

CONFERENCE ROOM SPECIFICATIONS

	<u>MARGARETTING SUITE</u>	<u>FURZE HILL SUITE</u>	<u>HIGHWOOD ROOM</u>	<u>IVY 1</u>	<u>IVY 2</u>	<u>SYNDICATE</u>
Minimum No's	50	40	12	10	10	6
Daily Charge (9.00 am–5.00 pm)	£400.00	£400.00	£250.00	£200.00	£200.00	£100.00
Half Day Charge (8.00 am–12.00 pm <i>or</i> 1.00 pm–5.00 pm)	£250.00	£250.00	£175.00	£150.00	£150.00	N/A
Evening Charge (from 6pm)	£250.00	£250.00	£175.00	£150.00	£150.00	£100.00
Air Conditioned	Yes	Yes	Yes	No	No	Yes
Floor	Ground	First	First	Ground	Ground	Ground
Length	22.8m	29.0m	8.9m	7.0m	7.2m	
Width	9.8m	8.0m	5.8m	7.0m	7.5m	
Room Capacity						
Theatre	180	120	60	50	50	
Boardroom	N/A	50	28	20	20	
'U' Shape	N/A	40	28	20	20	
Formal Dinner	160	140	N/A	30	30	
Classroom	80	50	24	20	20	
Cabaret	80	60	30	24	24	
Finger Buffets /	250	200	90	50	50	

*The Ivy Rooms can be joined together, or to the Restaurant, to accommodate up to a maximum of 110 guests.
The entire Ivy Suite & Restaurant may be joined to the Margaretting Suite to accommodate a maximum of 250 guests.
If neither Lunch nor Dinner is taken with your meeting, the Room Hire charge will be increased by 50%.*

DELEGATE RATES

Our delegate rates include:

Coffee and Biscuits on Arrival
Mid Morning Coffee and Biscuits
Choice of Lunch
Afternoon Tea and Cake
Conference Room Hire (*VAT Exempt*)
Flipchart, Pad and Pens
Service charge
VAT (*where applicable*)

Choose a working lunch **£34.00**

(menu C overleaf)

Choose a buffet lunch **£40.00**

(menu A or B overleaf)

Add 3 course dinner (from an abridged restaurant menu)
single occupancy standard accommodation and breakfast **£110.00**

Any additional Coffee & Biscuits will be charged at £2 per person per serving

ALL other food & beverage items will have a 10% Service Charge added to the final bill.
For conferences that require overnight accommodation and do not use the 24 Hour Delegate Rate
we are happy to offer a preferential rate, inclusive of breakfast.

CONFERENCE MENUS

Please note that the pricing of these menus is only applicable in conjunction with Conference Business.

<u>Menu A</u> <u>Finger Buffet</u>	<u>Menu B</u> <u>Hot & Cold Buffet</u>	<u>Menu C</u> <u>Working Sandwich Lunch</u>
Chicken & Pepper Kebabs Assorted Filled Sandwiches Tomato & Red Onion Bruschetta Sausages with a Honey & Mustard Glaze Crispy Prawns with a Chilli Dressing Savoury Vol au Vents *** Bowl of Fruit Coffee and Tea <u>£17.00</u>	Freshly prepared, to include Hot Meat or Fish & Vegetarian Dishes Complimented by Seasonal Salads and Side Dishes *** Chef's Dessert Coffee and Tea <u>£17.00</u>	Two Rounds of Assorted Sandwiches Crisps and Nuts *** Bowl of Fruit Coffee and Tea <u>£11.00</u>

ADDITIONAL CATERING OPTIONS

All items must be pre-ordered; if additional coffee is taken with the below an additional charge of £2.00 per person will be made

Continental Breakfast

Available between
7.00am & 10.00am

Orange or Grapefruit juice

Basket of Croissants &
Pastries

Fresh Fruit Platter

£5.50

Brunch

Available between
9.00am & 11.00am

Orange or Grapefruit juice
Sausage, Bacon or Egg Roll

£5.50

Afternoon Tea

Available between
2.00pm & 5.00pm

Selection of Pastries &
Scones with Cream & Jam

£5.50

A set meal may also be chosen from our Restaurant or Party Menus prior to the Conference date.

For Conferences of more than one day the menu content will change daily to provide variety & interest.

EQUIPMENT HIRE

All Conference Rooms are equipped with WiFi Internet access **at no additional charge** and are laid to your pre-advised requirements and include cordials, jugs of water, mints, paper and pencils.

Projector Screen	£10.00 per day	Photocopies - Paper	£0.25 per page
Flip Chart & Pad	£10.00 per day	Photocopies - Acetate	£0.75 per page
OHP and Screen	£40.00 per day	Incoming Facsimile	£0.25 per page
Colour TV and Video	£50.00 per day	Facsimile Transmission - UK	£1.25 per page
Colour TV and DVD Player	£50.00 per day	Facsimile Transmission - Europe	£1.75 per page
In house LCD High Res. Projector & Screen	£50.00 per day	Facsimile Transmission - Elsewhere	£2.00 per page

The Management will be happy to provide a quote on request for any other visual aids or computers.

Telephone usage will be charged at four times the standard B.T Tariff.

All prices are subject to availability; should we need to hire items in an additional charge may be made.

We do not allow media of any type to be introduced to our computer systems and cannot, therefore, print from disk.

Delegate Rates apply for whole parties only, with a minimum number of 6 delegates in a room appropriate for numbers booked; if a larger room is requested then both the Delegate Rate and Room Hire charge above will apply.

The Management reserves the right to allocate rooms according to circumstance and number of delegates.

Final number of delegates must be given **five** days prior to the conference; should numbers reduce, this is the number that will be charged for.

We do request all bills are settled at the time of departure unless an account is held with the Heritage Leisure Group.

To be read in conjunction with our Terms & Conditions.

All of our prices include VAT at the current rate, except for Conference Room Hire charges which are exempt from VAT.

Prices valid until 31st December 2010 but subject to change without notice.

BEST WESTERN IVY HILL & FURZE HILL
MARGARETTING, CHELMSFORD, ESSEX CM4 0EH

Reservations & General Enquiries: (01277) 353040 Function & Conference Office: (01277) 355111 Fax: (01277) 355038
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www.heritageleisure.co.uk