

Conference rates from April 2010

All prices exclude VAT

		Rack rate
Standard Day delegate rate	Unlimited coffee throughout the day, two course buffet lunch, room hire if 15 or more delegates.	£33.00
Flipchart & pens	No charge if full delegate rate paid	£20.00
OHP	No charge if full delegate rate paid	£20.00
Regency room hire	No charge if 15 or more delegates on standard delegate day rate	£350.00
Regency Syndicate Room	If used on its own £200.00 if used as well as Regency then only £75.00 extra	£200.00 £75.00
Saddle Room hire	No charge if 15 or more delegates on standard delegate day rate. Room hire including full multimedia installed in room *	£420.00
Pembroke room hire	Only £60.00 charged if 6 delegates or more on standard delegate day rate	£160.00
Multimedia projector	Powerful 4500 Ansi Lumen (very bright so no need to darken room). Can also project video images	£65.00
Multimedia projector	Used with video and sound instead of TV (TV on large screen fitted as standard in Saddle room)	£100.00
PA system	Microphone on stand or wireless hand held	£50.00
Wireless internet	Access to a 2mb fast wireless internet connection. Price per access point or per person per day	£10.00
Laptop	(All trainers have to bring is a memory storage device)	£50.00
Coffee & Tea	Per person per serving (if not on delegate rate)	£3.50
Room refreshment charge	If two courses run on the same day then on top of room hire charge	£50.00
Bar Opening charge	Apply to Saddle room bar & mobile bar. No charge if bar take is more than £300.00. No charge for main bar.	£60.00

These rates apply Monday – Friday 8am to 5pm only
For weekend rates please ask for a quote.

* If Saddle room is booked and Delegate rate is paid then we charge for the multimedia installed in the room whether used or not. To save this charge you may book Regency Suite if available.

Conference room facilities and rates from April 2010

	Pembroke room	Regency	Regency Syndicate	Saddle
Max people boardroom	10	32	8	32
Max people Theatre	NA	100	NA	100
Max people Cabaret 2 to a table	NA	32	8	30
Max people Cabaret 4 to a table	NA	56	16	48
Max people U Shape with tables	NA	26	12	28