

Conference Room Charges (from 1st April 2009)

Room Only Rates:

	Daytime Rates <i>(9am till 5pm)</i>	Evening Rates <i>(6.30pm till 10.30pm)</i>
Up to 20 People	£140.00	£90.00
Up to 40 People	£195.00	£130.00
Up to 60 People	£250.00	£165.00
Up to 80 People	£350.00	£230.00

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 £45 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 £80.00

Using our Tower Suite – Maximum 6 people

*combined Day Meeting and Evening Accommodation £110.00

OTHER ADDITIONAL CHARGES:

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

Refreshments

Iced Water £1.50 per jug
Iced Cordial £3.50 per jug
Bacon Sandwich in Bap *(with or without tomatoes)* £2.65 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 £5.00 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 £2.95 per head

Equipment Hire

Additional Flipcharts with Pens £10.00 each
OHP & Screen £35.00
Screen Only £10.00
LCD Projector & Screen £125.00
42" LCD Television & Video £50.00
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