

Meeting & Conferences

Day meeting packages

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

Tuesday – Thursday	£50.00 per person
Monday & Friday	£45.00 per person
Saturday & Sunday	£30.00 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

Monday – Thursday £160.00 single room/£120.00 per delegate sharing twin/double room
Friday – Sunday £135.00 single room/£115.00 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
Armstrong/Stephenson/Vickers	£300.00	£200.00	N/A
Hunter	£240.00	£150.00	N/A
Swan/Parsons	£180.00	£125.00	N/A
Grainger/Dobson	£150.00	£100.00	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 for the main room an LCD projector, 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	Handheld microphone	£45.00
Flipchart & easel	£15.00	Laptop	£115.00
2 speaker P A system	£195.00	6'x6' screen	£35.00
4 speaker P A system	£275.00	Free standing lectern	£85.00
Lapel radio microphone	£45.00		

Individual Refreshments Costs:

2 course restaurant lunch main course and dessert	£17.50
Conference working lunch	£17.50
Coffee, tea & biscuits	£ 3.95
Coffee, tea & chocolate chip cookies	£ 5.50
Coffee, tea & Danish pastries	£ 5.50
Coffee, tea & muffins	£ 5.50
Coffee, tea & bacon roll	£ 6.50
Sandwiches, chips & fruit	£11.95
Sandwiches & soup	£10.95
Jug of fresh orange juice (per litre)	£ 7.95