



# DAY CONFERENCE PACKAGES



## Day Conference Packages

*All delegate rates include room hire, OHP, screen, flipchart and stand, stationery, mints and jugs of iced water and cordials. Fax and copying facilities are available.*

### PACKAGE ONE

***£11.50 per delegate***

- One serving of tea and coffee with biscuits
- Finger buffet with selection of sandwiches and mini-patisseries

### PACKAGE TWO

***£15.50 per delegate***

- One serving of tea and coffee with biscuits
- Two-course set lunch with 2 options per course; fairtrade tea and coffee to finish

### PACKAGE THREE

***£20.50 per delegate***

- Two servings of tea and coffee with biscuits
- Three-course set lunch with 2 options per course; fairtrade tea and coffee to finish

### BREAKFAST MEETING

***£10.00 per delegate***

- Breakfast including: tea, coffee, fruit juices, muffins, egg and bacon baps, croissants, fruit and yoghurts
- One serving of tea and coffee with biscuits

## Supplements

- Danishes / pastries instead of biscuits ***£1.00 per delegate***
- Bacon butties ***£1.50 per delegate***
- Extra serving of tea and coffee ***£1.50 per delegate***
- Afternoon cream tea ***£2.50 per delegate***
- Mineral water ***£1.50 per 1 litre bottle***



# Day Conference Menu Options

## PACKAGES TWO AND THREE:

Select 2 main course and either 2 starter or 2 dessert options

### STARTERS

- Fresh soup of the day
- Red onion and brie tart
- Breaded plaice goujons with tartare sauce
- Melon and pear cocktail
- Prawn and apple salad

### MAIN COURSES

- Chicken chasseur
- Home-made fishcakes
- Roast beef and yorkshire puddings with horseradish sauce
- Braised pork steak with apple and onion sauce
- Salmon with chive butter
- Lamb hotpot
- Home-made vegetable lasagne
- Three bean chilli
- Spinach and ricotta pasta with four cheese sauce

### DESSERTS

- Lemon meringue pie
  - Treacle sponge and custard
  - Sticky toffee pudding
  - Chocolate mousse
  - Cheese and biscuits
  - Dairy ice creams
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- Filter coffee or tea and mints

*We will always provide a vegetarian option*

*All our tea and coffee is Fairtrade*



## Room Sizes

Seating capacity	Music Room	Richmond	Syndicate
<b>Theatre</b>	130	50	50
<b>Classroom</b>	20	24	25
<b>U-shape</b>	30	24	25
<b>Boardroom</b>	40	20	20
Dimensions (ft)	Music Room	Richmond	Syndicate
<b>Length</b>	35	40	30
<b>Width</b>	35	17	20
<b>Height</b>	20	10	10
<b>Door height</b>	12	7	7
<b>Door width</b>	4.5	5.5	3
Facilities	Music Room	Richmond	Syndicate
<b>Blackout</b>	yes	yes	yes
<b>Windows</b>	yes	yes	yes
<b>13 amp sockets</b>	12	8	6
<b>Wireless internet</b>	yes	yes	no
<b>PA and hearing loop</b>	yes	no	no
<b>Ground floor</b>	yes	yes	yes

## Room Hire Only

	Music Room	Richmond	Syndicate
<b>Full day</b>	£250	£150	£75
<b>Part day</b>	£130	£75	
<b>Per hour</b>	£40	£30	£20

- Part day periods are: 9.00 a.m. – 1.00 p.m.  
1.30 p.m. – 5.30 p.m.  
6.00 p.m. – 10.00 p.m.

*All information is correct at time of going to press*

After a busy seminar, a stopover can be provided at corporate rates. Relax and enjoy our pool facilities or a leisurely walk in our glorious gardens. Contact our conference and sales team for more details.

**For more information or to make your booking, please contact:**

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