



CONFERENCE ROOM SPECIFICATIONS

	Conservatory	Lilli	Churchill	Victoria or Albert	Baddow Bar
Minimum numbers For Delegate Packages	Minimum 26	Minimum 12	Minimum 10	Minimum 6	Minimum 8
Daily Charge (9.00am – 5.00pm)	£450.00	£350.00	£300.00	£150.00	£200.00
Half Day Charge (8.00am – 12.00pm or 1.00pm – 5.00pm)	£375.00	£250.00	£200.00	£100.00	£150.00
Evening Charge (from – 6.00pm)	£350.00	£200.00	£150.00	£100.00	£125.00
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
Room Capacity					
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 31st 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	Menu 2	Menu 3
Working Sandwich Lunch	Finger Buffet Lunch	Hot & Cold Buffet Lunch
Sandwich Platter (2 Rounds per person)	Sandwich Platter	Freshly prepared to include; Hot Meat or Fish and Vegetarian Dishes
Crisps, Nuts and Pretzels	Sweet Potato Wedges with Sour Cream Greek Meatballs with Tzatziki Mini Prawn Cocktail	Complimented by Seasonal Salads and Side Dishes Bread Rolls
*** Bowl of Fruit ***	Olive & Mozzarella Bruschetta Breaded Chicken Goujons Mixed Savoury Puff Pastries ***	*** Chef's Dessert ***
£13.00	£16.50	£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	£4.50	Fruit Bowl in the Conference Room	£3.50
Sausage Roll served on Arrival	£4.50	Homemade Cake served with Afternoon Tea	£3.50
Danish Pastries served on Arrival	£3.50	Chef's Dessert added to Lunch Menu	£3.50

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

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.

