

CONFERENCES AT LANES

Welcome

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

We have two private rooms 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.

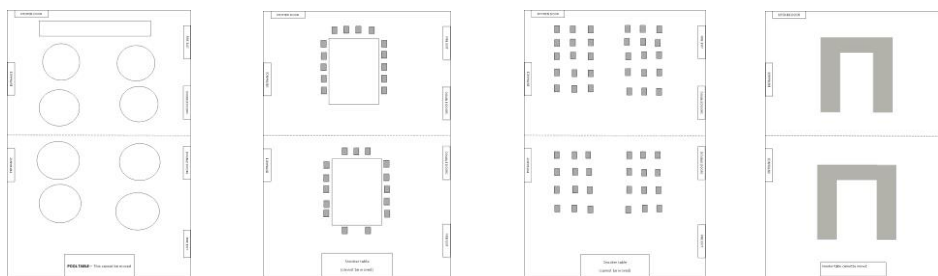
Our friendly and professional team will endeavor to meet all of your requirements to ensure you have a very pleasant and rewarding experience during your time at Lanes.

If you require any further information please contact Rachel our Office Manager or Abby our Wedding coordinator.

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

Delegate Rate Option 1	Cost	
	£36.00 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 & cordial	
	Minimum numbers 10 people	
Delegate Rate Option 2	Cost	
	£45.00 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 & cordial	
	Minimum numbers 10 people	
Delegate Rate Option 3	Cost	
	£50.00 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, jugs of iced water & cordial	
	Minimum numbers 10 people, maximum of 15 people	

Breakfast Delegate	Cost	
	Option 1	£20.50 Per person
	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	
	Option 2	£14.50 per person
	The above pricing includes continental pastries, 1 serving of tea and coffee, room hire, flipchart, screen, pens and paper, jugs of iced water & cordial	
	Option 3	£18.00 per person
	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.

24 hrs Delegate Rate Option 1	Cost
	£176.00 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 & cordial, 3 course dinner, double accommodation for sole use and full English breakfast
	Minimum numbers 10 people
24 hrs Delegate Rate Option 2	Cost
	£185.00 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 & 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)	£100.00	£100.00
	Half Day AM or PM	£150.00	£150.00
	Full Day	£250.00	£250.00
These rates are available Monday to Friday. Prices valid until January 2020.			

Hot Beverages			
Flask of Tea/Coffee	£35.00 serving 14 people	Single shot	Double shot
Filter Coffee/English Breakfast Tea	£3.00 per person		
Espresso		£2.50	£2.70
Cappuccino/Latte/Hot Chocolate/Mocha		£3.20	£3.40

Food			
Continental Pastries – 2 per head	£2.00 per person		
Bacon/sausage baps	£5.50 per person		
Working Lunch	£12.00 per person		
Finger Buffet	£15.00 per person for 5 items	£20.00 per person for 8 items	£25.00 per person for 10 items
Restaurant Lunch	£14.95 per person for 2 courses	£19.95 per person for 3 courses	Chosen from our prix fixe menu

Equipment Hire	
PA System	£50.00 per session
TV	£50.00 per session
Projector	£50.00 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 £15.00 per person	8 items £20.00 per person	10 items £25.00 per person
Chef's selection of hand cut sandwiches			
Onion & courgette bhaji, pineapple & lime pickle			
Baked smoked haddock rarebit , stuffed field mushrooms			
Vegetable samosas, sweet chilli dip			
Courgette, leek and parmesan tart			
Lanes quiche Lorraine			
Crispy duck spring rolls, plum & soy dipping sauces			
Breaded goujons of plaice, tartar sauce			
Tandoori chicken drumsticks, cucumber yoghurt			
Vegetable crudités, hummus & tzatziki			

Hot Buffet Menu Selector					
Choice of 2 main dishes	Tick	Choice of 2 compound salads	Tick	Choice of 2 desserts	Tick
West Country Faggots, onion & stout gravy		American coleslaw (v)		Baked blueberry cheesecake	
Beef Meatballs (G/F), Provençal sauce		Roast pepper and pasta salad (v)		Chocolate brownie	
Cheddar cheese & leek potato pie (v)		Caesar salad		Carrot cake (vegan)	
South coast fish pie, cheddar mash (G/F)		Thai noodle & prawn salad (v)		Chocolate & raspberry tart	
Deep fried plaice goujons, nut brown butter & capers		Potato salad, honey mustard & chive dressing (v)		Crème brûlée	
Vegetarian paella (v) (G/F)		Asian curried slaw (v)		Roast fruit crumble, vegan crumble & custard (vegan) (G/F)	
Lasagne Bolognese		Greek salad (v)		Mixed berry pavlova (G/F)	
Steak & Ale Pie, puff pastry crust				Fresh fruit salad	
Served with new potatoes, hot panache of seasonal vegetable and mixed leaf salad				(v) vegetarian (G/F) Gluten Free	

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.