically to meet this purpose.

You can be assured of a warm welcome at Highpoint. A member of our team will always greet you and your delegates on arrival and for larger numbers we are happy to provide a dedicated check-in point in the reception foyer.

Our reception team will be happy to help with any general enquiries and all our conference rooms are equipped with telephones so that you can contact reception at any time to obtain any assistance you may require.

All our suites are fitted with high specification audio-visual technology and we have an in-house technical support team to provide advice and help you get the best from this quality equipment.

To ensure that you feel truly at home during your time with us, Highpoint offers, first class catering, bar and lounge areas, ample on-site parking and, most importantly, a staff team dedicated to providing efficient, friendly service.





ROOM GUIDE

*Talk to us about
individual or
suites of rooms*

Highpoint demonstrates how a 20th century building can retain its original charm and character but evolve, through careful planning and renovation work, to emerge as a versatile 21st century venue with fully integrated facilities for residential learning, meetings and conferences.

We are confident that we have created exactly the right ambience to ensure the success of your event. We offer a private location and an environment that offers no distractions and the benefit of total flexibility on the use of all our facilities.

All of Highpoint's floors and suites are accessible via the lift. The centre offers 11 self-contained conference and training suites, complete with state-of-the-art audio-visual equipment and balanced air conditioning. The installation of category 5 cabling enables conferencing and data processing activity between on-site locations and externally.

To complement our private suites we also offer a well resourced Library for private study; an IT room; a restaurant and a communal bar.

The room guide on the following pages of this brochure will provide you with information on the positioning, dimensions and capacity of all our conference, training and meeting suites, together with details of some of the unique features that they offer.

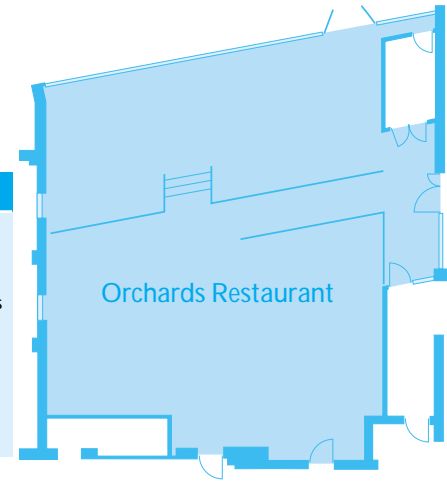
The sales team offers professional advice on how Highpoint can help you get the best from your event and is always available to help you make the right decisions to ensure it runs smoothly from start to finish.



Orchards Restaurant

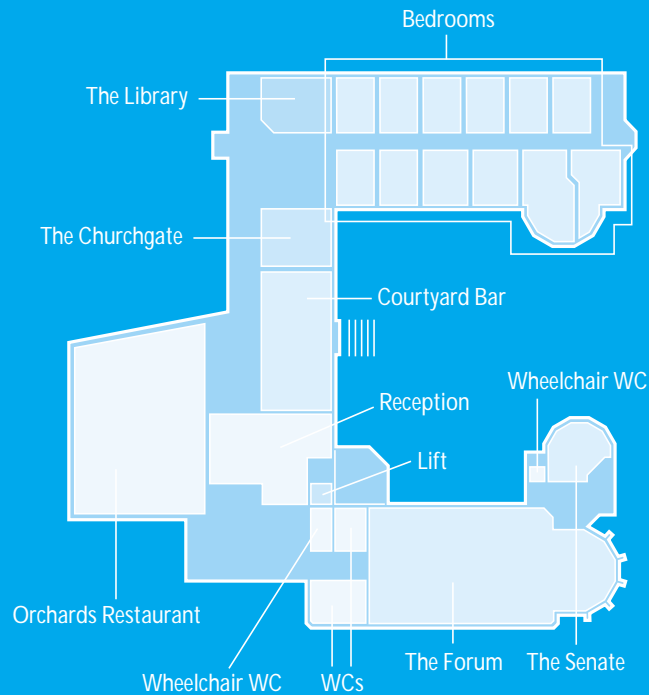
Orchards Restaurant provides a relaxed and comfortable setting for dining and offers a wide range of quality cuisine prepared by our own chef and his team. We also offer a wide selection of wines from around the world to complement your meal.

Room Sets		Dimensions	Lighting	Facilities	
Theatre	70	Length 47'1" / 14.5m	Tungsten, Halogen,	Telephone / Data points	✓
Cabaret	✓	Width 38' / 11.7m	High Frequency Fluorescent,	ISDN	✓
U shape	✗	Area 150m ²	with Scene Set Dimming	Air Conditioning	✓
Boardroom	✗	Height 9'5" / 2.95m	Controls in room	No. 13 amp sockets	7 doubles
Classroom	40	Door height 6'6" / 2m	Dimmers	Fixed sound system	✗
Exhibition	✗	Door width 4'4" / 1.34m	Black Out		
Dinner	120		Windows		
Dinner Dance	90				



UPPER GROUND FLOOR

Space to
learn, exchange
ideas and information
or simply relax



UPPER GROUND FLOOR

The Library

The careful restoration of the original shelving, cupboards and panelling in the Library has resulted in the creation of an area for quiet reflection and personal study.

The Library can be booked for exclusive use and is well suited for interviewing and private meetings.



Room Sets		Dimensions
Theatre	25	Length 14' / 4.26m
Cabaret	16	Width 16' / 4.87m
U shape	18	Area 20m ²
Boardroom	16	Height - Vaulted ceiling
Classroom	12	Door height 6'6" / 2m
Dinner	16	Door width 4'3" / 1.3m

Lighting	Facilities	
Tungsten, Halogen,	Telephone / Data points	✓
High Frequency Fluorescent	ISDN	✓
Controls in room	Air Conditioning	✗
Dimmers	No. 13 amp sockets	5 doubles
Black Out	Fixed sound system	✗
Windows		

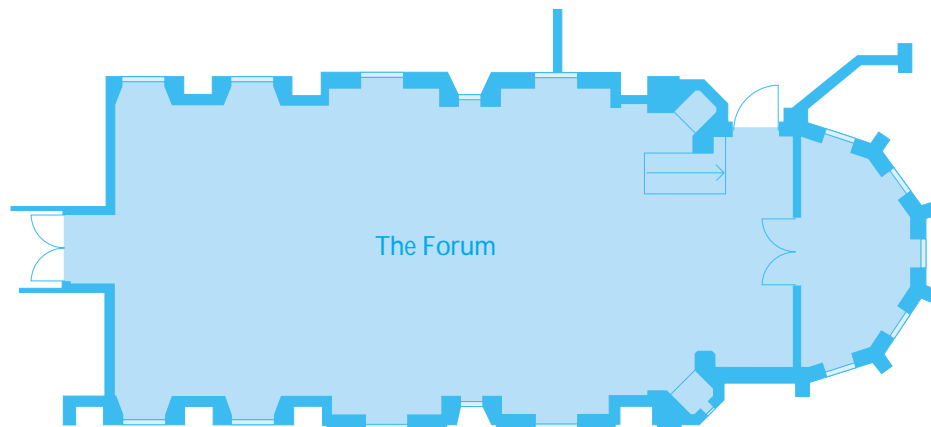
The Forum

The original chapel built in the 1930s has been restored with heritage in mind. Great care has been taken to retain the original features of the chapel, including the stained glass windows.

The suite has state-of-the-art audio-visual equipment with excellent sound and lighting facilities and can seat 125 people. It can be interlinked with many of our other conference suites proving a versatile main arena for your event.

The Forum is also the ideal venue for banqueting.

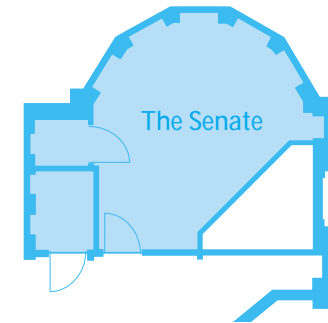
Those booking the Forum have the exclusive use of the adjoining Senate room. Originally the Sacristy, this is an ideal facility for smaller meetings, discussion groups or interviews. The Senate can be linked to the Forum by CCTV monitor for training purposes. The suite benefits from plenty of natural daylight and a south-facing aspect that overlooks the courtyard.



Room Sets		Dimensions	Lighting	Facilities	
Theatre	125	Length 48' / 14.6m	Tungsten, Halogen,	Telephone / Data points	✓
Cabaret	72	Width 24' / 7.35m	High Frequency Fluorescent	ISDN	✓
U shape	36	Area 107m ²	with Scene Set Dimming	Air Conditioning	✓
Boardroom	42	Height 15' / 4.5m	Controls in room	No. 13 amp sockets	6 doubles
Classroom	42	Door height 6'6" / 2m	Dimmers	3 phase	✓
Exhibition	✓	Door width 4'11" / 1.5m	Black Out	Fixed sound system	✓
Dinner	100	Overall area 136m ²	Windows		✓
Dinner Dance	80				

The Senate

This room is adjacent to The Forum and provides an ideal preparation and private meeting area for event organisers; a facility rarely offered in most venues. When not required for this purpose, it provides additional space for break-out groups and syndicate work. A video link enables discrete observation for training exercises and role play.



Room Sets		Dimensions	Lighting	Facilities	
Theatre	15	Length 18'7" / 5.7m	High Frequency Fluorescent	Telephone / Data points	✓
Cabaret	12	Width 17' / 5.2m	& Sequential Switching	ISDN	✓
U shape	10	Area 26m ²	Controls in room	Air Conditioning	✓
Boardroom	12	Height 10'5" / 3.25m	Dimmers	No. 13 amp sockets	2 doubles
Classroom	9	Door height 6'6" / 2m	Black Out	Fixed sound system	Not required
Exhibition	✓	Door width 2'11" / 0.89m	Windows		

The Churchgate

This room is well placed for access to the restaurant and bar. Its location makes it perfect for doubling up as a private dining area and complements the facilities that it offers for meetings between 12 -24 people.

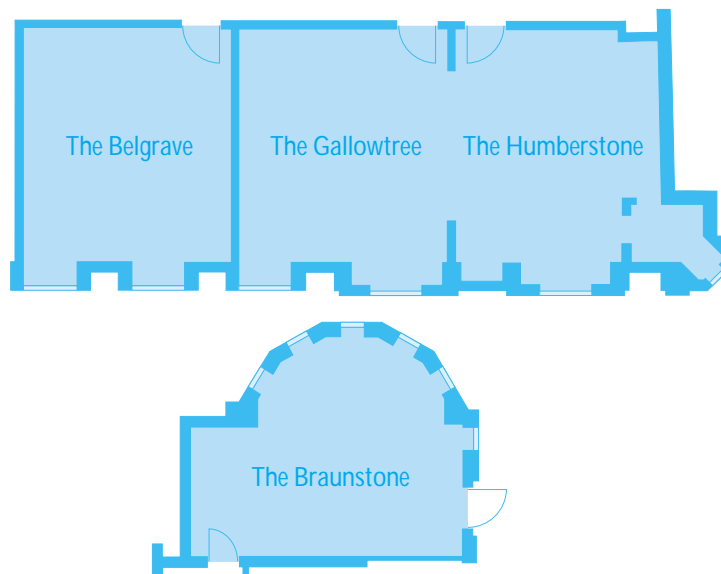


Room Sets		Dimensions	Lighting	Facilities	
Theatre	24	Length 18' / 5.45m	High Frequency Fluorescent	Telephone / Data points	✓
Cabaret	12	Width 15'5" / 4.8m	Down Lighting &	ISDN	✓
U shape	12	Area 26m ²	Sequential Switching	Air Conditioning	✓
Boardroom	14	Height 9'8" / 2.9m	Controls in room	No. 13 amp sockets	4 doubles
Classroom	12	Door height 6'6" / 2m	Dimmers	Fixed sound system	Not required
Exhibition	✗	Door width 2'9" / 0.84m	Black Out		
			Windows		



LOWER GROUND FLOOR

*Purpose-designed
rooms that offer
versatility*



The Belgrave, The Gallowtree, The Humberstone and The Braunstone

Located on the ground floor, these four purpose-designed rooms offer a high degree of versatility; each can accommodate a maximum of 30 people.

Available for individual and private bookings, they are also ideally placed to provide additional space for syndicate and break-out meetings when used in conjunction with The Forum, Highpoint's largest conference room.

The Gallowtree and Humberstone are separated by a partitioned wall so offer options for inter-connecting use and the creation of a larger meeting area.

A convenient lobby area offers the option of space for refreshment breaks.

The Belgrave, The Gallowtree and The Humberstone

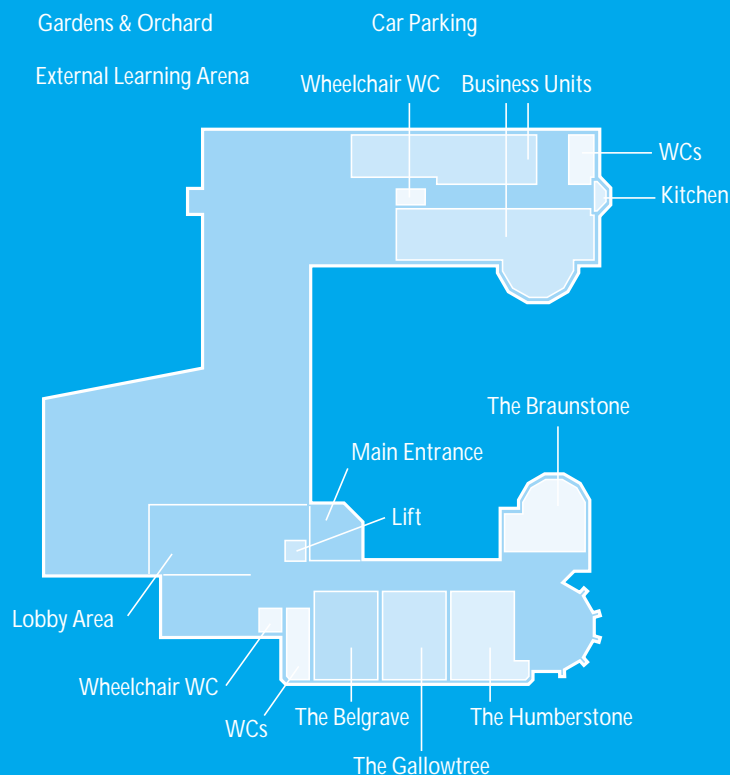
Room Sets		Dimensions
Theatre	30	Length 21' / 6.4m
Cabaret	16	Width 17'5" / 5.3m
U shape	14	Area 34m ²
Boardroom	14	Height 8'5" / 2.55m
Classroom	12	Door height 6'6" / 2m
Exhibition	✓	Door width 2'11" / 0.89m
Dinner	✓	

Lighting	Facilities	
High Frequency Fluorescent & Sequential Switching ISDN	Telephone / Data points	✓
Controls in room	Air Conditioning	✓
Dimmers	No. 13 amp sockets	4 doubles
Black Out	Fixed sound system	Not required
Windows		

The Braunstone

Room Sets		Dimensions
Theatre	30	Length 18'5" / 5.6m
Cabaret	16	Width 23' / 7m
U shape	12	Area 31m ²
Boardroom	16	Height 7' / 2.2m
Classroom	12	Door height 6'6" / 2m
Exhibition	✓	Door width 3' / 0.92m
Dinner	✓	

Lighting	Facilities	
High Frequency Fluorescent & Sequential Switching ISDN	Telephone / Data points	✓
Controls in room	Air Conditioning	✓
Dimmers	No. 13 amp sockets	5 doubles
Black Out	Fixed sound system	Not required
Windows		



LOWER GROUND FLOOR



Learn IT

This facility is equipped with the latest computer technology and has twelve PCs equipped with up-to-date software packages. It is a dedicated learning environment for those acquiring IT skills.



Dimensions

Length 21' / 6.4m
Width 13' / 4.05m
Area 26m²
Height 8' / 2.5m
Door height 6' 6" / 2m
Door width 3' 1" / 0.96m

Lighting

High Frequency Fluorescent
Down Lighting &
Sequential Switching
Controls in room
Dimmers
Black Out
Windows

✓

✗

✓

✓

Facilities

Telephone / Data points
ISDN
Air Conditioning
No. 13 amp sockets

✓

✓

✓

As required

The Highpoint

This room is particularly well suited to more formal meetings. It contains a large boardroom table and executive chairs for up to 16 people. The Highpoint also provides an elegant setting for private dining.

A particular feature is the south-facing balcony that overlooks the courtyard with dramatic views across the city skyline.

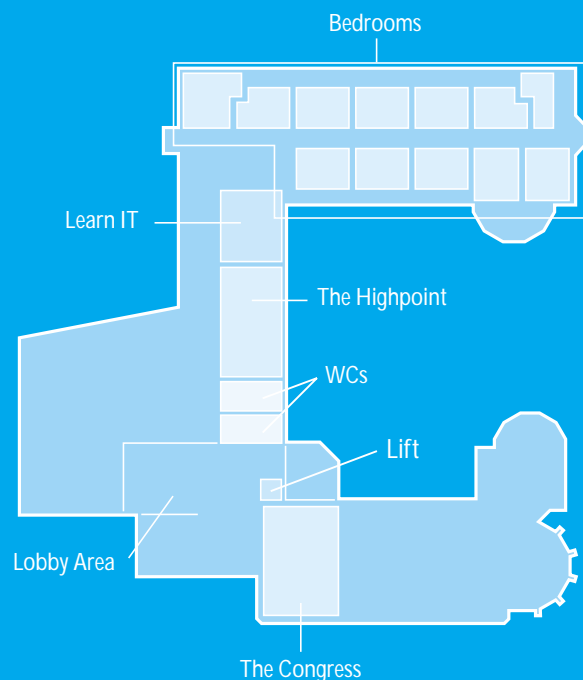
The Highpoint is complemented by the latest audio-visual facilities and offers, by prior arrangement, video conferencing.



Room Sets		Dimensions	Lighting	Facilities	
Theatre	✗	Length 28' 5" / 8.7m	Tungsten, Halogen,	Telephone / Data points	✓
Cabaret	✗	Width 13' / 4.05m	High Frequency Fluorescent, Wall	ISDN	✓
U shape	✗	Area 35m ²	Lights with Scene Set Dimming	Air Conditioning	✓
Boardroom	16	Height 8' / 2.5m	Controls in room	No. 13 amp sockets	6 doubles
Classroom	✗	Door height 6' 6" / 2m	Dimmers	Fixed sound system	✓
Exhibition	✗	Door width 3' 1" / 0.96m	Black Out		
Dinner	16		Windows		

SECOND FLOOR

A superb meeting and learning environment

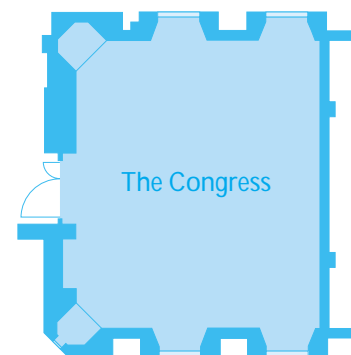


SECOND FLOOR

The Congress

A unique and individual suite situated within the roof space of the chapel. The original and magnificent chapel ceiling has been preserved to create a very special environment that is suited to a variety of occasions for up to 50 people.

The room also creates a very special private dining environment.



Room Sets		Dimensions	Lighting	Facilities	
Theatre	50	Length 20' / 6.2m	Tungsten, Halogen,	Telephone / Data points	✓
Cabaret	24	Width 24' / 7.35m	High Frequency Fluorescent	ISDN	✓
U shape	16	Area 46m ²	with Scene Set Dimming	Air Conditioning	✓
Boardroom	20	Height - Vaulted ceiling	Controls in room	No. 13 amp sockets	5 doubles
Classroom	12	Door height 6' 6" / 2m	Dimmers	Fixed sound system	✓
Exhibition	✗	Door width 4' 3" / 1.3m	Black Out		
Dinner	✓		Windows		





LEARN IT

*Taking
IT training
to a new level*

IT Training Suite

Learn IT - the IT training suite at Highpoint has taken PC training to a new level with a dedicated, networked, classroom environment.

Forget about cumbersome base units surrounded by miles of wires and badly designed desks - this is a place where trainers are confronted by comfortable, relaxed delegates each with a high specification flat screen PC with purpose built desk all linked seamlessly on a local network.

Whether you are looking to carry out training on standard Microsoft products, web based learning or even bespoke software then Highpoint will be able to help.

Even if the inevitable technical hitch should occur the team of onsite specialists will soon have things up and running again leaving the trainer to concentrate on delivering the best course content possible.

The Learn IT suite benefits from natural daylight and air conditioning.





AVAILABLE PACKAGES

*Packages tailored
to meet
your precise
requirements*

Day Delegate Package and 24 Hour Residential Packages

Highpoint offers both 8 hour Day Delegate and 24 hour Residential Packages which are all adaptable to match your individual requirements.

As a guideline the conventional day delegate package includes the following items:

- ☑ Coffee and a selection of teas and infusions available throughout the day
Served with one of the following: biscuits, pastries, cakes or fresh fruit
- ☑ 2 course hot buffet lunch served with a selection of teas, coffee, infusions and cold drinks.
Lunch is served in the Orchards restaurant or in a private suite (subject to availability)
- ☑ WIFI access in the bar and reception area
- ☑ A convivial bar and attractive courtyard in which to relax during or after your event

The 24 hour residential delegate package includes all the items in the day delegate package plus:

- ☑ A superb dining experience in the Orchards Restaurant with a 3 course evening meal
- ☑ Overnight accommodation in one of the 28 en suite executive bedrooms with dial up internet access
- ☑ Full English or Continental breakfast

Equipment and Inclusive Items

Overhead projector and screen
TV and video
Flipchart pad and pens
Dry wipe writing board and pens
A selection of daily newspapers

Delegate name badges
Delegate name cards
Delegate stationery: notepad, pen and pencil
Sweets and mints
Trainer's tool box

Simply ask if you would like to incorporate additional or different items into your package and we will create something especially for you.



AIM

"IMPROVING THE WAY
WE WORK TOGETHER"



MEETING ROOM HIRE AND TECHNICAL SUPPORT

*We can supply
everything you
need to make
your event
a success*

Meeting Room Hire

There are times when a Day Delegate or 24 Hour packages is not the best option. Highpoint is delighted in these circumstances to offer many meeting rooms on a room hire basis.

The hire charge includes a wall mounted presentation cabinet, which provides a flipchart pad, dry wipe writing board and projecting screen, in the majority of our rooms, along with delegate stationery and mineral water. Additional equipment can be sourced and supplied on your behalf for a hire charge.

Accommodation

Don't forget, even if the majority of your delegates are local, or you have booked on a room hire basis, Highpoint has 28 executive rooms that can be booked for trainers and individuals who need to be here the night before or after a meeting or training course.

Technical Support

Highpoint has its own in-house technical support team. They will install any additional equipment that you require and provide assistance and advice on its usage.

With prior notice and for an additional charge, we can arrange for a dedicated member of the technical support team to be with you throughout the day.

Consumables

We can also supply a variety of consumables such as extra stationery items, overhead projection acetates, blank video cassettes.

A trainer's tool box will always be available during your day.





FINE CUISINE

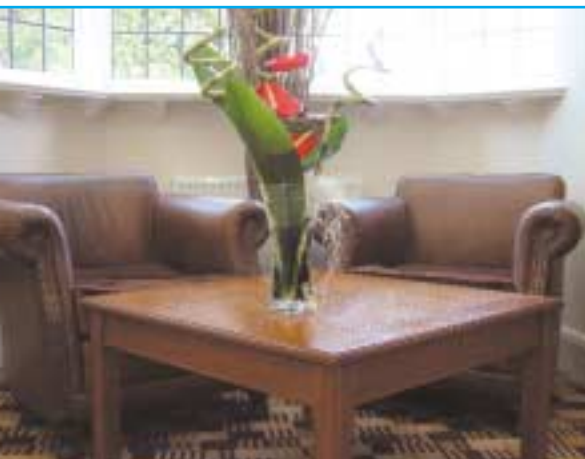
*Formal dinners,
corporate banquets
or evening
presentations – all
can be catered for
in our fabulous
restaurant*

The Orchards Restaurant is located in the hub of the building and is managed by our in-house chef and hospitality team. Together they create freshly prepared dishes using the finest ingredients and seasonal produce. Our wide ranging cuisine makes dining at Highpoint an experience to savour and we are always happy to cater for special dietary requirements.

If private dining is your preference we also offer extensive menu choices ranging from finger buffets to banquets. These can be served throughout the centre either in your own dining suite or an adjacent facility to your event. We pride ourselves on our versatility and flexibility; our aim is to delight and to ensure that your hospitality needs are met in full.

Subject to availability, we also offer the Orchards Restaurant for breakfast meetings, evening receptions and exhibition space for exclusive bookings.





STAYING OVER

*Executive
bedrooms with
en-suite
bathrooms*

We offer 28 bedrooms, each with en-suite facilities, computer points, TV and video. Several of our bedrooms have been designed with facilities for disabled guests, just ask for more details.

They are all individual in character, adopting a Shaker theme and appointed to the same high standard.

The temperature in each bedroom can be individually altered using the thermostat on the radiator. An iron, trouser press or wake-up call can be arranged with reception.

The televisions in each bedroom provide up to date information about Highpoint and its services on channel 6.





MAKING A BOOKING

*You can have
total confidence
in your choice*

Making a booking at Highpoint is easy. When you first contact us we will allocate a dedicated member of the team to take your enquiry and guide you through the booking process. You can have total confidence in your choice.

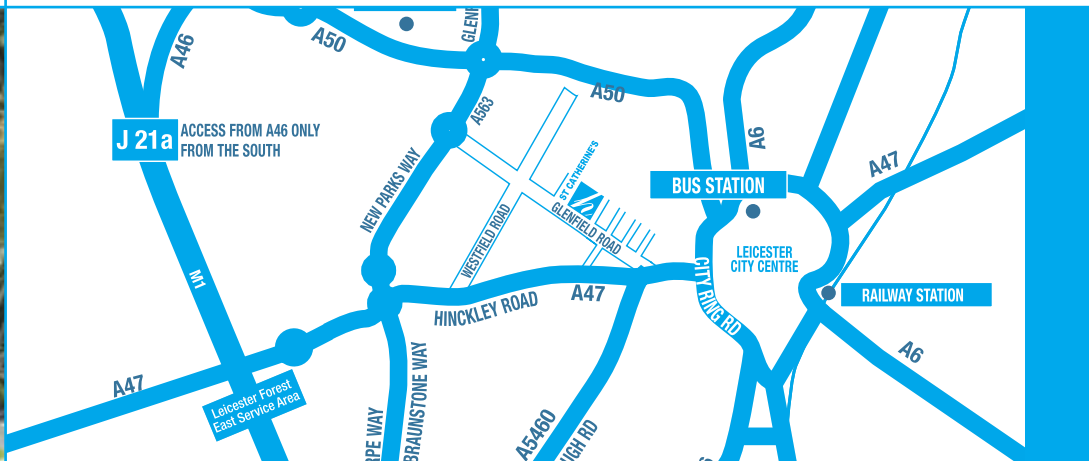
We offer the option of a personal guided tour of the centre to help you make the right room choice and hospitality arrangements.

It is our policy to work as closely as possible with all of our customers so that we fully understand their needs. Furthermore, we monitor our delivery during the event to ensure a successful outcome.

As soon as we have checked our availability for the dates that you require we generate an enquiry for you and await your confirmation. Once received, we put together a bespoke booking folder that contains your booking details and the terms and conditions attached to them. We simply ask that you take a few minutes to check that we have interpreted your requirements correctly and then return a signed copy to us.

We use all the information that you have given us to plan for your event; its success is as important to us as it is to you. We guarantee a personal attention to detail and a quality of service that will exceed all your expectations!





FINDING HIGHPOINT

*Situated just a
mile from the
heart of Leicester
and minutes from
the M1 and
M69, Highpoint
is easily accessible*

BY BUS/TAXI

Take a taxi from Leicester railway station (takes less than 10 minutes) or take the No.21 or 21a bus at stand C11 from the main bus station on Charles Street next to Haymarket shopping centre (turn right on exit from rail station to find Charles Street). The bus stop on Glenfield Road by Christ the King primary school is 100 yards from Highpoint.

FROM THE CITY CENTRE

From inner ring road proceed along A47 towards Hinckley for $\frac{1}{2}$ mile, passing A5460 (Narborough Road) on the left. Turn right at the next traffic lights (Fosse Road North) and then immediately left turning into Glenfield Road. Proceed for $\frac{1}{2}$ mile to find Highpoint on the right.

FROM THE M6/M69

Leave the M6 at junction 2 and join M69 to Leicester. Exit at junction 21 and take the outer ring road (A563) north for $1\frac{1}{2}$ miles. At the third roundabout, turn right into Glenfield Road, passing a large school (New College) on the left. Highpoint is $\frac{3}{4}$ mile down Glenfield Road on the left. Less than 10 minutes.

FROM THE M1

Leave the M1 at junction 21. Take the outer ring road (A563) north for $1\frac{1}{2}$ miles. At the third roundabout, turn right into Glenfield Road, passing a large school (New College) on the left. Highpoint is $\frac{3}{4}$ mile down Glenfield Road on the left. Less than 10 minutes.

FROM THE NORTH

From the A46 (Nottingham) or A6 (Loughborough) continue to outer ring road (A563) and then turn right. Proceed towards New Parks and turn left at the sixth roundabout, passing a large school (New College) on the left (see M1 directions).

FROM THE EAST

From the east (A47) continue to the inner ring road and then turn right, proceed over the flyover, continue past the Holiday Inn and immediately turn right onto the A47 towards Hinckley. Then follow instructions from the City Centre.

Simply ask if you would like a map to be faxed or emailed to you.

Inspiration by location



HIGHPOINT

A Unique Environment

165 Glenfield Road, Leicester LE3 6DJ

T: 0116 258 0000 F: 0116 258 0011

E: eventsales@highpoint.org.uk W: www.highpoint.org.uk