

Conferences & Meetings

Our function rooms offer something for everyone. Whether you're looking for a small formal or in-formal business meeting, a conference with lunch, or an evening celebration with entertainment; we pride ourselves in being able to accommodate any request large or small and tailored to suit your needs, ensuring a most memorable event.

The larger room within Prego is a unique style and makes a refreshing change from the usual function rooms. With plenty of natural light, air conditioning and it's own bar-lounge area, the room is perfect for meetings, small conferences, lunches and evening functions.

The Waterfront Meeting Room is a bright room with plenty of natural light and a modern finish; purpose-fitted for small boardroom meetings.

To view some more images of the function room please visit our website, www.waterfronthotelandvenue.co.uk.

If you would like to arrange a time to have a look at the meeting room and the hotel in general we would be more than happy to show you the facilities.

Please contact us for further information or to arrange a show round on 01484 715566 or info@waterfronthotelandvenue.co.uk.

Sarah Gerrard
Events Manager

Kelsa Hirst
Events Coordinator



Conferences & Meetings

Our meeting and function rooms are available for hire Monday to Saturday 7am - 11pm; earlier start times can be arranged in advance.

Waterfront Meeting Room;

Second floor meeting room suitable for up to 12 delegates
Accessible by lift and stairs

Prego Suite:

Large function suite suitable for large meetings and conferences
Maximum seating:

Function	90
Buffet	120
Theatre	40
U-shape	26
Boardroom	20

Room Hire Rates:

	Half Day	Full Day
Waterfront Meeting Room	£35.00	£55.00

	Half Day With Catering	Half Day Without Catering	Full Day With Catering	Full Day Without Catering	Evening (After 5pm) Monday to Thursday	Weekend Friday, Saturday & Sunday Up to 5 hours*
Prego Suite	£65.00	£85.00	£65.00	£100.00	Complimentary when catering for 30+ guests at £10.00pp Room Only or when catering for less than 30 guests £100.00	Complimentary when catering for 40+ guests at £10.00pp Room Only not available 1-25 guests £200.00 26-39 guests £100.00

(Half day rates apply to meetings of up to 4 hours, full day rates apply to meetings of 4 hours +)

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Equipment:

Flip Chart, paper & pens	£20
Projector Screen (6ft)	£20
LCD Projector with VGA connection	£35

If other equipment is required please contact us for availability and hire costs.

Catering:

Sandwiches platters	From £5.75 per head
Pizzoni Platters	From £5.75 per head
Pasta & Panini Buffet	£8.50 per head
Italian Buffet	£10.00 per head
2 Course Group Set Menu	£17.00 per head
3 Course Group Set Menu	£21.00 per head
Side Orders	As per menu prices

Refreshments:

Tea & Coffee	£1.85 per head
Jugs of Fresh OJ	£8 per liter jug
Jugs of Iced Water	Free of Charge
Jugs of Iced Cordial	£3.00 per liter jug
Bottled Water (Still & Sparkling)	£3.30 per large bottle 75cl

Full a la carte, Early Bird menu and specials available on requests, subject to availability.
Tailored set menus and buffet menus can be individually arranged to suit your requirements.

Preferential accommodation rates available event delegates.