



## DAY DELEGATE RATES

Standard Rate £30.00 per person / Charity Rate £25.00 per person

### ROOM & EQUIPMENT:

LCD Projector & Screen with speakers  
WIFI Access  
Flipchart, full pad & pens  
Lectern  
Coat rail & hangers  
Registration table  
Tablecloths (*on request*)  
Background music on arrival & during breaks (*on request*)  
PA System and choice of microphones (*when hiring Function Room, Conservatory Room, or The Hemming Suite*)

- 1 lectern microphone
- 3 handheld microphones
- 1 headset microphone
- 2 tabletop microphones

### REFRESHMENTS:

Rolling tea, coffee, fruit cordials, water, herbal & fruit teas with biscuits

### CATERING:

Selection of freshly made sandwiches on a great selection of fresh breads  
*Fantastic fillings include Chicken Tikka, Honey Roast Ham, Roast Beef, Tuna Mayonnaise, Cheese & Pickle, Egg Mayonnaise, and Roasted Mediterranean Vegetables & Humous.*  
Served with a crunchy side order of crisps  
Fresh fruit platter  
Variety of fruit cordials

(+ £60 surcharge on Saturdays)

**Minimum Number of people applies depending on size/number of rooms.**

The Conservatory Room - 25 people

The Function Room - 35 people

The Hemming Suite - 50 people