



Touchbase is set in the beautiful grade one listed Albert Dock building. The Meeting Rooms are perfectly located for access by all transport links and for car parking. The BT Convention Centre, Echo Arena, visitor attractions & the bustling city centre, which are all right on the doorstep, only a few minutes walk away. Our meeting rooms and business lounge areas all benefit from natural light. They are full of character and charm or the original features, including the open brickwork, vaulted ceilings and pillars, making using Albert Dock Touchbase a unique experience.

Meeting Room and Conference Packages

Day Delegate Rate – 8 Hours

From £27 per person

Minimum of 12 delegates

Inclusive of:

- Meeting Room Hire
- **Free WiFi** access
- **Unlimited COSTA** coffee, Tea & chilled mineral water
- Flipchart/white board & markers, LCD Projector & Screen
- Basic stationary
- Buffet lunch served in your room as you work, in our business lounge or in Dock View restaurant in adjoining Premier Inn

24- Hour Delegate Rate

From £108 per person

Minimum of 12 delegates



Inclusive of:

- All items in the Day Delegate package
- A Three Course evening meal (starter, main & dessert) and a drink in our Dock View restaurant
- Accommodation at the adjoining Albert Dock Premier Inn
- All-you-can-eat buffet breakfast- Includes Full English & Continental selections & **COSTA** coffee, tea and fruit juice selection

All Prices are inclusive of VAT

Special rates may be available for large bookings prices available on request

Prices and capacities continued...

Room Hire Only

Meeting Room Number	Per Hour	Half day (Up to 4 Hours)	Full Day (Up to 8 Hours)
1	£45	£170	£275
2	£45	£170	£275
3	£35	£110	£175
4	£40	£120	£200
1&2 Combined	£80	£240	£400

Please note: Dependant on delegate numbers prices may be subject to extra charge for Tea and Coffee.

Inclusive of:

- Meeting Room Hire
- **Unlimited COSTA** coffee, Tea & chilled mineral water
- **Free WiFi** access for meeting organiser
- Flipchart/white board, markers & basic stationary
- LCD Projector & Screen (Half day & Full Day only)

Capacities

Layout	Room 1	Room 2	Room 3	Room 4	1&2 Combined
Boardroom	16	16	8-12	16	18
Theatre	25	25	16	30	70
U Shape	14	14	10	12	16
Classroom	-	-	-	8	16
Cabaret	12	12	-	16	36

All of our meeting rooms...

- Benefit from natural light
- Are fully temperature controlled and this can be easily adjusted by the guest
- Have all the unique features of the original dock building- open brickwork, pillars and vaulted ceilings. Offering the 'wow' factor for your clients
- Have use of our two business lounge areas where you can relax with a coffee or use them as a waiting area
- Include **unlimited** freshly ground Costa coffee, tea and chilled water from our self service machines
- Are available on evenings and weekends
- Have access to a full range of dining options, whether it be a morning bacon sandwich or a 3 course sit down meal we can **tailor your experience to your needs**

Food & Beverage Refreshments at a Glance

Breakfast Options/Early Starters

Bacon or Sausage sandwiches	£2.95 per person
Croissants and muffins -Served with a selection of preserves	£2.95 per person
Continental Breakfast - A selection of cereals, Yogurts, muffins, croissants with preserves and fresh fruit salad	£5.25 per person
All you can eat buffet breakfast (Served in the hotel restaurant between 7.00am- 10.00am) - Full hot and cold Full English & Continental selection	£7.99 per person

Lunch Options

Buffet on a budget - Basic sandwich selection, nachos and fruit juice	£5.95 per person
Working Lunch Buffet (Included in Day Delegate rate) -Selection of sandwiches and wraps, nacho crisps & snack selection with assorted dips, muffins, fresh fruit salad and fruit juice selection	£7.95 per person
Hot Working Lunch Buffet 1 -Selection of 'bite size' paninis, sandwiches and wrap served with chips, onion rings, muffins, fruit salad and fruit juice selection	£8.95 per person
Hot Working Lunch Buffet 2 - Includes items from 'Hot Buffet 1' with additional buffet items including freshly made pizza slices, crispy chicken goujons, garlic breaded mushrooms, garlic and herb dough balls plus more.	£10.95 per person

Make it a Meal - Choice of 6 options on arrival, served with fruit juice selection	£8.95 per person
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Two Course Buffet - A selection of meals of your choice, served with all the trimmings, with a selection of deserts and fruit juice selection	£12.95 per person
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Jacket Potatoes -Served with a selection of toppings and salad	£5.95 per person
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Soup & Sandwich Combo -Served with a fruit juice selection	£7.50 per person
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Refreshments Breaks and little treats

Served any time in your room as you work or in our comfy business lounges

Box of chocolates	£5.95 each
- Choice of Celebrations, Heroes & Roses	
Treat Selection	£1.95 per person
- A selection of your favourite wrapped chocolates, Haribo sweets and crisps	
Croissants and muffins	£2.95 per person
-Served with a selection of preserves	
Danish Pastry Selection	£2.95 per person
Cream Tea	£2.95 per person
-Scones served with cream and a selection of preserves	
Fresh Fruit Bowl	£1.50 per person
Jug of fruit juice	£6.00 each
- Choice of Orange, Apple & Pomegranate	

Dinner Options

Served in our Dock View restaurant in the adjoining Premier Inn Hotel

Meal Deal (Included in 24hr Rate)	£22.00 per person
- Three courses from a set menu including a drink, and an all you can eat buffet breakfast the following morning	

Two Course Meal Deal	£11.99 per person
- Choice of two courses from the same set menu (Starter & Main or Main and Dessert)	

Or choose from our extensive menu and daily specials

Bar

Available on request,

We are fully licensed at Touchbase and are happy to cater to your specific needs.

We can provide a full range, from soft drinks to champagne to make your event that little bit more special. Please enquire for prices.

If you have any special requests for buffets, meals or refreshments, or even a combination of any of the options above, we will do our best to arrange this for you. We believe your experience should be tailored around you and your delegates needs.

Our chefs will be happy to help if there are any specific dietary requirements, please advise when booking.

Business Services

Photocopying (A4 Black & White)	10p per sheet
Fax	50p per sheet
Laminating (A4 only)	50p per sheet
Wifi Access – 1 Hour card	£5.00
Wifi Access – 24 Hour card	£9.00

Equipment Hire

Extra flipchart/whiteboard & Markers	£5 per day
Projector (Not included in hourly Room only rate)	£10
White Screen (Not included in hourly Room only rate)	£10

Audiovisual equipment is also available to order through our supplier, please advise on booking and we can arrange a quote

Parking

We receive a 25% discount at the ACC multistory car park. This is the Echo Arena's car park and is located on the dock, only a two-minute walk from Touchbase.

There is also a pay and display car park directly outside Touchbase, although we do not receive discounted rates.

Disabled Access

At Touchbase we have full disabled access and facilities

These include...

- Ramp access
 - A Stair lift (all meeting rooms are located on the first floor)
 - Disabled toilet facilities with alarm linked to reception
 - In the unlikely event of a fire we have a disabled refuge point, with a phone linked to reception
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'Whitbread Goes Green'

Touchbase is part of the Whitbread brand (Costa, Premier Inn). We are committed to being 'Green'.

- We encourage our delegates to reuse their Costa coffee cups
- Use the whiteboards instead of the flipcharts
- We use re-cycled paper flipchart pads
- Saving energy- we encourage our delegates to turn off the lights, air con and any other equipment when leaving the room
- We will recycle any items that we can, such as cardboard and paper



Touchbase Buffet Menus

Buffet on a budget, £5.95

Basic sandwich selection- Egg, Cheese & Tomato, and Ham
Nachos with salsa dip
Orange juice

Jacket Potatoes, £5.95

Served in a buffet style with a selection of toppings to choose from
Cheddar cheese, Heinz baked beans, Prawns and Marie Rose sauce
Salad and coleslaw
Fruit Juice Selection

Soup & Sandwich Combo, £7.95

Soup of the day served with a selection of sandwiches
Fresh fruit salad
Fruit juice selection

Working Lunch Buffet (Included in Day Delegate rate), £7.95

-Our most popular option-

Sandwiches and wraps with a varied selection of fillings with salad garnish
Nachos crisps and snack selection with a variety of dips
Chocolate mini muffins
Fresh fruit salad
Fruit juice selection

Make it a Meal, £8.95

Choice of 6 options on arrival, choose from...

- Breaded scampi & chips-
- Chicken makhani curry-
- Lasagne-
- Pizza & garden salad-
- Grilled chicken Caesar salad-
- Pork, leek and bacon sausages with mash-

Fruit juice selection

Hot Working Lunch Buffet 1, £8.95

'Bite size' paninis, sandwiches and wrap with a variety of fillings with salad garnish
Chips & Onion rings
Chocolate mini muffins
Fresh fruit salad
Fruit juice selection

Hot Working Lunch Buffet 2, £10.95

Includes items from 'Hot Buffet 1' with additional buffet items including
Freshly made pizza slices, Sticky chicken goujons, garlic breaded mushrooms,
garlic and herb dough balls. Plus more.

Two Course Buffet, £12.95 per person

A selection of meals served with all the trimmings, a selection of desserts and fruit juice selection

Premier Inn Meal Deal Menu

3 COURSES + DRINK + PREMIER BREAKFAST, £22.00

2 COURSES ONLY, £11.99



STARTERS

Garlic & herb breaded mushrooms - Great for dipping with garlic mayonnaise and BBQ sauce

Sticky chicken goujons - Battered chicken strips coated in a spiced caramel glaze. Served with a lightly dressed salad garnish

Cajun battered prawns - Served with tomato salsa and a lightly dressed rocket salad garnish

Chicken liver pâté - Smooth chicken liver and herb pâté served with slices of toasted brown bread, spiced onion marmalade and a lightly dressed salad garnish

MAINS

10oz* 21 day matured rump steak - Firm, meaty and flavoursome. Served with grilled tomatoes, garden peas, a flat mushroom and chips.

Bacon & Cheddar cheese topped chicken breast - Served with BBQ sauce, mixed salad and your choice of chips or a jacket potato

Chicken breast or 6oz* beef burger - Served in a floured bun, with salad and tomato, served with chips and coleslaw on the side

Chicken makhani curry - A medium-hot curry made with chicken breast marinated with yoghurt and spices in a tomato and cream curry sauce. Served with basmati rice, naan bread and a side of butternut squash, spinach & lentil curry

Chicken & leek crumble pie - British chicken cooked in white wine, garlic and herbs, with leeks and a double cream sauce, topped with a mature Cheddar cheese & herb savoury crumble. Served with garden peas, chips and gravy

Breaded scampi and chips - Served with your choice of mushy or garden peas and tartare sauce

Hand-battered fish and chips** - Freshly hand-battered fish, served with your choice of mushy or garden peas and tartare sauce

Wholewheat pasta with rocket pesto - Grilled vegetables, soya beans, slow roasted tomato and wholewheat pasta spirals tossed in a rocket pesto and topped with rocket and cheese shavings

Beef lasagna - Layers of pasta and minced beef in a rich tomato Bolognese sauce, topped with Cheddar and mozzarella cheeses. Served with your choice of chips, garlic bread or mixed salad

Hot-smoked salmon Nicoise - Chunky flakes of hot-smoked salmon served cold with new potatoes, hardboiled egg, green beans, rocket, cherry tomatoes and French dressing

DESSERTS

Caramel apple crumble (V) - Apple crumble smothered with sweet, sticky caramel. Served warm with your choice of custard, cream or vanilla ice cream

Baked vanilla cheesecake - Topped with vanilla ice cream and a seasonal fruit compôte

Belgian waffles (V) - Served with warm chocolate flavour fudge sauce and cream

Ice cream at its best! (V) - Made in the Chiltern Hills from a blend of milk from Jersey cows and double cream. Enjoy three scoops of either vanilla, strawberry & clotted cream or Belgian chocolate truffle. Topped with warm chocolate flavour fudge sauce or blackcurrant coulis

Lemon frangipane tart (V) - A lemon and almond infused sponge topped with toasted almonds, served warm with cream

DRINKS

Large Pepsi, Diet Pepsi or Lemonade

Pint of Carlsberg lager

Pint of Boddingtons Bitter

175ml Glass of Kendermann's-Medium in style, soft, fruity and lower in alcohol than most. 9.0%

175ml Glass of Villa D'elsa rosso-A soft, easy drinking, fruity red that's great on its own or with food. 12%

PREMIER BREAKFASTS

Start your day tomorrow with our 'Your way. As much as you like' Premier breakfast including a range of cooked and continental options.



Premier Inn Liverpool Albert Dock

Touchbase can also cater for your accommodation needs. The adjoining hotels offers 186 air-conditioned & en-suite bedrooms, boasting fabulous views of the Albert Dock and the Arena area. The bedrooms all have the original and unique features of the Albert Dock building you find in Touchbase.

This can be booked as part of your Touchbase package or individually, prices start from £58 per night (room only).

We offer a free 'Queue Jump' service where guests staying at the Premier Inn the night following on from their meeting can be checked-in in Touchbase. This means you avoid the queues in the hotel reception, making your meeting run as smoothly and as stress-free as possible. Where possible we will allocate your group as close together as we can and in our nicest rooms available, giving your delegates a truly VIP service.

Please enquire for more details or visit www.premierinn.com

Additional Options

If you would like to give your meeting an extra something we can also include some great attractions into your package. This option is especially popular with Team Build days.

The Beatles Story

£10 per person

Located literally next door to Touchbase. Tickets are £12.95 on the door, but we are pleased to offer a special discounted rate to our delegates saving you £2.95 per person.

Visit www.beatlesstory.com for details of the attraction.

Liverpool Football Club Stadium Tours

£14 per person

Anfield Stadium, home of Liverpool FC is located only a 15 minute drive from Touchbase, and is a popular attraction with our guests. The stadium tour also includes entrance to the museum.

Visit www.liverpoolfc.tv/history/tour-and-museum for details of the attraction.

Premier Inn Business Account



Would you like to receive a **10% discount** on your first/next meeting here at Albert Dock Touchbase?

We are proud to offer a method of booking and managing your hotel and meeting room needs so much simpler. The account is **completely free to set up**. To make the most of this great deal simply apply online www.premierinn.com/businessaccount and enter in the '**Hotel/restaurant'** **box 44521655** on 'step1' of the application to claim your discounted rate.

Our Premier Inn Business Account cards can be used in ALL Premier Inns, Touchbases, Premier Inn Meeting Rooms, and adjacent restaurants.

Key Features & Benefits

- ❑ **6 weeks FREE credit** and completely free of charge to set up. There is no minimum monthly spend, simply use it as and when you need
- ❑ **Accepted at ALL Premier Inn sites**, adjacent restaurants and meeting room facilities
- ❑ **Complete control** of spending. You can restrict credit limits on individual cards, pre authorise dinner, breakfast & drinks allowance (option to exclude alcohol), parking, and even newspapers
- ❑ **No more faxes**, bookers can securely pre-authorise payments online or over the phone. Please note cards have to be registered first
- ❑ **Receive monthly invoices** straight to your email address detailing the Guests Name, Transaction Location, Purchase Order, and Customers Own Reference and a complete VAT breakdown
- ❑ **24/7 Online access** to your account–
 - Initial applications & credit check within 10 minutes
 - Cancel or order new/additional cards
 - Manage credit limits for individual employees
 - View up to 12 months of invoices, statements and latest transactions
- ❑ **Dedicated Business Account Support Team** to support you with all Business Account queries: Call 0871 527 8178

For further information & to apply...

Call **0871 5278622** or visit www.premierinn.com/businessaccount and enter **44521655** in the '**Hotel/restaurant'** **box** on 'step1' of the application to claim your 10% discount at Albert Dock Touchbase.
