

## Day Delegate Options - prices excl. VAT

**VAT will be added to all items including syndicate rooms ordered alongside a DDR option.**

**All DDR require a deposit of 50% to confirm the booking, with the balance to be paid no less than 30 days prior to the event.** The deposit paid will not be refunded if the booking is cancelled within 30 working days of the event booked.

*Please see next page for descriptions of the different Day Delegate Options*

### Day Delegate Prices per person per day

All Day Delegate Rates include hire of the room for up to 8h and AV equipment in the main room as well as catering.

Package	No. Delegates	Net price	VAT at 20%	Gross price
Gold	10-40	£32	£6.40	£38.40
Gold	41-700	£26	£5.20	£31.20
Silver	10-40	£30	£6.00	£36.00
Silver	41-700	£23	£4.60	£27.60
Bronze	10-40	£28	£5.60	£33.60
Bronze	41-700	£21	£4.20	£25.20

### Syndicate Room Prices per day

Room	Net price	VAT at 20%	Gross price
Café <i>(not available if main room is auditorium)</i>	£640	£128	£768
Sycamore Room	£480	£96	£576
Cypress Room	£480	£96	£576
Maple Room <i>(availability dependent on numbers)</i>	£300	£60	£360
Willow Room	£200	£40	£240
Cedar Boardroom	£160	£32	£192

### Equipment for Syndicate Rooms—Prices per day

Equipment in main room is included but the below charges apply in Syndicate Rooms

Room	Net price	VAT at 20%	Gross price
Wi-fi	£0	£0	£0
Projector	£20	£4	£24
Screen	£20	£4	£24
PA system incl 1 microphone <i>(not available in Willow &amp; Cedar Rms)</i>	£25	£5	£30
Additional microphones	£5	£1	£6
Flipchart and pens	£10	£2	£12
Post-It pads	£1	£0.20	£1.20
Table with tablecloth <i>(required for all layouts other than theatre)</i>	£10	£2	£12
Screening panel <i>(1.5m w x 1.8m h)</i>	£8	£1.60	£9.60

**Please note that the charges reflect the work involved in setting the room up initially in an arrangement to suit your meeting style; if you require a room to be rearranged during your meeting this will incur an additional charge.**

**The room allocated will be selected on the basis of the numbers of delegates and venue availability.**

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### Description of Day Delegate Options

#### Gold

Breakfast: our premier option includes a choice of one of the following:

- Bacon rolls & breakfast croissants
- Selection of fresh fruit, pastries & hot toast with spreads
- Toasted bagels with a selection of fillings e.g. cream cheese, smoked salmon, cold meats, cheeses, scrambled eggs.

Teas and coffees are served a total of 4 times during the course of the day. Mid-morning tea is accompanied by biscuits and afternoon tea by our speciality cupcakes.

For lunch a 3-course à la carte menu can be provided (for up to 100 delegates; menu on request) or a selection of hot & cold dishes e.g. beef lasagne, roast beef in red wine jus, roast lamb in mint & rosemary jus, grilled chicken kebabs, roasted Mediterranean vegetables. Seasonal salads & vegetables along with a selection of fresh breads are also included, followed by desert of the day.

All meals are accompanied by fresh fruit juice & tea/coffee.

*Booking requires at least 10 working days notice; cancellation requires a minimum of 30 working days' notice.*

#### Silver

Lunch consists of a hot & cold finger buffet, with a fresh fruit basket and fruit juices, teas and coffees.

Teas and coffees are served a total of 3 times during the day, accompanied by biscuits in the morning and with our speciality cupcakes in the afternoon.

*Booking requires at least 10 working days notice; cancellation requires a minimum of 30 working days' notice.*

#### Bronze

For lunch a sandwich buffet is served (corresponding to two slices of bread per person) with a selection of crisps and dips, plus a fresh fruit basket, and is accompanied by fruit juices, teas and coffees.

Teas and coffees are served a total of 3 times during the day, accompanied by biscuits in the morning.

*NB: we recommend that you only select the Bronze Package if your delegates will have had breakfast before arrival.*

*Booking requires at least 7 working days notice; cancellation requires a minimum of 30 working days' notice.*