

CONFERENCE INFORMATION

From 20-100 delegates we never underestimate the importance of providing smooth running conferences and events.

We excel in providing clients with tailor made packages to suit their requirements and budget.

Our Conference Co-ordinator will ensure that your day runs to your exact specification.

Rivers Suite

Located on the ground floor, this suite has a light, airy and modern feel and can accommodate a maximum of 100 delegate's theatre style.

The Waterside Suite

Located on the ground floor, this suite has a light, airy and modern feel and can accommodate a maximum of 80 delegate's theatre style.

The Stateroom Lounge

Located upstairs in the lounge area Ideal for small presentations relaxed area

DELEGATE PACKAGES

We pride ourselves on offering a total package for our conference clients. We appreciate that everyone's requirements are different therefore we are happy to create an individual package to suit you. Below are some standard options available to you.

Day Delegate Rate

Inclusive of: arrival coffee, morning coffee with Danish pastries, 2 course conference buffet lunch with vegetarian option, afternoon tea and biscuits, mineral water, cordials, mints, room hire, stationery pack, flipchart and vat.

£35.00 per delegate

24hr Delegate Rate

Inclusive of: arrival coffee, morning coffee with Danish pastries, 2 course conference buffet lunch with vegetarian option, afternoon tea and biscuits, mineral water, cordials, mints, room hire, stationery pack, flipchart, table d'hote dinner, overnight accommodation, full English breakfast and vat.

£135.00 per delegate

Quotes

We are delighted to provide you with a personalised quote based on your individual requirements.

EQUIPMENT

Whatever your requirements we have access to the full range of conference equipment and professional back up from a reputable local AV Equipment Hire company.

Examples:

Flipchart & stand	£15.00
Overhead projector & screen	£35.00
TV & Video	£100.00
LCD Projector	£250.00
PA system	£165.00

Additional equipment and prices are available upon request.

ROOM HIRE RATES

Room	Full Day	Half Day	Evening	Exhibition
Rivers Suite	£400.00	£250.00	£250.00	£500.00
The Waterside Suite	£400.00	£250.00	£250.00	£500.00
State Room Lounge	£400.00	£250.00	£250.00	£500.00

ROOM SPECIFICATIONS

Layout	The Rivers Suite	The Waterside Suite	The State Room Patio Area	The State Room Lounge
Boardroom	50	40	30	30
U-shape	60	60	50	40
Classroom	70	50	50	40
Theatre style	100	80	50	50
Cabaret	80	120	50	40
Dinner	100	120	40	40
Length	9.5m			
Height	18.0m			
Width	9.5m			

ACCOMMODATION

All of our 46 bedrooms are en-suite and equipped with tea and coffee making facilities, in-house movies, and direct dial telephone. Residents of the hotel also have complimentary use of the Galleon Leisure Club. Facilities include a 25m swimming pool, spa & Jacuzzi, fitness suite with over 130 equipment stations, ladies only gym, sun beds.

Our rates are very competitive and we are happy to negotiate corporate rates for new clients

Rates

Midweek (Monday – Thursday)

Single Room £78.00 room only

Double/Twin Room £85.00 room only

Weekend (Friday – Sunday)

Single Room £65.00 room only

Double/Twin Room £75.00 room only

** Special function rates are available**

All rates are inclusive of leisure facilities, car parking and VAT

PARKING

We have ample free car parking spaces for over 500 cars

REFRESHMENT BREAKS

Why not treat your delegates to something a bit different from a 'pick me up' to a "devilish treat"!

Breakfast Break

Hot bacon barmes
Fresh orange juice
Freshly brewed tea and coffee

£5.95 per delegate

French Fancy

Freshly baked croissants
Pain au chocolate
Chilled orange juice
Freshly brewed and coffee

£5.50 per delegate

Chocolate Heaven

Mini chocolate bar selection
Chocolate chip muffins
Hot chocolate
Chocolate milkshake

£3.95 per delegate

Summer Sizzler

Assorted ice cream bars and lollies
Chilled fruit juices

£3.95 per delegate

Wimbledon Winner

Fresh strawberries and cream
Non-alcoholic fruit punch

£4.75 per delegate

Refreshment Breaks

Freshly brewed tea and coffee with biscuit selection at £2.75 per head

Light Working Buffet Lunch

Selection of assorted cocktail sandwiches filled with:

Honey roast ham and English mustard
Cheese and spring onion
Tuna and cucumber
Egg mayonnaise
Tortillas and dips
Goujons of plaice with a tartare sauce
Fresh fruit platter
Orange Juice

£8.50 per delegates

Winter Warmer

Hot buttered toasted teacakes
Hot chocolate
freshly brewed tea and coffee

£4.95 per delegate

Healthy Habit

Selection of yoghurts and cereal bars
Chilled fruit juices
Platter of fresh fruit
Herbal and fruit teas

£3.95 per delegate

American Smoothie

Blueberry and forest fruit muffins
Jam, vanilla and plain doughnuts
Strawberry, banana and chocolate
milkshakes

£3.95 per delegate

Brain Boost

Chilled cans of Red Bull
Mini chocolate bar selection

£4.25 per head

Classic English

Scones and preserves
Assorted finger pastries
Freshly brewed tea

£5.50 per delegate

SAMPLE CONFERENCE LUNCH MENUS

MENU 1

Assorted salads:

Mixed salad leaves

Caribbean rice

Tomato and cucumber salad

Chilled fish and prawn platter, smoked mackerel, smoked salmon, pink prawns

Chicken supreme marinated in garlic, basil, olive oil, fresh tomato and oregano sauce

Shallow fried breaded cod, parsley and lemon wedges

Asparagus and mushroom risotto with a Parmesan cheese glaze

Panache of seasonal vegetables and potatoes

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Selection of sweets

Assorted fresh fruit platter

MENU 2

Assorted salads:

Potato and chive

Spicy rice

Mixed baby leaves

Chilled fish and prawn platter, smoked mackerel, smoked salmon, pink prawns

Grilled Cajun chicken with a mint yoghurt dressing

Baked Atlantic herb crusted salmon with a white wine cream sauce

Vegetable lasagne with a pesto dressing

Panache of seasonal vegetables and potatoes

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Selection of sweets

Assorted fresh fruit platter

MENU 3

Assorted salads:

Apple, celery and walnut

Cherry tomato and cucumber

Penne pasta and pepper

Baby lettuce leaves

Chilled fish and prawn platter, smoked mackerel, smoked salmon, pink prawns

Mild chicken curry served with fresh coriander, tomatoes and peppers

Grilled tuna loin with a ginger, spring onion and soy sauce

Beef tomatoes stuffed with a wild mushroom couscous and Parmesan crust

Panache of seasonal vegetables and potatoes

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Selection of sweets

Assorted fresh fruit platter

2 Course Hot and cold conference Lunches range from £14.00 per head

BOOKING TERMS AND CONDITIONS

**The following procedure is a comprehensive guideline to assist you with your
Forthcoming plans and arrangements**

1. Provisional

You can reserve your preferred date for up to 14 days. You are under no obligation and this gives you the time to discuss and co-ordinate your ideas.

2. Confirmed

Written confirmation is required for all bookings. Upon receipt of this information a contract will be forwarded to you from the hotel

3. Final Numbers

Please advise your final numbers 7 days prior to the event.

4. Catering

It is the policy of The Galleon Hotel not to under cater in any circumstances.

5. Payment

Account facilities are available upon request. Alternatively, a credit card number is required to guarantee the booking. A pre-authorisation will be taken from the card on arrival.

6. Cancellations

In the event of cancellation, charges will apply.

No charge will be levied for cancellations giving more than 42 days notice

The Hotel reserves the right to charge to Company as follows:

For notice of cancellation of received within 42 days of date of arrival – 25% of amount due

For notice of cancellation of received within 30 days of date of arrival – 50% of amount due

For notice of cancellation received within 14 days of date of arrival – 100% of amount due

7. Cancellation by the Galleon Hotel

We reserve the right to cancel your booking if:

a) You become insolvent or in the case of an individual, become subject to bankruptcy petition

b) The booking might damage the reputation of the hotel.

In these circumstances, any advance payments will be returned, but the Hotel would not have any other liability.

8. Insurance

In common with all Hotels we do not insure any items you bring onto the premises (such as audio visual equipment etc). We therefore suggest that if you plan to leave any items unattended during your stay, you need to check that you have arranged adequate cover against their damage or loss.

9. Use of hotel

You will need our consent if:

a) You wish to use amplification, lighting or similar electrical equipment in the hotel

b) You wish to attach items to the walls, floor or ceilings

c) You wish to use outside suppliers to supply any equipment, or other services

10. General

- a) We reserve the right to alter prices without notification. Prices are as stated and are not negotiable.
- b) We reserve the right to change the room/s being used should numbers drop or any unforeseen circumstances arise.
- c) Should any delegate or guest be unable to correct any aspect of poor behaviour or activities unacceptable to the Hotel, we reserve the right to terminate your stay. Should this occur no monies would be refunded to you.
- d) The client must reimburse the costs of repairing any damage to the property, contents or grounds by any guests to the hotel.
- e) No wines, spirits or food brought into the hotel may be consumed.
- f) The Hotel's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Hotel.
- g) The Hotel must comply with certain licensing and statutory regulations and requires the Client to fulfill their obligations in this respect.
- h) Prices include V.A.T. unless otherwise specified. This shall be at the rate prevailing when confirmation of the booking was received and is subject to alteration should the rate change.
- i) Any equipment that the Hotel needs to hire in for an event includes delivery, insurance and collection fees.

11. Loss or Damage

- a) If our property is willfully damaged or stolen at an event the replacement cost is payable by the client.
- b) We do not accept responsibility for the personal property of clients or guests.

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12. Menus

- a) We admit no liability for any illness caused by an allergy that we were not made aware of in writing 7 working days prior to the event.

13. No Smoking Policy

A no smoking policy operates throughout the hotel. In compliance with The Health Act 2006, guests violating this policy will be asked to immediately vacate the premises.