

## **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

**£7.50 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 trout, 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 and pastries

Assorted fresh fruit platter

### **MENU 2**

Assorted salads:

Potato and chive

Spicy rice

Mixed baby leaves

Chilled fish and prawn platter, smoked mackerel, smoked trout, 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 and pastries

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 trout, 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 and pastries

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.