

CONFERENCES AT LANES

Welcome

This pack contains details of all our services and rates for our conference facilities.

We have two private rooms with lots of natural daylight, which overlook our tranquil garden setting out the back of the hotel. Offering the perfect environment for your meeting, whether a large business seminar or smaller office meeting.

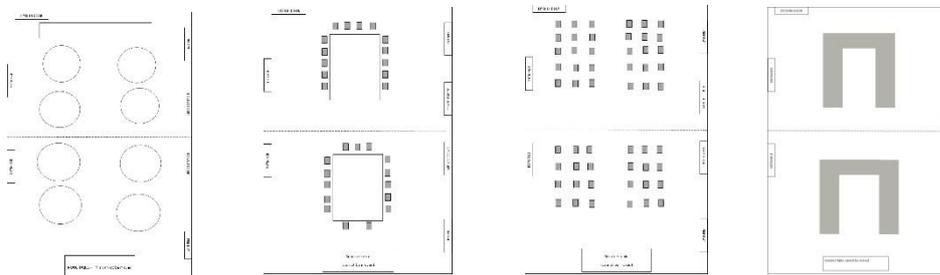
Our friendly and professional team will endeavour to meet all your requirements to ensure you have a pleasant and rewarding experience during your time at Lanes.

If you require any further information, please contact any Manager at the hotel.

Room Layout

Room Layout/ Capacity	Both Rooms	Private Room	Lounge	Measurements	
Boardroom	n/a	20	16	Lounge 10 x 5 metres	Private Room 7.5 x 5 metres
Cabaret		24	32		
Theatre Style	100	40	60		
Horseshoe / Ushape	n/a	16	16		

Diagrams



Costings

Delegate Rate Option 1	Cost	
	£60.00 Per person	
	The above pricing includes working lunch, 3 servings of tea and coffee, full day room hire, flipchart, screen, pens and paper and jugs of iced water	
	Minimum numbers 10 people	
Delegate Rate Option 2	Cost	
	£75.00 Per person	
	The above pricing includes 2 course hot buffet, 3 servings of tea and coffee, full day room hire, flipchart, screen, pens and paper and jugs of iced water	
	Minimum numbers 10 people	
Delegate Rate Option 3	Cost	
	£85.00 Per person	
	The above pricing includes 2 course lunch from prix fixe menu, 3 servings of tea and coffee, full day room hire, flipchart, screen, pens and paper and jugs of iced water	
	Minimum numbers 10 people, maximum of 15 people	
Breakfast Delegate	Cost	
	Option 1	£30.00 Per person
	The above pricing includes full English breakfast, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper and jugs of iced water	
	Option 2	£20.00 per person
	The above pricing includes continental pastries, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper and jugs of iced water	
	Option 3	£25.00 per person
	The above pricing includes bacon or sausage baps, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper and jugs of iced water	
	Minimum numbers 10 people and served up until 10am	

Costings

24 hrs Delegate Rate Option 1	Cost
	£280.00 Per person
	The above pricing includes working lunch, 3 servings of tea and coffee, full day room hire, flipchart, screen, pens and paper, jugs of iced water, 3 course dinner, double accommodation for sole use and full English breakfast
	Minimum numbers 10 people
24 hrs Delegate Rate Option 2	Cost
	£300.00 Per person
	The above pricing includes 2 course hot buffet, 3 servings of tea and coffee, full day room hire, flipchart, screen, pens and paper, jugs of iced water, 3 course dinner, double accommodation for sole use and full English breakfast
	Minimum numbers 10 people

Room Hire		Private Room	Lounge
	Breakfast meeting (until 10am)	£160.00	£160.00
	Half Day AM or PM	£260.00	£260.00
	Full Day	£450.00	£450.00

These rates are available Monday to Friday. Prices valid until January 2025.

Hot Beverages

Flask of Tea/Coffee	£50.00 serving 6 people per flask	Single shot	Double shot
Filter Coffee/English Breakfast Tea	£4.00 per person		
Espresso		£3.50	£4.50
Cappuccino/Latte/Hot Chocolate/Mocha		£4.50	£5.00

Costings

Food			
Continental Pastries – 2 per head	£3.50 per person		
Bacon/sausage baps	£10.00 per person		
Working Lunch	£22.00 per person		
Finger Buffet	£25.00 per person for 5 items each	£30.00 per person for 8 items each	£35.00 per person for 10 items each
Restaurant Lunch	Priced as per the menu at the time		
Equipment Hire			
PA System	£100.00 per session		
TV	£100.00 per session		
Projector	£100.00 per session		
Extension Lead	Free of charge		
Flipchart	Free of charge, second flipchart £30.00		

We offer complimentary Wi-Fi throughout the hotel

Cancellation policy

For all conference & accommodation bookings		
Less than 48 hours prior to the event	100% of meeting value	2 working days prior to the event
Less than 7 working days prior to the event	25% of meeting value	
Up to 7 working days prior to the event	No charge	

Payment Options

We accept payment by credit or debit card, bacs transfer, cheque. A ledger account can be arranged for you subject to criteria.

Menus

Finger buffet menu selector			
Choose (please tick)	5 items £25.00 per person	8 items £30.00 per person	10 items £35.00 per person
Chef's selection of hand cut sandwiches			
Chorizo scotch eggs			
Chicken satay skewers, satay sauce			
Homemade sausage rolls			
Mini pork pies, piccalilli			
Mini leek & stilton tarts			
Mini brioche burgers, red Leicester			
Feta cheese & basil pesto skewers			
Smoked salmon, chive & cream cheese tartlet			
Tempura king prawns, sweet chilli mayonnaise			
Tempura fish goujons, basil mayonnaise			

If you request a hot buffet menu, we are happy to make up a bespoke menu.