

# Conference package

Our conference package include everything you need for your day to go smoothly.

Our full-day package includes everything you see below; our half-day package includes everything except lunch.

If you require something extra, we would be happy to include it – prices for each element can be found over the page.

## Room hire

Hire of a meeting room, with layout suitable for your event.

## Delegate pack and room toolkit

Included are conference pads, pens, mints, bottled water and a toolkit of useful stationery.

## Wi-Fi

Complimentary Wi-Fi is included for all delegates.

## Audio-visual equipment and video conferencing

Our rooms are fitted with a range of microphones, projectors, screens and Blu-Ray/DVD/CD players. Some also feature enhanced audio and video conferencing facilities.

## Lunch (full-day package only)

Includes a fork buffet, finger buffet or working lunch. If you would prefer a sit down restaurant style lunch, please ask for further details.

## Refreshments as required

Freshly brewed coffee and speciality leaf teas. A range of fruit juice, smoothies and soft drinks including San Pellegrino, Watergull Orchards apple juices and Belvoir cordials and pressés. Fruit salad, cereal bars including Nākd and a gluten- free range, freshly made pastries, cookies or cake, and a selection of confectionery and savoury snacks.

## Help and support

There will be an event manager on-hand to help you start your day, who will remain on-call throughout. We also have additional technical support for any issues the event manager cannot assist with.

Full-day conference package - £48.00 per person

Half-day conference package - £24.00 per person

Half-day session can be either morning or afternoon.

All prices exclude VAT.



## Individual prices

As well as our conference package, we also offer room hire, meal options and other extras as separate options. Perhaps you need a syndicate room to go with the main room at your event, or you want an extra breakout package on top of your half-day conference. Maybe you want room hire and lunch, but don't need any breakout provision.

Whatever you want from your day, we'll be happy to work with you – just get in touch to let us know.

All prices are per person.

### Breakfast

Quick and easy/continental – £7.00

From the farm/from the sea – £9.00

### Lunch

Sandwich platter/soup and sandwich – £5.00

Italian-style buffet/tapas – £7.50

Finger buffet – £15.00

Hot or cold fork buffet – £15.00

Bowl lunch – £20.00

### Dinner

Finger buffet – £15.00

Hot or cold fork buffet – £15.00

Formal dining for lunch or dinner – from £29.00

### Tempting extras

Tea/coffee and biscuit - £3.00

Breakout package (per break) - £4.50

Afternoon tea – £12.50

Soft drinks from £2.50

Canapés – £10.00

Nibbles (nuts/olives/breads/vegetable crisps) – £2.50

Wine from £18.00 per bottle

### Room hire

Audio-visual equipment and Wi-Fi access is included in the room hire.

	full day £	half day £
Lecture room 1	1250	750
Lecture room 2	1000	600
Lecture room 1 and 2 combined	2250	1350
The Abington	750	450
The Granta	500	300
Bourne Bridge	500	300
The Grove	250	150
Linton	100	60
Duxford	100	60

### Conference extras

Conference pad and pen – £2.50

Bottled water and mints – £1.50

All prices exclude VAT.