

Meetings Made Simple

CONFERENCE & EVENTS



Holiday Inn Colchester

Meetings Made Simple

We asked you what makes your conference a success. You told us that having deep fried, stodgy food and lack of a healthy choice can hinder your productivity. In response we've created a new *Simply Homemade* offering to motivate and energise your delegates. Each conference is catered in house, therefore ensuring only fresh ingredients are used to create our *Simply Homemade* delights.

With this in mind we asked our team of chefs to put their thinking caps on and come back with only the best "food for thought" for your delegates. Each conference is catered in house, therefore ensuring only fresh ingredients are used to create our homemade delights. Carefully chosen recipes provide your delegates with sumptuous homemade goodness so that they can choose from the healthy option or a little something that they fancy.

We have also looked at how to "break the ice" in your meeting and we have devised several exercises for your delegates to help them get to know each other and settle in. Not only have we looked at the food your delegates eat and how they interact with each other but also at what you as the conference organiser would like too. When you book your meeting with us our team of dedicated conference hosts will be on hand to ensure it is a success.

Facilities Made Simple

A sought-after conference and meeting venue, the **Holiday Inn Colchester** offers 7 well designed, air-conditioned meeting rooms, filled with natural daylight and can accommodate up to 120 delegates.

Location

Located a short distance from the centre of town, the Holiday Inn Colchester has a great range of facilities aimed at businesses looking for meeting and conference services in the area. Our experienced meeting organiser will listen to your requirements to ensure your needs are catered for.

The Holiday Inn Colchester offers a choice of 7 meeting rooms which can accommodate 2 to 120 delegates. All our rooms offer natural day light as well as wireless Internet access, air-conditioning and are all on the ground floor.

Accommodation

The hotel has 110 air-conditioned spacious bedrooms including executive rooms and suites which come with extras such as bottled water, chocolate bar, slippers, bathrobes and additional toiletries. All rooms have a dedicated workspace and en-suite bathroom facilities.

Dining / Entertainment

- + Restaurant
- + Relaxing lounge bar
- + Private dining facilities
- + Health Club with Indoor swimming pool, sauna, Jacuzzi & steam room and fully equipped gymnasium

Services / Facilities

- + Wi-Fi throughout the hotel
- + 100 complimentary car parking spaces
- + 7 purpose built meeting rooms with a capacity of up to 120
- + Car parking spaces

Meeting Support Services

- + Business centre with guest services such as typing, photocopying and faxing
- + Dedicated conference host
- + Pre and post event calls to ensure the smooth running of your event

Meeting Facilities

- + 7 air-conditioned conference rooms
- + All rooms with natural daylight
- + Catering for between 2 - 120 delegates
- + Choose from our smaller interview / syndicate rooms, well sized boardrooms or our larger function suite with dance floor and bar facility

Meeting Equipment

- + LCD projector
- + Flipchart
- + Stationery kit
- + Screen
- + Audio visual and video conferencing equipment available on request

The Rooms

Room Name	Reception	Theatre	Classroom	Boardroom	U-Shape	Banquet	Dimensions (m)	Height (m)	Door H/W	Natural Daylight	Location
Priory Helena	120	120	60	50	40	100	18.0x7.0	2.5	2.0x1.5	✓	G
Priory	80	80	30	34	30	50	10.5x7.0	2.5	1.9x0.7	✓	G
Helena	50	50	18	24	18	40	7.5x7.0	2.5	1.9x0.7	✓	G
Castle Abbeygate	80	80	30	34	30	50	10.5x7.0	2.5	1.95x1.18	✓	G
Castle	50	50	18	24	18	40	7.5x7.0	2.5	1.9x0.75	✓	G
Abbeygate	-	15	8	10	6	-	7.0x3.0	2.5	1.9x0.75	✓	G
Balkerne	-	15	8	10	6	-	7.0x3.0	2.5	1.9x0.7	✓	G
Gilberd	-	15	8	10	6	-	7.0x3.0	2.5	1.9x0.7	✓	G
Constantine	-	18	10	12	8	-	7.5x3.6	2.5	1.9x0.75	✓	G

Breakfast Made Simple

We are pleased to offer as part of the Meetings Made Simple package, **free breakfast** for all your delegates when they arrive before their meeting. We want them to feel enthused and ready for the day ahead and what better way to start the day than offering them a fantastic breakfast!

Please ask your dedicated conference organiser for more details as advance bookings are taken

Packages Made Simple

We have put together three packages which give you a fantastic choice to suit the needs of your meeting and to keep your delegates refreshed throughout the day.

All of our packages include:

- + Hire of the meeting room
- + Wi-Fi for the meeting organiser
- + A dedicated conference host
- + LCD projector and screen
- + 2 flipcharts and stationery
- + Icebreaker kit
- + Preferred parking for the organiser
- + Upgraded bedroom for the conference organiser (subject to availability)

PACKAGE 1

- + Tea, coffee and water on arrival
- + Mid-morning tea, coffee and water
- + Sandwich lunch which includes a selection of sandwiches and wraps served with fries or wedges
- + Afternoon tea, coffee and water

PACKAGE 2

- + Unlimited tea, coffee and bottled water throughout the day
- + Sweet station available throughout the day
- + Mid-morning homemade snack served with fresh fruit juice
- + A working finger buffet lunch - 8 item finger buffet from our 'Simply Homemade' selection served with fresh fruit
- + Afternoon homemade snack served with fresh fruit juice

PACKAGE 3

- + Unlimited tea, coffee and bottled water throughout the day
- + Sweet station available throughout the day
- + Mid-morning homemade snack served with fresh fruit juice
- + A three course lunch served in the restaurant - this will include a homemade 'soup of the day', a choice of hot and cold food for the main course served with side dishes and a selection of desserts
- + Afternoon homemade snack served with fresh fruit juice

Room Hire Only

We also hire our meeting rooms on a room only basis with the option to upgrade to have any of the following:

- + Tea, coffee, bottled water and juice served at breaks
- + Homemade snack served with breaks
- + Sweet station
- + Upgrade to any of the above lunch options
- + Equipment

For more details on our room hire only options, please speak with your dedicated conference organiser who will be more than happy to put together a bespoke package tailored around your requirements.

FREE BREAKFAST



GREAT FACILITIES



FRESH COOKING



HOMEMADE DELIGHTS



TASTY TREATS



SWEET STATIONS



Here at the **Holiday Inn** Colchester, we pride ourselves on offering exceptional service along with unique products to ensure we meet your needs. With our fantastic service and professional team, we look forward to welcoming clients both old and new.

Here are just a few reasons why you should choose the **Holiday Inn** Colchester:

Homemade food using fresh ingredients
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Dedicated conference host to ensure your meeting runs with precision
.....

Packages to suit all requirements
.....

Healthy food options
.....

Spacious and comfortable accommodation



To see our other participating hotels, please visit:

www.simplyhomemademeetings.co.uk

Holiday Inn Colchester

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www.hicolchesterhotel.co.uk

Terms and conditions, minimum numbers apply for all the packages. Package available based on the hotels availability. For bespoke 'room only packages', upgrade charges apply for any additional services.



Holiday Inn