

Meetings & Conferences



Amazing ideas are sparked from inspiring teams. From conferences and breakfast brainstorms to cocktail parties and gala dinners. Plus, we offer our bedrooms at a discounted rate for our business guests. Let us help you shape your next amazing event.

With 5 different meeting rooms, we can host anything from two up to 150 delegates. Each room is fully equipped with the latest technology to support your business requirements along with super-fast Wi-Fi in each room and event space. You also have the option to book rooms for your business guests at a special rate.

Capacity	Crystal Ballroom	Essex Room	Suffolk Room	Kent Room	Hertford Room
Classroom	35	20	15	0	0
Boardroom	35	24	18	8	8
Cabaret	110	35	16	0	0
Theatre	150	45	20	0	0
U-Shape	35	25	15	0	0
Banqueting	125	35	24	8	8
Party Buffet	120	40	30	0	0
Width of Room	9.63m	8.65m	4.91m	3.35m	3.82m
Length of Room	16.62m	8.62m	8.81m	4.88m	4.23m
Height of Room	3.16m	2.54m	2.59m	2.59m	2.59m
Natural Daylight	YES	YES	YES	YES	YES
Air Conditioning	YES	YES	YES	NO	NO
Disabled Access	YES	NO	YES	YES	YES
Wi-Fi	YES	YES	YES	YES	YES
Sound System	YES	NO	NO	NO	NO

The Essex Room is located on the first floor and is only accessible via stairs

Conference Extras

Tea, Coffee & Biscuits £2.80 pp
Bacon, Breakfast Sausage or Egg Roll £5.00 each
Mini Danish Pastries (2 pp) £5.00 pp
Scone with Clotted Cream & Tiptree Jam £6.00 pp
Chef's Cake of the Day £6.00 pp



Selection of Sandwiches & Wedges £12.95 pp
Finger Buffet – Sandwiches, Mini Sausage Rolls, Chicken Goujons, Potato Wedges or Chips, Vegetable Spring Rolls & Samosas £17.50 pp
Chef's Choice Hot Buffet - Hot Meat & Vegetarian Dishes, with complimentary side dishes and salad. £24.00 pp
Add Chef's Dessert of the Day. £6.00 pp

2 Course Restaurant Lunch. £30.00 pp
3 Course Restaurant Lunch. £35.00 pp



Fruit Bowl in Conference Room £4.00 pp
Jug of Juice 1.4lt £10.00 per jug
Bottled Water – Still & Sparkling 750ml £3.75 each
Bottle of House Wine 750ml from £21.00 each

PA System with 2 handheld Mics £150.00
Portable PA System with 2 Handheld Mics £150.00
LCD Projector & Screen £100.00
Projector Screen £25.00
Flipchart & Pens £20.00
Laptop £100.00
Lapel Microphone £30.00
Portable Speakers £30.00

Smart TV 55" with Googlecast (only available in the Crystal Ballroom) £75.00
Conference WebCam £50.00
Lectern with Microphone £40.00
Conference Speaker Phone £40.00

