



# COACH HOUSE HOTEL

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## MEETINGS & CONFERENCES

The Coach House Hotel is located 5 minutes from the M11 at junction 10 and is ideally situated for all types of meetings and conferences. Being 20 minutes from Cambridge, The Science Parks and Stansted Airport we aim to provide you with all the requirements necessary to make your meeting or conference a success.

The Coach House Hotel offers a large room with air conditioned comfort and first rate facilities. The Coach House Hotel is your ideal location for:

- **Conferences**
- **Meetings**
- **Corporate Dinners and Product Launches**
- **Training Courses and Team Building**
- **Private parties and Celebrations**

Tailor made arrangements can be set to provide flexibility to suit your needs with half day, full day, or 24 hour facilities for both formal and informal gatherings. Free Wireless Broadband Internet Access for all guests and corporate customers. Use your own wireless laptop or one of our PCs.

We can accommodate meetings as follows

**Boardroom style**  
**30 Delegates**



**“U” Shape**  
**28 Delegates**

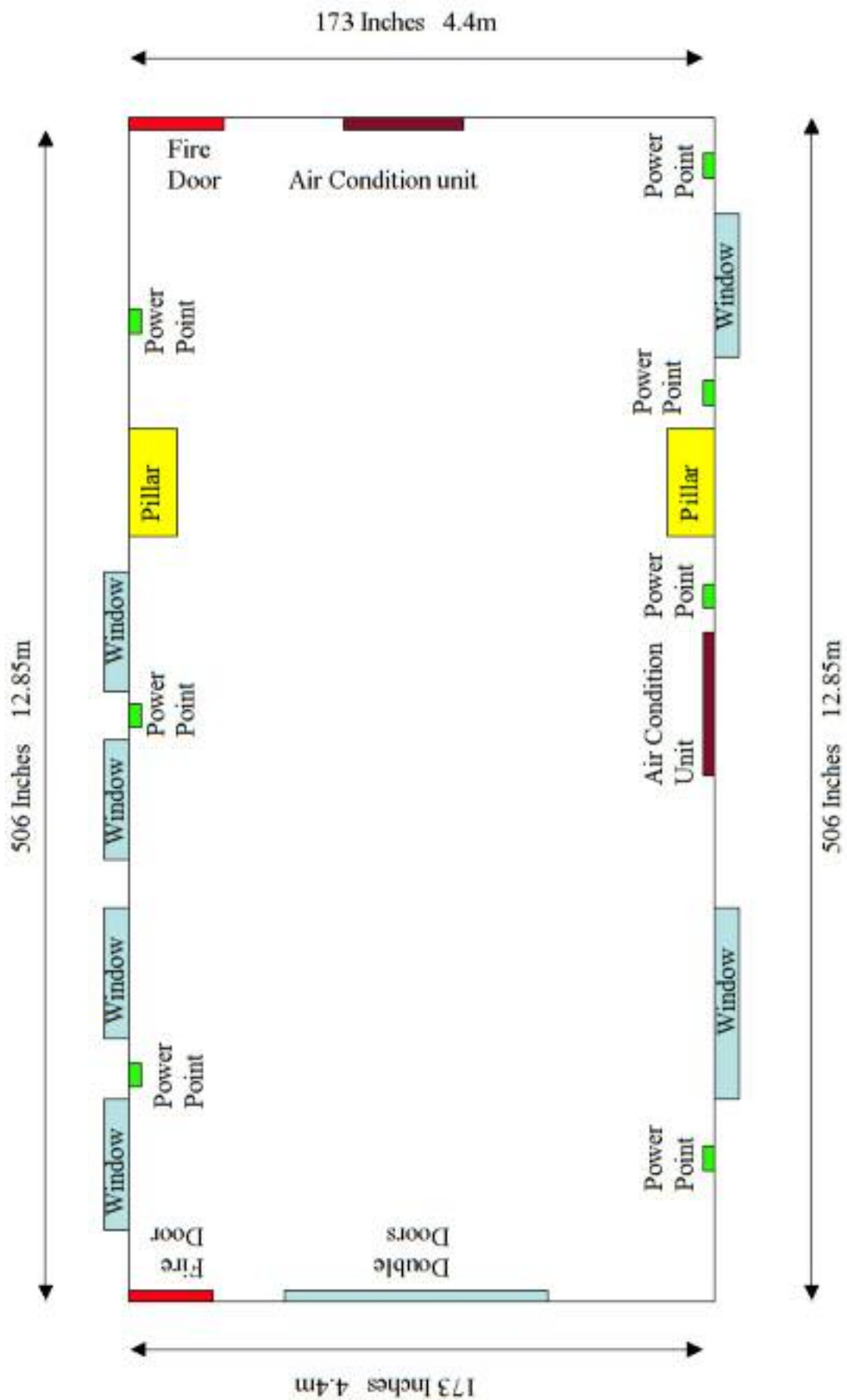


**Classroom Style**  
**28 Delegates**



We can accommodate up to 50 delegates **Theatre Style**

# Conference Room Floor Plan and Amenities



## DAILY CONFERENCE TARIFF

**Daily Conference Tariff: £30.00 per delegate (Minimum 10 Delegates)**

### Meetings Include:

Morning Tea/Coffee with Biscuits

Finger buffet with Tea/Coffee

Afternoon tea/coffee & Biscuits

Screen, flipchart, pens

Conference room hire.

Fruit cordials and boiled sweets

Free Internet Access and complimentary use of Computer

Pencils, paper, tent cards

Free parking on site for every delegate.

## 24 HOUR CONFERENCE

**24 hour conference Tariff: £115.00 per delegate (Minimum 10 delegates)**

This includes all as Daily Conference tariff plus sole occupancy en-suite room with full English breakfast and three course evening meal.

## Conference Room Charges

VENUE	FULL DAY HIRE RATE	HALF DAY HIRE RATE
Conference Room	£150.00 per day	£100.00 per half day
£15.00 per hour or part hour will be charged for longer than booked (Depending upon availability)	9.30 am to 5.30 pm	9.30 am to 1.30 pm

## Conference Supplements per Delegate

Freshly Brewed Coffee or Selection of Teas	£2.50
Freshly Brewed Coffee or Selection of Teas and Breakfast Roll (Bacon and/or Egg)	£4.50
Freshly Brewed Coffee or Selection of Teas and Danish Pastry	£4.75
Jug of Orange Juice	£5.95
Bottle Mineral Water – Still or Carbonated	£2.50
Bowl of Fresh Fruit	from £5.95
1½ rounds of Sandwiches with Crisps and Salad Garnish	£5.95
Glass House Red or White Wine from	£4.00

A screen & flipchart are free of charge but other equipment hire is extra  
All the above rates are inclusive of VAT @ 17.5%

### **AUDIO VISUAL HIRE Per day**

Tripod Screens up to 6'	£17.00
Flipchart Easels, Pads and Pens	£15.00
Sony 27" Monitor, VHS VCR tri std or DVD Player & Unicol stand	£58.75
OHP	£24.00
Role-play Kit – 21" Sony Monitor, VHS Video Recorder, Stand, Video Camera, Tripod, Microphone	£125.00
DVD Player multi format multi regional (professional standard)	£38.00
Toshiba Satellite Laptops Dual Core NVidia Graphics Wireless fully loaded	£124.00

All prices inclusive of VAT.

Other items of equipment may be ordered on your behalf

At least 7 days notice of all equipment required.

Please ask for prices if equipment required for more than a day.

## **CONDITIONS OF BOOKING**

### ***Cancellation Policy for Meeting Rooms.***

As we have only 1 meeting room we reserve the right to charge for any booking cancelled within **7 (seven) full working days** before the confirmed date unless we can re-sell the date.