



## 2010 CONFERENCE RATES (Inclusive of VAT)

### DAY CONFERENCE RATES (excluding meals)

Conference Room A.....	£110 day conference
Conference Room A.....	£65 evening conference
Theatre style 40 people max; boardroom style 25 approx	
<i>Includes tea, coffee, bottled water, mints for up to 18 people for every day delegate thereafter £3.20, for every evening delegate £1.60</i>	
Bar meals Available	
Tycerrig.....	£88 day conference
Tycerrig.....	£55 evening conference
Boardroom style only (round table) 17 approx	
<i>Includes tea, coffee, bottled water, mints for up to 12 people for every day delegate thereafter £3.20, for every evening delegate £1.60</i>	
Bar meals Available	
Wye.....	£76 day conference
Wye.....	£45 evening conference
Boardroom style only (oblong table) 14 approx	
<i>Includes tea, coffee, bottled water, mints for up to 10 people for every day delegate thereafter £3.20, for every evening delegate £1.60</i>	
Bar meals Available	
Mews.....	£52 day conference
Mews.....	£35 evening conference
Boardroom style only (oblong table) 8 approx	
<i>Includes tea, coffee, bottled water, mints for up to 4 people for every day delegate thereafter £3.20, for every evening delegate £1.60</i>	
Bar meals Available	
Lounge.....	£47 day conference
Informal Seating 8 approx	
<i>Includes all day tea, coffee, bottled water, mints for up to 4 people for every delegate thereafter £3.20</i>	
Bar meals Available	

### DAILY CONFERENCE RATES (including meals)

BRONZE LEVEL (Sandwiches & Chips) .....	£15.00 per delegate
Includes all day teas & coffees, complimentary bottled water, room hire	
<u>Minimum delegate rates apply: Conf A 14 Tycerrig 10 Wye 8 Mews 5</u>	
SILVER LEVEL ( 2-course Bar Meal) .....	£18.50 per delegate
Includes all day teas & coffees, complimentary bottled water, room hire	
<u>Minimum delegate rates apply: Conf A 14 Tycerrig 10 Wye 8 Mews 5</u>	
GOLD LEVEL (2-course Buffet) .....	£21.00 per delegate
Includes all day teas & coffees, complimentary bottled water, room hire	
<u>Minimum delegate rates apply: Conf A 14 Tycerrig 12 Wye 12 Mews N/A</u>	

### RESIDENTIAL CONFERENCE RATES

One-day Conference & Overnight Accommodation.....	£100 per delegate
Includes one night B&B, lunch, evening meal (2-course table d'hote menu), all day teas & coffees, complimentary bottled water, room hire	
<u>Minimum delegate rates apply: Conf A 8 Tycerrig 6 Wye 5 Mews 3</u>	
Two-day Conference & Overnight Accommodation.....	£115 per delegate
Includes one night B&B, 2 lunches, evening meal (2-course table d'hote menu), all day teas & coffees, complimentary bottled water, room hire	
<u>Minimum delegate rates apply: Conf A 8 Tycerrig 6 Wye 5 Mews 3</u>	

Three-day conference prices available on request



### Business Services

Equipment Hire	Price Per Day	
Overhead Projector & Screen	No charge	Available
Flip Chart Stand & Video	No charge	Available
Flip Chart Paper	No charge	Available
LCD Data Projector	£30	Available
Laptop Hire	£30	Available
Projector and Laptop and Internet	£50	Available
Internet Connectivity		
Available in Conference Rooms A & Tycerrig, Bar, Restaurant & Lounge	No charge	Available
Secretarial		
Photocopying - Under 30 copies	25p per copy	
- Over 30 copies	£10.00 plus 25p per copy	
Fax Receipt	20p a page	
Fax Sending	50p a page	
Email receiving	£1	Available
Laminator	£1.50 per copy (A4 only)	

### CANCELLATION POLICY

#### *IMPORTANT NOTE REGARDING ALL CANCELLATIONS*

*We insist on fax/email conference cancellation without which we reserve the right to charge for the full cost of the booking.*

Once a booking has been confirmed by either a deposit or in writing via fax/email our cancellation policy is as follows:

#### CANCELLING RESIDENTIAL CONFERENCES

Less than **15 days** before event - one third off the total booking cost will be charged.

Less than **7 days** before event – half of the total booking cost will be charged.

Less than **2 days** notice of cancellation – the full amount is charged.

#### CANCELLING DAY CONFERENCES

Less than **5 days** before event - one third off the total booking cost will be charged.

Less than **2 days** before event – half of the total booking cost will be charged.

Less than **1 days** notice of cancellation – the full amount is charged.