

## ROOM HIRE CHARGES

### Per Room Per Day

Gatton Suite	£295.00
Calder Suite	£275.00
Kingswood Suite	£175.00
Charlwood Suite	£125.00

Part Day Prices are available on request

### OPTIONAL CHARGES

Tea and Coffee @ £2.25

Tea, Coffee and Biscuits @ £2.95

Tea, Coffee and Danish/Cake @ £3.50

Bacon Sandwich @ £4.50

Sandwiches & chips from £5.95 per person

Hot or Cold Finger Buffet @ £12.75 per person

TV & Video @ £70.00 inc. VAT per day

Extra Flip Charts @ £15.00 inc. VAT per day

OHP & Screen @ £25.00 inc. VAT per day

LCD & Screen @ £55.00 inc. VAT per day

Other audio/visual equipment can be organised on request

## DAILY CONFERENCE RATE

£39.00 including VAT per person, to include the following facilities:-

- \* Arrival Tea & Coffee
- \* Use of the main conference room for the day.
- \* Overhead projector & screen, flip chart & pens.
- \* Conference pads and pens.
- \* Mineral water and sweets in conference room.
- \* Mid-Morning Tea, Coffee and Biscuits.
- \* 2 Course Lunch, served in the Restaurant ( choose from our special menu )
- \* Afternoon Tea, Coffee and Biscuits.

### Per person

Minimum numbers for Daily Conference Rate is 10 people for Charlwood & Kingswood Suite and 20 for Gatton Suite & Calder Suite.

For those delegates requiring accommodation a 24hour rate including daily conference items plus double room for sole occupancy, full English breakfast and a 3 course dinner with coffee for just £145.00 per person inc. VAT

<b>Gatton Suite</b> Length 11.3 metres Width 5.9 metres Height 2.4 metres	<b>Maximum Capacity</b> Boardroom x 40 Theatre x 60 'U' Shape x 40 Cabaret x 50
<b>Calder Suite</b> Length 7.6 metres Width 6.7 metres Height 2.4 metres	<b>Maximum Capacity</b> Boardroom x 30 Theatre x 50 'U' Shape x 30 Cabaret x 30
<b>Kingswood Suite</b> Length 6.5 metres Width 4 metres Height 2.4 metres	<b>Maximum Capacity</b> Boardroom Only X 14
<b>Charlwood Suite</b> Length 5.3 metres Width 3 metres Height 2.4 metres	<b>Maximum Capacity</b> Boardroom Only X 10

All of our conference rooms have natural day light and WiFi facilities. Air Conditioning

In the Gatton Suite & Calder Suite.

## CONFERENCE TERMS AND CONDITIONS

### & CANCELLATION POLICY

#### GENERAL

The hotel reserves the right to change the location of the services supplied to guest, in the event that the location becomes unavailable. This will be done in good faith and advance notice of this will be given. The hotel will not be held responsible for any non-provision of services supplied by a third party.

It is recommended that all guests pay particular attention to the Hotel Proprietors Act displayed at the reception desk, and are advised to take note of our fire procedures.

#### PRICES

All prices include Value Added Tax at the current rate. Prices are subject to variation without notice. However every effort will be made to hold prices quoted for six weeks from booking confirmation.

#### CANCELLATIONS

Once initial confirmation has been received, all cancellations or amendments must be advised in writing to the hotel.

1. All cancellations over 16 weeks prior to arrival – retention of deposit
2. Cancellations 16 weeks to 12 weeks – 20% cancellation charges
3. Cancellations 12 weeks to 6 weeks – 50% cancellation charges
4. Cancellations 6 weeks to 2 weeks – 75% cancellation charges

Cancellations 14 days before conference – 100% cancellation charges

The hotel shall make every effort to resell the space for an event of similar value. Should this be possible, we will waive all such cancellation charges (excluding the non-refundable deposit).

We strongly recommend that you insure yourself against any cancellation or reduction in numbers. The hotel reserves the right to cancel any booking without liability on its part in the event of damage or destruction to the hotel, any shortages of labour or food, strikes, or any other cause beyond the control of the hotel.

In these unlikely circumstances, all efforts will be made to accommodate the booking in a similar hotel of an equal standard.

#### FINAL NUMBERS

Final numbers of delegates together with a rooming list if accommodation is involved, are required at least 14 days before the event. Should numbers fall, the hotel reserve the right to charge for the original numbers booked if we cannot re-let the facilities.

#### SETTLEMENT OF ACCOUNT

Settlement of the final account is due at the time of departure from the hotel, unless credit facilities exist, or have been agreed prior to the event taking place. Any outstanding balances will attract an additional rate of 2.5% for each 28 day period.

# Bridge House

# Hotel

# Restaurant



## Conference information

Telephone 01737-246801

Fax 01737-223756

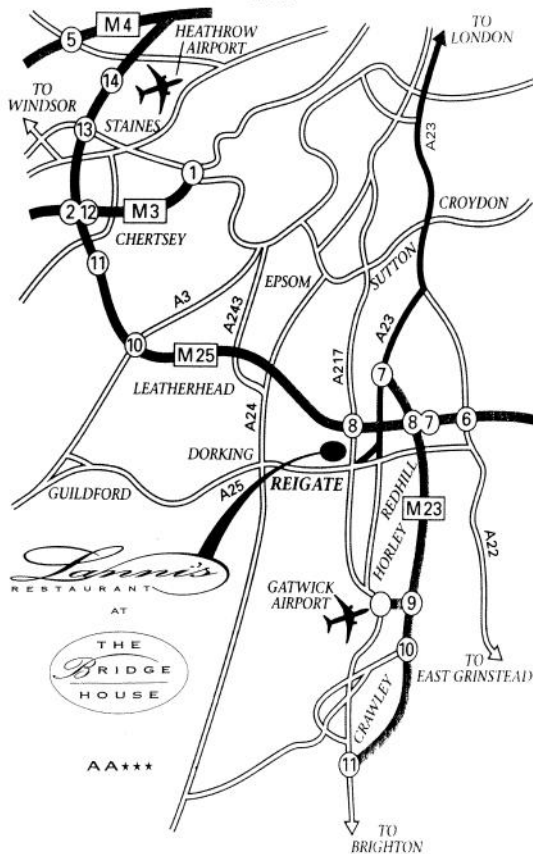
Email : [events@bridgehousereigate.com](mailto:events@bridgehousereigate.com)

Contact name : Magda or Linda

Perched high on Reigate Hill, offering superb views of the surrounding countryside, this hotel is conveniently located on the A217 motorway, just off junction 8 of the M25.

The Bridge House is ideally located for both Gatwick and Heathrow Airports, and offers complimentary parking for over 100 cars.

### LOCATION MAP



Bridge House Hotel & Lanni's Restaurant, Reigate Hill, Reigate, Surrey RH2 9RP  
Telephone: 01737 244821 & 246801, Fax 01737 223756  
E-mail address: [reception@reigatehill.fsnet.co.uk](mailto:reception@reigatehill.fsnet.co.uk)