

Meeting & Conferences

Day meeting packages

Day Meeting Package – Main meeting room, coffee/tea confectionery on arrival, morning coffee/tea & confectionery, conference lunch, afternoon coffee/tea & confectionery, table refreshments, delegate stationery, flipchart and marker pens, 6'x6' screen, service and VAT. Minimum of 10 delegates required.

Tuesday – Thursday	£38.00 per person
Saver days:	
Monday & Friday	£34.00 per person
Saturday & Sunday	£28.00 per person

24 Delegate Package – All elements of the daily delegate package PLUS: 3 course restaurant dinner, accommodation, full English breakfast and full use of the leisure facilities

Tuesday – Thursday £132.00 single room/£100.00 per delegate sharing twin/double room
Saver days: Monday, Friday, Saturday and Sunday £119.00 single room/£80.00 per delegate sharing twin/double room

Room hire charges from:

	Full Day	Evening (from 6pm)	Exhibition
Cheviot Suite	£2000.00	£1000.00	£2500.00
Ridley Suite	£800.00	£400.00	£1500.00
Commonwealth	£500.00	£250.00	£700.00
Armstrong/Stephenson/Vickers	£300.00	£200.00	N/A
Hunter	£240.00	£150.00	N/A
Swan/Parsons	£180.00	£100.00	N/A
Grainger/Dobson	£150.00	£90.00	N/A

Room Hire rates are subject to availability

Personalised Conference Packages – Our standard conference rate meets the needs of many customers. However, this is not always the case – some events are quite simply, too individual and need a personalised package. If you discover yourself in this situation you will find we have the imagination. Flexibility and understanding to provide precisely you want.

Additional Conference Equipment

We always include in our delegate packages 6'x6' screen and one flipchart.

Should you require additional pieces of equipment the following rates apply:

Daily Charges (Inclusive of VAT)

LCD data projector	£49.00	Laptop	£115.00
Flipchart & easel	£15.00	Free standing lectern	£50.00
P A system	£115.00	Hand held microphone	£40.00
Lapel radio microphone	£40.00	6'x6' screen	£35.00

Individual Refreshments Costs:

Lunch (if not on delegate package)	£15.00
2 course restaurant lunch	£15.00
Coffee, tea & biscuits	£ 3.50
Coffee, tea & chocolate chip cookies	£ 4.50
Coffee, tea & Danish pastries	£ 4.50
Coffee, tea & fresh fruit salad lime dressing	£ 4.50
Coffee, tea & selection of muffins	£ 4.50
Coffee, tea & bacon roll	£ 6.00
Sandwiches, chips & fruit	£11.95
Sandwiches & soup	£10.95
Jug of fresh orange juice (per litre)	£ 6.95