

Conference Room Charges (from 1st April 2009)

DAILY DELEGATE RATES:

£24.50 per person
(Room available 9am till 5pm*) (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	£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

Refreshments

Large Bottle Mineral Water	£2.50 per bottle
Bacon Sandwich in Bap (served with or without tomatoes)	£2.65 per head (served until 10.30am)
Desserts	£2.95 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