

## **Conference Rates**

The following packages have been put together to give you a structure of prices for a typical conference as indicated, however should you wish to alter to your individual requirements please do not hesitate to ask.

### **Day Delegate**

**£ 29.95 per person *inclusive of:***

- ❖ Room Hire rate from 8.00am to 5.00pm
- ❖ Unlimited Tea & Coffee with biscuits
- ❖ Hot & Cold Finger Buffet lunch, including Fruit juices
- ❖ Fruit bowl – for duration of conference
- ❖ LCD Projector, Screen, Flipchart & Pens
- ❖ Jugs of iced water
- ❖ Stationery pack
- ❖ HSIA in room & public areas
- ❖ VAT at the current rate

### **24 Hour Delegate £ 120.00 per person *inclusive of:***

- ❖ Room Hire rate throughout your stay
- ❖ Unlimited Tea/Coffee and Biscuits during conference
- ❖ Fruit bowl – for duration of conference
- ❖ Hot & Cold Finger Buffet lunch including Fruit juices
- ❖ Three course dinner in the restaurant (*from the daily menu*) with Coffee & Mints
- ❖ Overnight accommodation
- ❖ Full English Breakfast
- ❖ One Flipchart, LCD Projector, Screen, Flipchart & Pens
- ❖ Jugs of iced water
- ❖ Stationery pack
- ❖ HSIA in room & public areas, bedrooms
- ❖ VAT at current rate

### **Half Day Delegate £ 25.00 per person *inclusive of:***

- ❖ Room Hire rate from 8.00am to 1.00pm or 1.00pm to 5.00pm
- ❖ Unlimited Tea/Coffee and biscuits during conference
- ❖ Fruit bowl - for duration of conference.
- ❖ Hot & Cold Finger Buffet lunch, including Fruit juices
- ❖ LCD Projector, Screen, Flipchart & Pens
- ❖ Jugs of iced water
- ❖ Stationery pack
- ❖ HSIA in room & public areas
- ❖ VAT at the current rate

***Please note that the above prices include room hire, which is VAT exempt.***

**Prices valid until end 2011**

## **EQUIPMENT HIRE RATES**

<b>Flipchart:</b>		Extra: £ 10.00 per Flipchart/Pad
<b>Standard Overhead Projector:</b>		Extra: £ 10.00 per Overhead
<b>Standard Screen:</b>		Extra: £15.00
<b>Television:</b>	£ 30.00 per Day	
<b>Video Player/Recorder:</b>	£ 30.00 per Day	
<b>Multi Media Projector:</b>	£ 75.00 per Day	(Compatible with most Laptop Computers)
<b>Laptop Computer:</b>	£ 75.00 per Day	

## **PHOTOCOPYING/PRINTING and FAX RATES**

<b>Standard Photocopying/Printing</b>	.35p per copy
<b>Fax Sending (UK)</b>	£ 1.00 for first page .50p per pages following
<b>Fax Incoming</b>	.25p per page

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