

## 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 has 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](http://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](mailto:info@waterfronthotelandvenue.co.uk).

**Ellie Airey**  
Events Coordinator

**Sarah Gerrard**  
Operations Manager



# Conferences & Meetings

The Waterfront Meeting Room is available for hire Monday to Sunday for meetings  
The Prego Suite is available for hire Monday to Friday for meetings

## Waterfront Meeting Room;

Second floor meeting room suitable for up to 10 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
<b>Waterfront Meeting Room</b>	£40.00	£55.00

<b>Prego Suite</b>	Half Day (Monday -Friday daytime) Half day rates apply to meetings of up to 4 hours	Full Day (Monday -Friday daytime) Full day rates apply to meetings of 4 hours +	Evening (After 5pm) Monday to Thursday Up to 5 hours	Weekend Friday, Saturday & Sunday Up to 5 hours
Without Catering	£100.00	£150.00	Complimentary when catering for 30+ guests at £10.00pp	Complimentary when catering for 40+ guests at £10.00pp
When Catering for up to 19 delegates	£85.00	£100.00	<b>Room Only</b> or when catering for less than 30 guests £100.00	<b>Room Only</b> not available  1-25 guests £200.00 26-39 guests £100.00
When Catering for 20+ delegates	£65.00	£80.00		

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### Equipment:

Flip Chart, paper & pens	£20
Projector Screen (6ft)	£20
LCD Projector with VGA connection	£35
PA System (including 2 microphones)	£35

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

### Catering:

Pizzoni & Sandwich Platter	From £6.50 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 litre jug
Jugs of Iced Water	Free of Charge
Jugs of Iced Cordial	£3.00 per litre jug
Bottled Water (Still & Sparkling)	£3.30 per large bottle 75cl

Full a la carte, early bird and specials menus available during restaurant opening times. Tailored set menus and buffet menus can be individually arranged to suit your requirements. Buffets are to be ordered 48 hours in advance of your event date. Please note we do not allow outside catering. Preferential accommodation rates available for event delegates.

To confirm a conference or meeting we require you to sign and return your booking form with card details. Payment for the meeting will be due on check out. If you do not wish to make payment for your event on check out, you can; **1)** Apply for a company credit account and subject to approval be invoiced for your event or **2)** Pay in advance by proforma.