



Conference Hire in Manor Room or Hayward Hall:

Design your own conference package, to suit your budget!

Room Hire

Full Day **£200** Half Day **£110** (4 hours or less)

These prices include set up of the room to your requirements, and complimentary use of our conference equipment:-

Multi-media Projector

Screen

Flipchart and pens

Tables are set with notepaper, pencils, and mints. We clear the room for you at the end of your event.

Drinks

Our refreshment service is just **£3.75** per person. This includes unlimited tea, coffee and biscuits throughout your day, and iced water on the tables. Soft drinks are provided with lunch.

Should you prefer, we offer a “per serving” pricing option of **£1.40** per serving of tea and coffee.

Our Conference Host will be in attendance during your refreshment breaks to ensure that all your needs are accommodated.

Lunch

£6 per head

A delicious salad and jacket potato and salad lunch - or our comprehensive sandwich buffet.

You may bring your own lunch if you prefer, but if you do so, all rubbish must be taken away with you, and not left for our conference host to dispose of.

Kitchen

Use of our kitchen to make your own drinks during the day **£40**, or **£20** for less than four hours. Cups, saucers and plates will be provided on request, but these should be washed up and the kitchen left as found at the end of the day.