

## Conference Room Charges (from 1<sup>st</sup> January 2011)

### Room Only Rates:

	<b>Daytime Rates</b> <i>(9am till 5pm)</i>	<b>Evening Rates</b> <i>(6.30pm till 10.30pm)</i>
Up to 20 People	£150.00	£95.00
Up to 40 People	£210.00	£140.00
Up to 60 People	£265.00	£175.00
Up to 80 People	£375.00	£245.00

If a meeting room is required outside the meeting times (9am – 5pm), either to be used as an extended meeting or for equipment to be stored – a 24 hour hire charge will be implemented which is £50 to the additional day rate.

The above rates include conference layouts up to 5 display tables (dimensions 6' x 2'6"), plus a speakers table & chair, flipchart & pens.

\*additional tables will be charged @ £25 per table (covered with Burgundy tablecloths)

### Syndicate Room:

*Available 9.30am until 4.30pm* £85.00

Using our Tower Suite – Maximum 6 people

\*combined Day Meeting and Evening Accommodation £120.00

### OTHER ADDITIONAL CHARGES:

Stationary Pack £3.50 per head  
*(includes blotter, A4 lined paper & pens)*

### Refreshments

Iced Water £1.60 per jug  
Iced Cordial £3.75 per jug  
Bacon Sandwich in Bap *(with or without tomatoes)* £2.95 per head (served up to 10.30am)  
Finger Buffet £7.95 per head

*(served in the meeting room / ask for details)*

2 Course Hot & Cold Buffet £8.95 per head

*(Soup plus Hot & Cold Buffet served in the Restaurant)*

Fresh Orange £5.50 per litre jug  
Large Bottle Mineral Water £2.50 per bottle  
Tea/Coffee Station & Biscuits £2.35 per head (served both am & pm)  
Tea/Coffee Station £1.95 per head (served both am & pm)  
Desserts £3.75 per head

### Equipment Hire

Additional Flipcharts with Pens £12.00 each  
OHP & Screen £40.00  
Screen Only £12.00  
LCD Projector & Screen £135.00  
42" LCD Television & Video £60.00  
A4 Photocopies 15p per sheet

### ONSITE FREE CAR PARKING

Outside catering is not permitted

Cancellation policy – if a meeting is cancelled with less than 14 days notice then this may incur a cancellation fee of 75% of the Room Rate – unless resold

For Workshop Bookings & Sub Letting of Tables/Areas – you must inform Reception at the time of booking owing to Employers & Public Liability Insurance

We would be pleased to quote you for any special requirements you may need