

CONFERENCE ROOM SPECIFICATIONS

	<u>MARGARETTING SUITE</u>	<u>IVY SUITE</u> <i>(Ivy 1&2 joined)</i>	<u>HIGHWOOD ROOM</u>	<u>IVY1</u>	<u>IVY 2</u>
Minimum numbers For Delegate Packages	30	24	12	12	12
Daily Charge (9.00am – 5.00pm)	£500.00	£500.00	£250.00	£250.00	£250.00
Half Day Charge (8.00am – 12.00pm or 1.00pm – 5.00pm)	£350.00	£350.00	£175.00	£175.00	£175.00
Evening Charge (from – 6.00pm)	£300.00	£300.00	£150.00	£150.00	£150.00
Air conditioned	Yes	No	Yes	No	No
Floor	Ground	Ground	First	Ground	Ground
Length	22.8m	14.2m	8.9m	7.0m	7.2m
Width	9.8m	7.0m – 7.5m	5.8m	7.0m	7.5m
Room Capacity					
Theatre	180	70	50	40	40
Boardroom	N/A	30	24	20	20
'U' Shape	N/A	30	24	16	16
Formal Dinner	160	70	N/A	32	32
Classroom	70	40	24	20	20
Cabaret	80	40	24	20	20
Finger Buffets	250	70	N/A	30	30

DELEGATE RATES

Delegate rates may include the following

Coffee & Biscuits OR
 Coffee & Bacon Roll or Danish pastries on Arrival*
 Mid-Morning Coffee & Biscuits
 Choice of Lunch
 Afternoon Tea & Biscuits OR
 Afternoon Tea & Homemade Cake*
 Conference Room Hire (VAT Exempt)
 Flipchart, Pad & Pens
 Still and Sparkling Water
 Service Charge & VAT (where applicable)

Day Delegate rates

£33.00 per person – Including Menu 1
£36.00 per person – Including Menu 2
£39.00 per person – Including Menu 3
 * These items are NOT included in Standard Delegate rates

Premium Day Delegate rates

£39.00 per person – Including Menu 1
£42.00 per person – Including Menu 2
£45.00 per person – Including Menu 3
 * These items are ONLY included in Premium Delegate rates

Overnight Delegate add-on package

Includes 3 Course Dinner with Coffee
 (from an abridged menu)
 Single occupancy standard bedroom
 Full English Breakfast

£120.00 per person

Additional servings of tea and coffee are charged at £2.75 per person, fully inclusive.

For conferences that require overnight accommodation and do not use the 24hr Delegate Rate we are happy to offer a Bed & Breakfast rate of £90.00 for single occupancy of a standard room.

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 2017, but subject to change without notice.

CONFERENCE MENUS

Ivy Hill Hotel

WRITTLE ROAD, MARGARETTING, CHELMSFORD, ESSEX CM4 0EH
 Reservations & General Enquiries: (01277) 353040 Function & Conference Office: (01277) 355111 Fax: (01277) 355038
sales@ivyhillhotel.co.uk www.heritageleisure.co.uk



Please note that the pricing of these menus is only applicable in conjunction with conference business

Menu 1
Working Sandwich Lunch

Sandwich Platter
(2 Rounds per person)
French Fries

Bowl of Fruit

£12.00

Menu 2
Finger Buffet Lunch

Sandwich Platter
Curly Fries
Tomato Feta & Rocket
Crostini
Tempura Chilli Prawns
Mini Chicken Kebabs
Sausage Rolls

£15.50

Menu 3
Hot & Cold Buffet Lunch

Freshly prepared to include;
Hot Meat or Fish and Vegetarian Dishes
Complimented by Seasonal Salads
& side dishes
Bread rolls

Chef's Dessert

£18.50

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

Lunch is served with complimentary sparkling and still water

ADDITIONAL CATERING OPTIONS – PER PERSON

Bacon roll served on Arrival	£4.50	Fruit Bowl in the Conference Room	£3.50
Sausage roll served on Arrival	£4.50	Home-made Cake served with Afternoon Tea	£3.50
Danish Pastries served on Arrival	£3.50	Chef's Dessert added to Lunch Menu 1 or 2	£3.50

Additional servings of Tea and Coffee are charged at **£2.75** per person

All Conference menus and extras on this page are quoted fully inclusive of VAT

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 bottled still and sparkling water, cordials, mints, paper and pencils.

Projector Screen	£10.00 per day	LCD High-res Projector & Screen	£50.00 per day
Flip Chart & Pad	£10.00 per day	<i>(In house equipment only, if we have to hire in from external suppliers the full cost will be charged)</i>	
Photocopies & printing	£0.25 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 BT 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 therefore cannot print from Disc / USB

Delegate rates apply for whole parties only, with a minimum of **12** delegates in a room appropriate for numbers booked: if a larger room is requested then both the delegate rate and the Room Hire Charges overleaf 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 that all bills are settled at the time of departure unless an account is held with the Heritage Leisure Group.

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