

## Conference Information

### Room Dimensions

	<b>Full Bedfordshire Suite</b>	<b>Napier Room</b>	<b>Wardown Room</b>	<b>Somerries Room</b>	<b>Syndicate Rooms x 2</b>
<b>Room Area 'm2'</b>	265.60	75.7	75.7	113.0	11.4
<b>Room Area 'f2'</b>	2,849	814	814	1,221	120
<b>Length 'm'</b>	23.5	11.3	11.3	11.3	3.8
<b>Length 'ft'</b>	77.0	37.0	37.0	37.0	12.0
<b>Width 'm'</b>	11.3	6.7	6.7	10.0	3.0
<b>Width 'ft'</b>	37.0	22.0	22.0	33.0	10.0
<b>Ceiling Height 'm'</b>	3.15	3.15	3.15	3.15	2.4
<b>Ceiling Height 'ft'</b>	10.6	10.6	10.6	10.6	8.6

## Room Capacities

	<b>Full Bedfordshire Suite</b>	<b>Napier Room</b>	<b>Wardown Room</b>	<b>Somerries Room</b>	<b>Syndicate Rooms x 2</b>
<b>Theatre Style</b>	275	60	60	90	*
<b>U Shape</b>	80	30	30	40	*
<b>Hollow Square</b>	*	30	30	40	*
<b>Classroom Style</b>	120	30	30	40	*
<b>Boardroom Style</b>	*	30	30	40	6
<b>Reception</b>	300	60	60	90	*
<b>Lunch/ Dinner/ Cabaret</b>	200	40	40	70	*
<b>Dinner/ Dance/ Cabaret</b>	200	*	*	40	*
<b>Banquet</b>	200	*	*	60	*
<b>Floor Level</b>	Ground	Ground	Ground	Ground	2nd Floor

## **The Bedfordshire Suite**

- Situated on the ground floor.
- Divides into three separate rooms:
  - The Napier Room
  - The Wardown Room
  - The Someries Room
- Private foyer area with bar outside the main suite.
- Air-conditioning.
- Natural daylight.
- The Napier and Wardown Rooms both hold up to 50 theatre style.
- The Someries Room holds up to 90 theatre style.
- The entire suite holds up to 200 theatre style.

## **Syndicate Rooms**

- Situated on the second floor.
- Two rooms available:
  - The Chiltern Room
  - The Grosvenor Room
- Natural daylight.
- Each hold up to 10 boardroom style.

## **Tariff Information**

<b>Conference Rooms Available</b>	<b>Half Day Rate (4 hours)</b>	<b>Full Day Rate (8 Hours)</b>
<b>Napier Room</b>	£125.00	£175.00
<b>Wardown Room</b>	£125.00	£175.00
<b>Someries Room</b>	£175.00	£225.00
<b>Bedfordshire Suite</b>	£350.00	£550.00
<b>Syndicate Rooms x 2</b>	£60.00	£100.00

## Delegate Rates

<b>Day Delegate Rate</b>	£35.00 per person
<b>24-hr Rate</b>	£135.00 per person

### **Day Delegate Rate includes:**

Room Hire, 3 servings of Tea or Coffee with Biscuits, 2 course Lunch in Hills Restaurant or a Buffet, Full Table Refreshments, OHP and Screen, Flipchart and Pens.

### **24-hour Residential Rate includes:**

Room Hire, 3 servings of Tea or Coffee with Biscuits, 2 course Lunch in Hills Restaurant or a Buffet, Full Table Refreshments, OHP and Screen, Flipchart and Pens, 3 course Dinner in Hills Restaurant, Overnight Accommodation with Full English Breakfast.

## Non-Delegate Rates

<b>Full English Breakfast</b>	£7.50 per person
<b>Continental Breakfast</b>	£6.00 per person
<b>Tea/Coffee with Biscuits</b>	£2.50 per person

## Equipment Costs

	<b>Rates per day</b>
<b>Screen</b>	£25.00
<b>Flipchart</b>	£10.00
<b>TV / DVD</b>	£75.00
<b>PA System</b>	£200.00
<b>LCD Projector</b>	£100.00

*\* Other specialist equipment may be hired on your behalf.*