



LSHBC VENUE INFORMATION

ADDRESS

- Please ensure your visitors have been informed of the full postal address as follows:
Lymm Sanctuary Hub & Business Centre, Lymm Library Annexe, Davies Way, Lymm. WA13 0QW.
- The event room is on the ground floor within the annexe to the right from the main entrance.
- If using other meeting rooms or office space, please liaise with the centre reception upstairs.

PARKING

- To park beside the building in Davies Way pay and display car park, you will need change or there is a parking app. First hour free. You must get a ticket even if just parking for 1 free hour.
- There is also road parking nearby on Brookfield or Whitbarrow Roads.
- Please do not park in front of the Library itself as these spaces are reserved for Library staff.

DIRECTIONS

- If coming into Lymm via the A56, follow the signs to the centre of Lymm then head to the Davies Way Car Park next to the Library. Postcode WA13 0QW. Google Lymm Business Centre.



ROOM/SITE INFORMATION

Information you require about the room and its facilities, inclusive of WiFi access and screen connections, is displayed on the noticeboard in the room. Please only use supplies and equipment as booked, inclusive of catering items which must be pre-arranged. On first use of our facilities, staff will provide a brief induction. We ask that you adhere to your arrival and departure times so that the room can be prepared for others. Staff are upstairs at most times. If staff are absent from the offices upstairs, contact numbers are displayed on the noticeboard and we kindly request that you do not trouble the library staff who are separate from the hub and centre services.

CONTACT INFORMATION

- The person on duty for your booking will open/close 15 minutes before and after your booking. Time extensions are subject to availability and will be invoiced accordingly.
- Emergency contacts are as follows:
Centre Office Manager – admin@lymmbusinesscentre.co.uk 01925 737950
Committee: Simon Fawcett 07747 011085, Richard 07976 352914
- Social Media contact information: Facebook: <https://www.facebook.com/LymmBusinessCentre/>
LinkedIn Company page: <https://www.linkedin.com/company/40676351>