

# The Cornmill Lodge Hotel & Restaurant

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

## CONFERENCE CHARGES 2017

### ROOM ONLY RATES are as follows:-

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

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

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### **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)

2 COURSE BUFFET £8.95 per head (ask for details)

LIGHT FINGER BUFFET £6.95 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**