

PRICE LIST 2012

All prices subject to VAT



Room Hire

	Half Day (1 - 4 hours)	Full Day (4 - 8 hours)
Suite 1 -The Boardroom	£ 75.00	£ 150.00
Suite 2 - The Dining Room	£ 50.00	£ 100.00
Suite 3 -The Library	£ 50.00	£ 100.00
Suites 1 & 2 Boardroom and Dining Room	£ 120.00	£ 240.00
Suites 2 & 3 Dining Room and Library	£ 100.00	£ 200.00
Suites 1, 2 & 3 The Effingham Suite- Board Room, Dining Room and Library	<i>£ 175.00</i>	<i>£ 350.00</i>

Suite Capacity

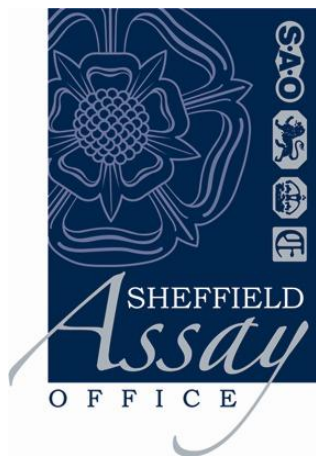
	Suite 1	Suite2	Suite 3	Suite 1&2	Suite 1,2,3
Seating Style	The Boardroom	The Dining Room	The Library	Boardroom and Dining Room	The Effingham Suite
Boardroom	20	16	16	30	-
U- Shaped	22	18	15	30	-
Theatre	50	30	25	70	80
Classroom	24	16	12	40	-
Cabaret	40	24	16	64	80
Circle	40	25	20	50	-

Equipment Hire

Flipchart, Pads and Pens	£15.00
Lap Top	£50.00
Projector and Screen	£75.00
Projector, Laptop and Screen	£125.00
PA System – (speakers, radio microphone).	£75.00

(Available only in The Boardroom, The Boardroom and Dining Room and The Effingham Suite)

Photocopy per sheet -	£ 0.25
Facsimile per item (incoming and outgoing)	£ 2.00
Storage Fee	£20.00



Refreshments



Drinks

Tea, Coffee and Selection of Biscuits	£2.50 per delegate
Tea, Coffee, Cakes and Pastries	£3.00 per delegate
Selection of Waters and Cordials	£2.00 per delegate

Breakfast

Delegate Breakfast (Continental or Breakfast Rolls Includes Tea/Coffee/Fruit Juice)	£10.00 per delegate
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Buffets'

Selection of sandwiches, quiche, salad, crisps and dips.	£10.00 per delegate
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2 Course Cold Buffet

(Selection of sandwiches, quiche, salad, crisps, dips, fruit platter and cakes)	£12.50 per delegate
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2 Course Hot Fork Buffet

2/3 Hot dishes served with vegetables, pasta, rice, potatoes followed by a fruit platter (Minimum of 10 people)	£15.00 per delegate
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Deluxe Hot Fork Buffet

2/3 Hot dishes served with vegetables, pasta, rice, potatoes followed by a fruit platter, cheese board, Tea/ Coffee (Minimum of 10 people)	£20.00 per delegate
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