

The Cornmill Lodge Hotel & Restaurant

Pudsey Road, Leeds, LS13 4JA. Tel: 01132 579059. Fax: 01132 576665

CONFERENCE CHARGES

ROOM ONLY RATES are as follows:-

	<u>Daytime Rates -</u> Available 9am till 5pm	<u>Evening Rates -</u> 6.30pm till 10.30pm
UP TO 20 PEOPLE	£150.00	£95
UP TO 40 PEOPLE	£210.00	£140
UP TO 60 PEOPLE	£265.00	£175
UP TO 80 PEOPLE	£375.00	£245

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

The above rates include conference layouts up to 5 display tables

(dimensions 6' x 2'6") Plus a speakers table & chair plus a flipchart & pens

*Additional tables will be charged @ £25 per table which are covered with burgundy tablecloths.

SYNDICATE ROOM Charge £85.00

Available 9.30am till 4.30pm

(Using our Tower suite-Max 6 people) *Combined Day Meeting and evening accommodation £120

OTHER ADDITIONAL CHARGES:-

STATIONERY PACK £3.75 per head

(Includes blotter, A4 lined paper & pens)

REFRESHMENTS -

JUGS OF ICED WATER

FREE OF CHARGE

ICED CORDIAL

£3.75 per litre jug

DANISH PASTRIES

£1.95 each

BACON SANDWICH IN BAP

£3.25 per head (served up to 10.30am)

(Served with & without tomatoes)

LIGHT FINGER BUFFET

£7.95 per head (ask for details)

FRESH ORANGE JUICE

£5.50 per litre jug

LARGE BOTTLE MINERAL WATER

£2.50 per bottle

TEA/COFFEE STATION & BISCUITS

£2.35 per head (served am or pm or both)

TEA/COFFEE STATION

£1.95 per head (served am or pm or both)

DESSERTS

£2.95 per head

EQUIPMENT HIRE -

OHP & SCREEN

£40.00

SCREEN ONLY

£12.00

LCD PROJECTOR & SCREEN

£45.00

42" LCD TELEVISION & VIDEO

£35.00

A4 Photocopies

15p per sheet

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ON-SITE 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 re-sold

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

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