



Conference Rates

Delegate Packages

Rates are per person. Minimum numbers of delegates may be required.

Day Delegate Rate **£32.00**

- Morning tea and coffee with pastries or cakes
- Two course hot and cold buffet lunch
- Afternoon tea and coffee with biscuits
- Iced water, mineral water, cordials and sweets
- Delegate stationary, flip chart and marker pens
- Overhead projector and screen
- Room hire of main conference room

24 hour Delegate Rate **£110.00**

- Day delegate rate package contents
- Three course dinner with a minimum choice of three dishes per course and coffee
- Overnight accommodation
- Full English breakfast

Our Conference Pledge

- All telephone and email enquiries will be responded to within two office hours
- Brochure and information requests will be mailed within 24 hours
- You will be greeted on arrival by a member of our management team to confirm room layout, equipment and timing requirements
- All meal and refreshment breaks will be served promptly and regularly in accordance with your agreed timings
- Iced water, mineral water, cordials and sweets will be refreshed during meal breaks
- Clear and accurate invoicing – no hidden extras!
- You will receive a follow-up call after the event

Room Hire

Part day and evening room hire rates available on request

Ballroom		£450.00
Clock lounge	7am – 5pm	£250.00
	5pm – midnight	£250.00
Restaurant		£500.00
Panelled suite		£200.00

Equipment Hire & Services

On-site equipment is charged at the daily rate shown. Additional equipment can be hired in where rates will be quoted on request.

Television monitor and VCR	£60.00
Overhead projector and screen	£35.00
Screen only	£15.00
Flipchart stand, paper and pens	£15.00
Additional flipchart paper pads	£10.00
Photocopies	£0.25
Fan transmission (UK per sheet)	£1.00
Fax transmission (Overseas per sheet)	£2.00

Refreshments

Tea and coffee with biscuits	£2.00
Tea and coffee with pastries or cakes	£3.00
Two course conference lunch with coffee	£13.50

All rates quoted include VAT at 17.5% and service.

Rates are applicable from 1st January 2005 and may be subject to change.