

# 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
<b>UP TO 20 PEOPLE</b>	<b>£185.00</b>	<b>£115.00</b>
<b>UP TO 40 PEOPLE</b>	<b>£265.00</b>	<b>£170.00</b>
<b>UP TO 60 PEOPLE</b>	<b>£310.00</b>	<b>£205.00</b>
<b>UP TO 80 PEOPLE</b>	<b>£450.00</b>	<b>£295.00</b>

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 £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 £105.00**

**Available 9.30am till 4.30pm**

(Using our Tower suite-Max 6 people) \*Combined Day Meeting and evening accommodation £139

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### **OTHER ADDITIONAL CHARGES:-**

STATIONERY PACK    £4.50 per head  
(Includes blotter, A4 lined paper & pens)

#### **REFRESHMENTS -**

JUGS OF ICED WATER	FREE OF CHARGE
ICED CORDIAL	£4.50 per litre jug
DANISH PASTRIES	£2.35 each
BACON SANDWICH IN BAP (Served with & without tomatoes)	£3.95 per head (served up to 10.30am)
LIGHT FINGER BUFFET	£9.75 per head (ask for details)
FRESH ORANGE JUICE	£8.00 per litre jug
LARGE BOTTLE MINERAL WATER	£3.00 per bottle
TEA/COFFEE STATION & BISCUITS	£2.85 per head (served am or pm or both)
TEA/COFFEE STATION	£2.40 per head (served am or pm or both)
DESSERTS	£4.50 per head

#### **EQUIPMENT HIRE -**

SCREEN ONLY	£16.00
LED PROJECTOR & SCREEN	£55.00
42" LCD TELEVISION	£42.00
A4 Photocopies	18p per sheet

#### **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.**

