

# 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 2 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
<b>Classroom</b>	35	20	15	0	0
<b>Boardroom</b>	35	24	18	8	8
<b>Cabaret</b>	110	35	16	0	0
<b>Theatre</b>	150	45	20	0	0
<b>U-Shape</b>	35	25	15	0	0
<b>Banqueting</b>	125	35	24	8	8
<b>Party Buffet</b>	120	40	30	0	0
<b>Width of Room</b>	9.63m	8.65m	4.91m	3.35m	3.82m
<b>Length of Room</b>	16.62m	8.62m	8.81m	4.88m	4.23m
<b>Height of Room</b>	3.16m	2.54m	2.59m	2.59m	2.59m
<b>Natural Daylight</b>	YES	YES	YES	YES	YES
<b>Air Conditioning</b>	YES	YES	YES	NO	NO
<b>Disabled Access</b>	YES	NO	YES	YES	YES
<b>Wi-Fi</b>	YES	YES	YES	YES	YES
<b>Sound System</b>	YES	NO	NO	NO	NO

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

# Conference Extras

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Tea, Coffee & Biscuits	£3.00 pp
Breakfast Rolls	£6.00 pp
Mini Danish Pastries (2 pp)	£6.00 pp
Selections of Mini Cake	£4.50 pp
Selection of Sandwiches & Wedges	£12.95 pp
Finger Buffet	£18.50 pp
Hot Meat & Vegetarian Dishes, with complimentary side dishes & salad	£26.00 pp
Restaurant Lunch	(from) £32.50 pp
Jug of Juice 1.4lt	£10.00 per jug
Bottled Water – Still & Sparkling 750ml	£3 each
PA System with Handheld Mic	£100.00
LCD Projector & Screen	£100.00
Flipchart & Pens	£25.00
Portable Speakers	£30.00
Lectern with Microphone	£40.00

