

Meeting & Conferences

Day meeting packages

Day Meeting Package – Main meeting room, coffee/tea & Danish Pastries 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.

(*see options on attached sheets)

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 meet 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)	£12.00
2 course restaurant lunch	£12.00
Coffee, tea & biscuits	£ 2.50
Coffee, tea & chocolate chip cookies	£ 3.00
Coffee, tea & Danish pastries	£ 3.95
Coffee, tea & fresh fruit salad lime dressing	£ 3.95
Coffee, tea & selection of muffins	£ 3.95
Coffee, tea & cereal bars / Jaffa cakes	£ 3.95
Coffee, tea & warm Belgian waffles	£ 4.95
Coffee, tea & mixed ice cream cornet racks	£ 4.95
Coffee, tea & bacon roll	£ 5.00
Selection of sandwiches, crisps and nuts	£ 4.95
Sandwiches, chips, fruit, coffee & tea	£ 7.95
Sandwiches, soup, coffee & tea	£7.95
Jug of fresh orange juice (per litre)	£ 6.95

Refreshment menu - Included in the day delegate rate
 Chef's choice on the day or guest to choose prior
 to the day from the options below:

Mid Morning Break, please choose 1 option:-

Freshly baked Danish pastries
 Fresh fruit salad lime dressing
 Selection of muffins
 Cereal bars / Jaffa cakes
 Warm Belgian waffles with chocolate

Afternoon Break, please choose 1 option:-

Mixed Ice cream cornet racks
 Selection of muffins
 Chocolate chip cookies
 Fresh fruit salad
 Fruit smoothies

menu

Lunch menu - Included in the day delegate rate or £12.00 per person
Menu's are on a rolling basis each day. Sample menu below:

Sandwiches;

Bruschetta of country pate with apricot and ginger chutney
Tuna mayonnaise & cucumber tortilla
A selection of traditional sandwiches

Salads;

Cous cous with feta cheese and peppers
Mixed leaf salad with balsamic vinaigrette

Soup;

Chefs homemade soup

Hot dishes;

Chicken and chorizo sausage skewer
Leek and potato gratin topped with a cheddar crust

Dessert Option;

Chocolate brownie with Chantilly cream
Freshly prepared melon selection, pineapple and grapes

Orange juice and mineral water

*Some of our dishes may contain nuts or nut traces, diary products, yeast, maize, eggs and other standard additives. Please ask if you require details of any ingredients used. If you have a food allergy, please notify your server **before you order** so that we can arrange with our chefs for a substitute alternative.*