

The
green lawns
Hotel & Restaurant

SAMPLE

CONFERENCE PACK
2010



Day delegate £25.00 per person

Fresh filter coffee and tea on arrival

Mid morning coffee, tea and biscuits

Luncheon

Afternoon tea, coffee and biscuits

Conference Room Hire, projector, screen, wifi access, flipcharts and pens, delegate stationery, mints iced water and cordials

24 hour delegate rate

single room occupancy £115.00 per person

double occupancy £ 95.00 per person

Fresh filter coffee and tea on arrival

Mid morning coffee, tea and biscuits

Luncheon

Afternoon tea, coffee and biscuits

Conference Room Hire, projector, screen, wifi access, flipcharts and pens, delegate stationery, mints iced water and cordials

3 course dinner in the Garras restaurant

Over-night accommodation

Full Cornish breakfast

Free use of the Garras leisure complex

Partner Rates

£15.00 to include Full Cornish Breakfast

£25.00 per head for Dinner

Please note that delegate rates are only available when there is a minimum of 10 delegates attending.

Room hire only

	½ day hire (4 hours)	full day hire (8 hours)
Carnes Lounge (Maximum 40 theatre style)	£ 65.00	£ 100.00
Pendennis Lounge (Maximum 20)	£ 85.00	£ 150.00
Trelawney Function Suite (Maximum 180 theatre style)	£375.00	£500.00

Room hire rates include delegate stationery, iced water, cordials and mints. Further syndicate rooms may be available, subject to availability and are charged as used.

Equipment and services

The following equipment and services can be arranged for your conference and are inclusive within your daily rate.

Overhead projector
Screen
Multi media projector
Flipchart and Pens
Television
DVD Player
P.A. System with radio microphone

Secretarial services

Fax (outgoing)	£1.50 1st page, £1.00 thereafter
Fax (incoming)	Free of Charge
Photocopying	10p per sheet
Wireless Internet	Free of Charge
Telephone	Units charged as used

Refreshments

Fresh filter coffee and tea	£1.50 per head
Coffee, tea & biscuits	£2.50 per head
Jugs of juice	£7.50 per jug
Still or sparkling water	£3.50 per bottle
Sandwich platter	£6.00 per head
Light bites menu	Please enquire

The small print

A day delegate eight hour rate is deemed to include coffee on arrival and two breaks for tea and coffee including biscuits (or pastries where applicable); a lunch or buffet including coffee; room hire and equipment as detailed.

A 24 hour rate includes the 8 hour package plus a 3 course dinner including vegetarian choice and coffee, Cornish breakfast and accommodation.

Account facilities will only be granted to those companies or individuals who have established credit facilities in advance. Companies requiring credit facilities will need to apply to open an account 14 days in advance of the event. The Hotel reserves the right to withdraw credit facilities at any time without notice. If credit facilities are not agreed then a deposit of 10% on booking will be required and then 30 days prior to the event a further payment of 40% of the estimated total value is required. The balance will be invoiced after the event and is to be paid within 14 days from receipt of invoice.

Failure to meet payment on due dates will incur an interest charge on a daily basis being charged for every day over the contracted due date.

Cancellations

The Hotel reserves the right to charge the following sum for any loss of income due to cancellation, non-arrival, or substantial reduction in the numbers confirmed for services as follows, unless a booking is obtained for the same dates from a third party on no less favourable terms:

Cancellation period

Charges

1 - 3 months prior to event
14 & 31 days prior to event
3 & 13 days prior to event
3 days or less prior to event

Deposit Held
50% of total anticipated charges
70% of total anticipated charges
100% of total anticipated charges

In all instances, notification of cancellation must be made in writing and will be effective on the date received by the Hotel.

Please note all the above rates are inclusive of vat.

