

CONFERENCE SPECIFICATIONS

	Conservatory (A/C) Minimum 26	Lilli Minimum 12	Churchill Minimum 10	Victoria or Albert Minimum 6	Baddow Bar Minimum 8
Daily Charge (9.00am to 5.00pm)	£330	£220	£200	£100	£150
Evening Charge (from 6.00pm)	£280	£170	£150	£75	£100
Floor	Ground	Ground	Ground	Ground	Ground
Length	11.70m	9.40m	8.00m	5.40-5.65m	6.10m
Width	7.30m	5.45m	5.20m	5.00m	5.30m
Room Capacity (Maximum)					
Theatre	100	50	45	25	30
Boardroom	40	26	20	10	16
'U' Shape	34	24	18	9	16
Formal Dinner	80	N/A	N/A	N/A	16
Classroom/Lecture	40	30	21	15	21
Cabaret	42	22	20	16	8
Finger Buffet/Cocktails	120	N/A	55	N/A	45

With the Conservatory Suite the Bar area can be added for an extra £100

Victoria & Albert can be joined together to create one large room, daily charge £200

If neither lunch nor dinner is taken with your meeting the Room Hire charge will increase by 50%

DELEGATE RATES

We are happy to construct packages for your specific requirements on request.

Our Delegate Rates all include:

Coffee and Biscuits on Arrival
 Mid Morning Coffee and Biscuits
 Choice of Lunch
 Afternoon Coffee & Cake
 Conference Room Hire *(VAT Exempt)*
 Flipchart, Pad and Pens
 Service Charge
 Vat at the current rate

Choose a Working Lunch £39
 (Menu C overleaf)

Choose a Buffet Lunch £45
 (Menu A or B overleaf)

Add a 3 course dinner (from an abridged restaurant menu), **single occupancy executive accommodation & breakfast**
£120

Additional servings of Tea & Coffee will be charged at £2.25 per person, per serving.

For conferences that require overnight accommodation and do not use the add on for our delegate rate we are happy to offer a preferential rate, inclusive of breakfast.

ALL other food & beverage items will have a 10% Service Charge added to the final bill.

All conference rooms are laid to your pre-advised requirements and include cordials, jugs of water, mints, paper and pencils. Delegate rates apply for whole parties only, with a minimum number of 6 delegates in a room appropriate for numbers booked, if a larger room is requested then both the delegate rate and room hire charge above will apply.

The Management reserves the right to allocate rooms according to circumstance and number of delegates.

Final number of delegates must be given five days prior to the conference; should numbers reduce this is the number that will be charged for.



CONFERENCE MENUS

Please note that the pricing of these menus is only applicable in conjunction with conference business.

Menu A Finger Buffet

Assorted Tortilla Wraps
Tomato & Mozzarella Risotto Balls
Spinach & Ricotta Plaits
Breaded Goujons of Chicken
Greek Meatballs & Mint Yoghurt
Vegetable Pizza, Smoked Salmon Crostini
Baby Jacket Potatoes

Fruit Platter with Dipping Sauces
Coffee & Tea

£18.00

Menu B Hot & Cold Buffet

Freshly prepared, to include:
Hot Meat or Fish & Vegetarian Dishes
Complemented by Seasonal Salads and
Side Dishes

Homemade Dessert
Coffee and Tea

£18.00

Menu C Working Lunch

Two Rounds of Assorted
Sandwiches with
Crisps and Nuts

Bowl of Fruit
Coffee and Tea

£12.00

ADDITIONAL CATERING

All items must be pre-ordered, if additional coffee is taken an additional charge of £2.25 per person will be made

Continental Breakfast

Available between
7.00am & 10.00am

Orange or Grapefruit juice
Basket of Croissants & Pastries
Fresh Fruit Platter

£6.00

Brunch

Available between
9.00am & 11.00am

Orange or Grapefruit juice
Sausage, Bacon or Egg Roll

£6.00

Afternoon Tea

Available between
2.00pm & 5.00pm

Selection of Pastries &
Scones with Cream & Jam

£6.00

*A set meal may also be chosen from our Restaurant or Party Menus prior to the conference date.
For conferences of more than one day the menu content will change daily to provide variety & interest.*

EQUIPMENT HIRE

Projector Screen £10 per day
Flip Chart & Pad £10 per day
LCD Projector and Screen £50 per day



Photocopies – Paper 25p per page
Incoming Facsimile 25p per page
Outgoing Facsimile - UK £1.25 per page
Outgoing Facsimile - Europe £1.75 per page
Outgoing Facsimile - Elsewhere £2.00 per page

Telephone usage will be charged at four times the standard B.T Tariff.

All prices are subject to availability, should we need to hire items in, an additional charge may be made.
We do not allow media of any type to be introduced to our computer systems and cannot, therefore, print from disk
The Management will be happy to provide a quote on request for any other visual aids or computers that would facilitate your conference.

All of our prices include VAT at the current rate, except for Conference Room Hire charges exempt from VAT

All food & drink prices are subject to a 10% Service Charge.

Prices are valid until 31st December 2012 but are subject to change without notice.

We do request all bills are settled at the time of departure unless an account is held with the Heritage Leisure Group.

This information is to be read in conjunction with our Terms & Conditions.