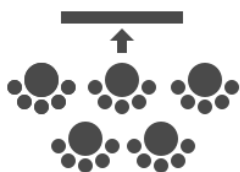


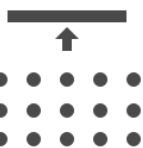
# Conference Venue Hire

We can accommodate:

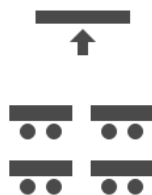


Seating Arrangements

**45 delegates**  
**Cabaret**



**45 delegates**  
**Theatre**



**30 delegates**  
**Classroom**



**34 delegates**  
**U shape**



**34 delegates**  
**Boardroom**

*Depending on timing & availability it may be possible to accommodate up to 110 delegates theatre style*

## Room hire rates

PRICES INCLUDE VAT

We offer discounts to charity bookings

<b>WEEKDAY – FULL DAY RATE</b>		From 8.00am to 6.00pm	£220
<b>WEEKDAY – FULL DAY RATE</b> <b>2 x 1/2 Day Sessions</b>	With room reset midday	From 8.00am to 6.00pm	£250
<b>WEEKDAY – HALF DAY RATE</b>		8.00am to 2.00pm OR 12.30pm to 6.00pm	£150
<b>WEEKDAY – EVENING RATE</b>	Regular clubs at discounted rates	From 6:30pm to 10:30pm	£100
<b>WEEKENDS</b>	Subject to availability, please contact us for prices.		

- Room set up as required
- WIFI available
- Use of data projector & screen—included
- Flipchart & pens—included
- Iced water & glasses on tables—included
- Candy bowls - included
- On-site parking
- Easy access for all
- Exclusive use of garden opening from conference room
- Convenient location for A47 & A1270
- Temperature controlled

# Conference Catering Options



		Per delegate (inc VAT were applicable)
<b>Tea &amp; Coffee</b>	Filter coffee Selection of teas	£1.50 per serving
<b>Tea, Coffee &amp; Orange Juice</b>	Filter coffee, Selection of teas Jugs of Orange juice	£1.75 per serving
<b>Add biscuits selection to either of the above</b>		+£0.25
<b>Add Danish Pastries &amp; Sausage Rolls to either of the above (min 15 delegates)</b>		+£1.50
<b>Add Brownies and Flapjacks (min 15 delegates)</b>		+£1.50
<b>Perpetual Tea &amp; Coffee</b>	Beverage station in room with: Filter coffee Selection of teas Replenished throughout the day	£2.00 half day £3.50 full day
<b>Perpetual Tea, Coffee &amp; Orange juice</b>	Beverage station in room with: Filter coffee Selection of teas Jugs of Orange juice Replenished throughout the day	£2.25 half day £3.75 full day
<b>Hire of Water Boiler</b>	The budget friendly option We supply a water boiler You supply disposable cups, spoons, tea, coffee, milk & sugar £10 half day    £20 full day	
<b>Lunch</b> <i>Min. of 15 delegates</i>	Sandwich Platters Crisps Sausage Rolls Fresh Fruit <i>(Special diets catered for on request)</i>	£4.50

***We take a flexible approach and can work to your requirements or budget.***

***Please contact us to discuss catering for your conference.***

## Roundwood Function & Conference Centre

44 Ringland Road Taverham Norwich NR8 6HY

01603 260 830    [info@roundwood-norwich.co.uk](mailto:info@roundwood-norwich.co.uk)

[www.roundwood-norwich.co.uk](http://www.roundwood-norwich.co.uk)