



conference rates - 2007

all delegates rates include the following:

- ♦ coffee on arrival
- ♦ mid morning coffee and danish pastry
- ♦ buffet lunch
- ♦ afternoon tea/coffee and biscuits
- ♦ use of flip chart, markers
- ♦ ohp screen
- ♦ still and sparkling water
- ♦ sweets or mints

	£
daily delegate rate	
minimum 5 persons	55.00 per delegate
costs include hire of conference room, flipchart & screen a 2 course lunch and all refreshments	

$\frac{1}{2}$ day delegate rate	
minimum 5 persons	40.00 per delegate
costs include hire of conference room, flipchart & screen and all refreshments	

overnight delegate rate	
minimum 5 persons	160.00 per delegate
costs include: 1 night's accommodation in a single room (single supplement in twin/king room £25), continental or full english breakfast, two-course lunch and a three course evening meal, hire of the conference room, flipchart & screen and refreshments.	

room hire

guildhall room	
full day	225.00
half day	150.00
priory room	
full day	150.00
half day	100.00

room hire does not include any conference facilities
all food, beverage and other facilities will be charged individually

equipment hire (day or part day)

ohp hire	30.00
lcd projector	75.00
screen	10.00
additional flip chart and pens	20.00
dvd player	15.00

terms & conditions of booking

we require a 25% deposit on confirmation, plus credit card details.
the balance is to be paid on checkout. we operate a 10 day cancellation period
i.e. between 5-10 days before the date of arrival inclusive, there will be a 50% charge;
2-5 days inclusive a 75% charge and within 1 day of arrival a 100% charge.
we reserve the right to change our prices without prior notice.
please contact us to discuss your requirements.

all rates include value added tax at 17.5%