

## Conference Room Charges (from 1st January 2011)

### DAILY DELEGATE RATES:

(Room available 9am till 5pm\*)

£24.50 per person

(Minimum 15 people)

\*Extra time required outside these hours may be subject to an additional charge

### PRICE INCLUDES:

Tea / Coffee & Biscuits (at morning break)  
Two Course Lunch (served in the restaurant) -

Soup & Hot and Cod Buffet  
Mineral Water included

Tea / Coffee (at afternoon break)  
Iced Water & Cordials (served morning & afternoon)  
Flipchart & Pens  
Stationary Pack (blotter pad / lined A4 paper / pens)

### OTHER ADDITIONAL CHARGES:

#### 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

#### Refreshments

Large Bottle Mineral Water	£2.50 per bottle
Bacon Sandwich in Bap (served with or without tomatoes)	£2.95 per head (served until 10.30am)
Desserts	£3.75 per head

### 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**