

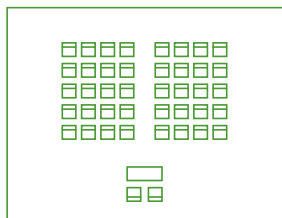
# CONFERENCE CENTRE

Information booklet





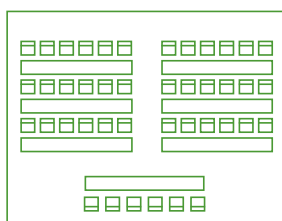
# CONFERENCE ROOM LAYOUT



## THEATRE STYLE

Rows of chairs (no tables) arranged with all participants facing towards the front of the room. This setup generally has a centre aisle for ease of delegates. Top table is present, set with pen, pad, coaster and glass.

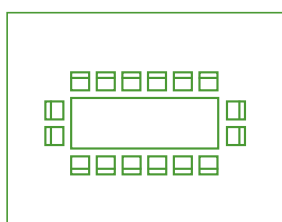
**Maximum capacity 48**



## CLASSROOM STYLE

Rows of tables arranged with all participants facing towards the front of the room. Top table is present. All places are set with pen, pad, coaster and glass.

**Maximum capacity 20**



## BOARDROOM STYLE

Multiple rectangular tables arranged together in the centre of the room to create a single large table space. Corners are used to complete the set-up. All places are set with pen, pad, coaster and glass.

**Maximum capacity 18**

## U-SHAPE / HORSESHOE STYLE

Multiple rectangular tables arranged in a large U with open space in the middle. Participants are seated around the outside facing towards the centre of the U. All places are set with pen, pad, coaster and glass.

**Maximum capacity 18**

| 1-3 Hours | Half Day | Full Day |
|-----------|----------|----------|
| £75       | £125     | £200     |

**Please Note:** If there are any other layouts or catering options that you would like to know about, please ask us as we will always try to accommodate our clients. Our conference room, the Lincoln Suite, is approx.. 50sqm.

# CONFERENCE RATES

**DAY DELEGATES** Based on a minimum of 10 delegates.

**From £27.50 per delegate.**

## DAY DELEGATES RATES

- Tea, coffee and biscuits on arrival
- Tea, coffee and biscuits mid morning
- Finger buffet- 4 items
- Tea, coffee and biscuits late afternoon
- Projector
- Flip Chart
- Wifi
- Water
- Conference stationary

## 24 HOUR DAY DELEGATE RATE

From £100 per delegate, subject to date and availability.  
Based on a minimum of 10 delegates

## 24HR DELEGATE RATE INCLUDES

- Accommodation
- Tea, coffee and biscuits on arrival
- Tea, coffee and biscuits mid-morning
- Finger buffet
- Tea, coffee and biscuits late afternoon
- 3 Course dinner
- Breakfast
- Projector
- Flip chart
- Wifi
- Bottled water
- Conference stationary

# FINGER BUFFET

- Selection of sandwiches
- Prawns in filo pastry
- Vegetable spring rolls
- Battered mushrooms
- Vegetarian quiche
- Potato wedges
- Sausage rolls
- Assorted mini pizza
- Tandoori drumettes
- Chicken goujons
- Onion bhaji
- Chicken samosa
- Chinese spring rolls
- Beef sliders brioche roll
- Fruit platter
- Served with a selection of dips.
- Tea & coffee included.

**£12.50 per person (choice of 5 items) with tea & coffee included**

## COFFEE BREAKS

Tea & coffee - £2.50 per person

Tea, coffee & biscuits - £3.50 per person

Tea & coffee with scones - £6.00 per person

Selection of sandwiches - £10.00 per person

## LITE BITES

Freshly made soup, a selection of sandwiches or wraps with tea & coffee - £12.50 per person

## FRUIT & PASTRIES PLATTER

Pastries & fresh fruit skewers and tea & coffee - £8.50 per person

# FORK BUFFET SELECTION

- Thai sweet chilli chicken
- Beef stroganoff
- Chicken curry
- Sweet and sour pork
- Lasagne
- Chicken in a creamy bacon and leek sauce
- Peppered beef
- Mushroom and spinach lasagne
- Baby vegetable and noodle stir-fry
- Lamb Rogan Josh
- Seafood tagliatelle
- Selection of two
- Served with rice, garlic bread, tossed salad and diced herb potatoes.

With tea & coffee included

**Main course - £18.00 per person**

**Main course & dessert for £21.50 per person**

A two or three course sit down meal is also available upon request. Please speak with our dedicated conference co-ordinator for prices and menus



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