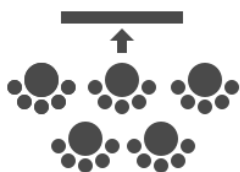


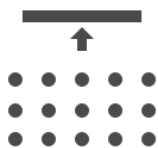
Conference Venue Hire

We can accommodate:

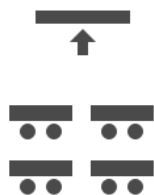


Seating Arrangements

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

WEEKDAY – FULL DAY RATE		From 8.00am to 6.00pm	£220
WEEKDAY – FULL DAY RATE 2 x 1/2 Day Sessions	With room reset midday	From 8.00am to 6.00pm	£250
WEEKDAY – HALF DAY RATE		8.00am to 2.00pm OR 12.30pm to 6.00pm	£150

- Room set up as required
- WIFI available
- Use of data projector & screen—included
- Flipchart & pens—included
- Iced water & glasses on tables—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)
Tea & Coffee	Filter coffee Selection of teas	£1.50 per serving
Tea, Coffee & Orange Juice	Filter coffee, Selection of teas Jugs of Orange juice	£1.75 per serving
Add biscuits selection to either of the above		+£0.50
Add Danish Pastries & Sausage Rolls to either of the above (min 15 delegates)		+£1.50
Add Brownies and Flapjacks (min 15 delegates)		+£1.50
Perpetual Tea & Coffee	Beverage station in room with: Filter coffee Selection of teas Replenished throughout the day	£2.00 half day £3.50 full day
Perpetual Tea, Coffee & Orange juice	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
Hire of Water Boiler	The budget friendly option We supply a water boiler You supply disposable cups, spoons, tea, coffee, milk & sugar £10 half day £20 full day	
Lunch <i>Min. of 15 delegates</i>	Sandwich Platters Crisps Sausage Rolls Fresh Fruit <i>(Special diets catered for on request)</i>	£5.00

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

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