

# 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 at the back of the hotel. Offering the perfect environment for your meeting, whether a large business seminar or smaller office meeting.

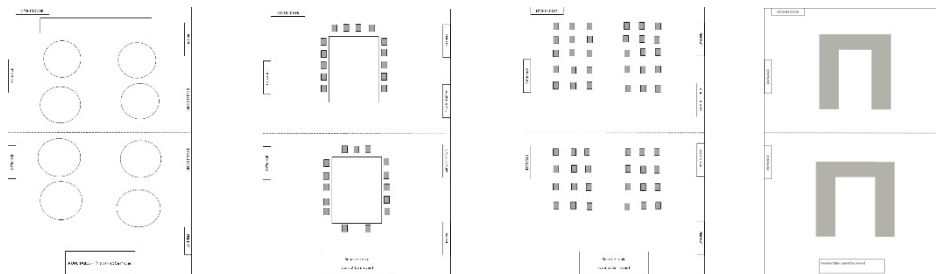
Our friendly and professional team will endeavour to meet all of your requirements to ensure you have a pleasant and rewarding experience during your time at Lanes.

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/U- shape	n/a	16	16		

## Diagrams



## Costings

<b>Delegate Rate</b> Option 1	<b>Cost</b>	
	<b>£45.00 Per person</b>	
	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 & cordial	
	Minimum numbers 10 people	
<b>Delegate Rate</b> Option 2	<b>Cost</b>	
	<b>£60.00 Per person</b>	
	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 & cordial	
	Minimum numbers 10 people	
<b>Delegate Rate</b> Option 3	<b>Cost</b>	
	<b>£70.00 Per person</b>	
	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, jugs of iced water & cordial	
	Minimum numbers 10 people, maximum of 15 people	

<b>Breakfast Delegate</b>	<b>Cost</b>	
	<b>Option 1</b>	<b>£22.50 Per person</b>
	The above pricing includes full English breakfast, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper, jugs of iced water & cordial	
	<b>Option 2</b>	<b>£16.50 per person</b>
	The above pricing includes continental pastries, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper, jugs of iced water & cordial	
	<b>Option 3</b>	<b>£20.00 per person</b>
	The above pricing includes bacon or sausage baps, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper, jugs of iced water & cordial	
	Minimum numbers 10 people and served up until 10am	

## Costings cont.

<b>24 hrs Delegate Rate</b> Option 1	<b>Cost</b>
	<b>£210.00 Per person</b>
	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 & cordial, 3 course dinner, double accommodation for sole use and full English breakfast
	Minimum numbers 10 people
<b>24 hrs Delegate Rate</b> Option 2	<b>Cost</b>
	<b>£220.00 Per person</b>
	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 & cordial, 3 course dinner, double accommodation for sole use and full English breakfast
	Minimum numbers 10 people

## Costings cont.

Room Hire		Private Room	Lounge
	Breakfast meeting (until 10am)	150.00	£150.00
	Half Day AM or PM	£250.00	£250.00
	Full Day	£400.00	£400.00

These rates are available Monday to Friday. Prices valid until January 2024.

### Hot Beverages

Flask of Tea/Coffee	£45.00 serving 14 people	Single shot	Double shot
Filter Coffee/English Breakfast Tea	£3.50 per person		
Espresso		£2.70	£2.90
Cappuccino/Latte/Hot Chocolate/Mocha		£4.00	£4.00

### Food

Continental Pastries – 2 per head	£3.00 per person		
Bacon/sausage baps	£8.00 per person		
Working Lunch	£14.00 per person		
Finger Buffet	£22.00 per person for 5 items each	£27.00 per person for 8 items each	£32.00 per person for 10 items each
Restaurant Lunch	Priced as per the menu at the time, see website		

### Equipment Hire

PA System	£80.00 per session
TV	£80.00 per session
Projector	£80.00 per session
Extension Lead	Free of charge
Flipchart	Free of charge, second flipchart £25.00

We offer complimentary WiFi throughout the hotel

## Menus

Finger buffet menu selector			
Choose (please tick)	5 items £22.00 per person	8 items £27.00 per person	10 items £32.00 per person
Chef's selection of hand cut sandwiches			
Chorizo scotch eggs			
Chicken satay skewers, satay sauce			
Nduja & olive skewers, black garlic mayonnaise			
Homemade sausage rolls			
Mini pork pies, piccalilli			
Mini leek & Roquefort tarts			
Mini brioche burgers, red Leicester			
Feta cheese & basil skewers			
Smoked salmon, chive & cream cheese tartlet			
Hot Smoked Mackerel Pâté, sourdough			
Tempura king prawns, sweet chilli mayonnaise			
Baron Bigod, walnut & date loaf			
Dorset Blue Vinny & red onion marmalade tartlets			

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

## 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	
Upto 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 arrange for you subject to criteria.