



## Manor Room and Hayward Hall - Prices for Conferences and Functions

### Conference Hire:

Includes:

- Tea, coffee and biscuits as required
- Buffet lunch if required
- Use of all equipment – whiteboard, flipchart, OHP, screen (plus TV and video in Manor Room only)
- Room set up as required, including notepaper, pencils, iced water and mints
- Soft drinks provided throughout the period

Pricing options:

- Full day 4-8hrs (per head): £14 w/o lunch, £20 with standard lunch, £24 with premium lunch
- Half day less than 4hrs (per head): £10 w/o lunch, £16 with standard lunch, £21 with premium lunch
- Hire over 8 hours (per booking): £15 per hour or part thereof

Please note that these prices are for a minimum of 10 persons.

### Function Hire:

Before 6pm:	£10 per hour
After 6pm:	£15 per hour
With bar:	£20 per hour
Midnight to 2am:	£30 per hour

Includes use of bar (Pavilion Bar for Manor Room and Hayward Bar for Hayward Hall)

A room hire deposit of £30 shall be paid by all hirers for functions. This deposit will be refunded following the hire period if the room and its contents have not been damaged and they have been left in a state of tidiness comparable to that at the start of the period.

### Contacts and Information:

#### For conferences please contact:

Roberta Griggs on: 01480 498114 or [conferences@hemingfordpavilion.co.uk](mailto:conferences@hemingfordpavilion.co.uk)

#### For functions please contact:

Alison Wilson at the Pavilion Bar (after 6pm) on: 01480 464490 or [admin@hemingfordpavilion.co.uk](mailto:admin@hemingfordpavilion.co.uk)

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