



**CONFERENCE ROOM SPECIFICATIONS**

|  | Conservatory   | Lilli          | Churchill      | Victoria or Albert | Baddow Bar     |
|--|----------------|----------------|----------------|--------------------|----------------|
| <b>Minimum numbers</b><br>For Delegate Packages                    | Minimum 26     | Minimum 12     | Minimum 10     | Minimum 6          | Minimum 8      |
| <b>Daily Charge</b><br>(9.00am – 5.00pm)                           | <b>£450.00</b> | <b>£350.00</b> | <b>£300.00</b> | <b>£150.00</b>     | <b>£200.00</b> |
| <b>Half Day Charge</b><br>(8.00am – 12.00pm or<br>1.00pm – 5.00pm) | <b>£375.00</b> | <b>£250.00</b> | <b>£200.00</b> | <b>£100.00</b>     | <b>£150.00</b> |
| <b>Evening Charge</b><br>(from – 6.00pm)                           | <b>£350.00</b> | <b>£200.00</b> | <b>£150.00</b> | <b>£100.00</b>     | <b>£125.00</b> |
| Air conditioned  | Yes            | No             | No             | No                 | No             |
| Length   | 11.70m         | 9.40m          | 8.00m          | 5.40-5.65m         | 6.10m          |
| Width  | 7.30m          | 5.45m          | 5.20m          | 5.00m              | 5.30m          |
| <b>Room Capacity</b>   |                |                |                |                    |                |
| Theatre  | 100            | 50             | 40             | 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  | 40             | 30             | 21             | 15                 | 21             |
| Cabaret  | 42             | 22             | 20             | 16                 | 8              |
| Finger Buffets   | 120            | N/A            | N/A            | N/A                | 45             |

Victoria & Albert can be joined together to create one large room at a daily charge of £300  
We reserve the right, at certain times, to decline to offer availability to events where no meal is pre-booked

**DELEGATE RATES**

**Delegate rates may include the following**

- Coffee & Biscuits OR
- Coffee & Bacon Roll or Danish pastries on Arrival\*
- Mid-Morning Coffee & Biscuits
- Choice of Lunch
- Afternoon Tea & Biscuits
- Afternoon Tea & homemade Cake\*
- Conference Room Hire (VAT Exempt)
- Flipchart, Pad & Pens
- Still and Sparkling Water
- VAT (where applicable)

**Day Delegate rates**

- £35.00 per person** – Including Menu 1
- £38.00 per person** – Including Menu 2
- £41.00 per person** – Including Menu 3
- \* These items are NOT included in Standard Delegate rates

**Premium Day Delegate rates**

- £41.00 per person** – Including Menu 1
- £44.00 per person** – Including Menu 2
- £47.00 per person** – Including Menu 3
- \* These items are ONLY included in Premium Delegate rates

**Overnight Delegate add-on package**

- Includes 3 Course Dinner with Coffee  
(from an abridged menu)
- Single occupancy executive bedroom
- Full English Breakfast

**£143.50 per person**

Additional servings of tea and coffee are charged at £2.75 per person.

For conferences that require overnight accommodation and do not use the 24hr Delegate Rate we are happy to offer a Bed & Breakfast rate of £105.00 for single occupancy of an Executive room.

To be read in conjunction with our Terms & Conditions.

All of our prices include VAT at the current rate, except for Conference Room Hire charges which are exempt from VAT  
Prices valid until 31<sup>st</sup> December 2018, but subject to change without notice.

## CONFERENCE MENUS

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

### **Menu 1 Working Sandwich Lunch**

Sandwich Platter  
(2 Rounds per person)

Crisps, Nuts and Pretzels

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Bowl of Fruit

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**£13.00**

### **Menu 2 Finger Buffet Lunch**

Sandwich Platter  
Sweet Potato Wedges with Sour Cream  
Greek Meatballs with Tzatziki  
Mini Prawn Cocktail  
Olive & Mozzarella Bruschetta  
Breaded Chicken Goujons  
Mixed Savoury Puff Pastries

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**£16.50**

### **Menu 3 Hot & Cold Buffet Lunch**

Freshly prepared to include;  
Hot Meat or Fish and Vegetarian  
Dishes  
Complimented by Seasonal Salads  
and Side Dishes  
Bread Rolls

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Chef's Dessert

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**£19.50**

*For conferences of more than one day the menu content will change daily to provide variety & interest  
Lunch is served with complimentary sparkling and still water*

## ADDITIONAL CATERING OPTIONS – PER PERSON

|                                   |              |   |              |
|-----------------------------------|--------------|---|--------------|
| Bacon Roll served on Arrival      | <b>£4.50</b> | Fruit Bowl in the Conference Room       | <b>£3.50</b> |
| Sausage Roll served on Arrival    | <b>£4.50</b> | Homemade Cake served with Afternoon Tea | <b>£3.50</b> |
| Danish Pastries served on Arrival | <b>£3.50</b> | Chef's Dessert added to Lunch Menu      | <b>£3.50</b> |

Additional servings of Tea and Coffee are charged at **£2.75** per person

All Conference menus and extras on this page are quoted fully inclusive of VAT

## EQUIPMENT HIRE

All Conference Rooms are equipped with WiFi internet access **at no additional charge** and are laid to your pre-advised requirements and include bottled still and sparkling water, cordials, mints, paper and pencils.

|                        |                       |   |                       |
|------------------------|-----------------------|---|-----------------------|
| Projector Screen       | <b>£10.00 per day</b> | LCD High-res Projector & Screen   | <b>£50.00 per day</b> |
| Flip Chart & Pad       | <b>£10.00 per day</b> | <i>(In house equipment only, if we have to hire in from external suppliers the full cost will be charged)</i> |                       |
| Photocopies & Printing | <b>£0.25 per page</b> |   |                       |

All prices quoted are for In house equipment only, if we have to hire in from external suppliers the full cost will be charged.  
We will be happy to provide a quote on request for any other A/V equipment.

Telephone usage will be charges at four times the standard BT 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 therefore cannot print from Disc / USB

Delegate rates apply for whole parties only, with a minimum of **6** delegates in a room appropriate for numbers booked:  
if a larger room is requested then both the delegate rate and the Room Hire Charges overleaf will apply.  
The management reserves the right to allocate rooms according to circumstance and number of delegates.

When a conference room has been laid in accordance with the requirements confirmed prior to the event, and we are requested on the day to relay it in a different style, we reserve the right to levy an additional charge.

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

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