

# Conference Room Hire Charges

## Our Room Hire Charges

Hire charges for the rooms located in Mitchell Hall are listed below:

	Theatre style	U-shape style	Board style	Hourly rate	Room dimensions (m)
Lord Kings Norton Room	80	30	40	£40.50	12.50 x 7.50
Senior Lounge	80	20	24	£37.00	13.20 x 6.30
Cardington Room	30	16	20	£26.25	7.47 x 6.46
Blenheim Suite Room 1	–	–	16	£19.00	9.03 x 4.55
Blenheim Suite Room 2	–	11	14	£19.00	9.03 x 4.55

## Equipment Hire

The hire of all our audio-visual equipment is included within the room hire charges stated above. Please note that the PowerPoint projector is only available in the Lord Kings Norton Room.

## Delegate Packages

If you are taking advantage of the daily delegate package or residential delegate package, room hire is included within the price.

Daily delegate package	£29.00
Residential delegate package	£113.00

## Minimum Hire Period

There is a minimum hire period for all Mitchell Hall rooms. During the day, this is four hours: either **09.00 - 13.00** or **14.00 - 18.00**. During the evening, it changes to two hours, beginning after **18.30**.

## Alternative Rooms

Stafford Cripps: available for hire, bookable through Mitchell Hall

	Theatre style	Class style	U-shape style	Board style	Hourly rate	Room dimensions (m)
Balloom	250	80	50	60	£45.50	17.29 x 10.06
Lounge	250	80	50	60	£45.50	17.29 x 10.06

# Conference Catering

## Lunch

Lunchtime dining takes place in the Banqueting Suite. If you are hosting an event at Mitchell Hall you can choose from either a hot or cold lunchtime buffet – choices are detailed in the box below – or a two to three-course meal. You will be asked to specify which you prefer when making your booking. If you are taking advantage of the daily delegate package, then lunchtime catering is included within this price. If you are taking advantage of the residential delegate package, then lunchtime and evening catering, as well as a full English breakfast, is included within this price.

Two-course lunch	£12.60 <i>per head</i>
Three-course lunch	£14.70 <i>per head</i>
Three-course evening meal	£22.34 <i>per head</i>

## Refreshments

Refreshment breaks take place in our bar/lounge area where delegates can choose from a variety of coffee, tea, herbal tea and biscuits. Other refreshment options can easily be catered for, whether it is simply a glass of orange juice up to a luxury breakfast buffet. Why not discuss your refreshment requirements with our experienced Conference Manager who will be more than happy to create a package to suit.

Tea/ coffee	£1.40 <i>per head</i>
Tea/coffee with biscuits	£1.60 <i>per head</i>
Orange juice	£0.95 <i>per head</i>
Soft drinks	£1.45 <i>per head</i>

# Our Accommodation Charges

We are pleased to offer en-suite accommodation to those guests who would like to stay at Mitchell Hall prior to or following an event.

## Weekday - Sunday to Thursday

Single room with bed and breakfast	£62.00
Double / twin room with bed and breakfast	£83.00

## Weekend - Friday to Saturday

Single room with bed and breakfast	£45.00
Double / twin room with bed and breakfast	£59.00

To book accommodation only, please contact main reception on 01234 754343

# Your Banqueting Menu Choices

Dining takes place in either the Senior Lounge or the Banqueting Suite.

## Banqueting Charges

Each of the three menu choices – Woburn, Astwood and Olney, are individually priced. It is these prices which will determine your overall price per head.

## Choosing Your Banqueting Menu

To create your banqueting menu, please choose one starter from the selection of hot or cold starters below. For your choice of main course, choose from the Woburn, Astwood or Olney menus (details overleaf), each of which has a vegetarian option. For your choice of dessert, please select one from the tempting choices overleaf. Tea / coffee and mints are included in the price per head.

### Starters

#### Cold Selection

*Tartare of smoked salmon, paw paw & pine nuts  
bound with a pesto mayonnaise*

*Char-grilled vegetable terrine  
with onion marmalade chutney (v)*

*Chorizo, sun blushed tomato & mozzarella salad*

*Cold poached salmon with mixed leaves,  
dill & lemon dressing topped with citrus fruits*

*Smoked chicken served with lamb's  
leaf salad with cherry tomatoes, croutons  
& tarragon dressing*

*Fan of melon with soft fruits,  
vanilla and strawberry syrup (v)*

#### Hot Selection

*Paupiette of sole filled with asparagus  
served on julienne of vegetables with a light  
scented cream sauce*

*Warm chicken & olive salad served  
on mixed leaf with pimento dressing*

*Asparagus & leek filo parcel  
with white wine fondant butter (v)*

*Medley of warm mushrooms served on  
baby spinach with olive oil & garlic dressing (v)*

*Carrot & ginger soup finished with thick cream (v)*

*Butternut squash & smoked bacon soup  
served with French bread crouton*

*Cream of mushroom soup with fresh sorrel (v)*

*Soup of your own choice*

# Your Banqueting Menu Choices

## Main Courses

### The Woburn Menu

*Roast rib of beef  
with Yorkshire pudding and rich meat jus*

*Roasted loin of pork with apricot and  
fresh herb stuffing served with red wine sauce*

*Honey glazed duck breast  
with sweet roasted vegetables*

*Poached salmon with white wine & shrimp  
sauce served on light seasoned baby spinach*

*Baked tartlet of roasted vegetables  
& goats cheese with pesto dressing (v)*

*Escalope of turkey with fig confit & Dijon sauce*

*Supreme of chicken stuffed with  
sweet peppers served with mild pepper sauce*

**£22.34** per head

All dishes served with  
potatoes and a seasonal vegetable medley

### The Astwood Menu

*A selection of meats carved for your guests  
with traditional accompaniments*

*Fillet of sea bass with fennel & olive butter*

*Medallions of beef served on sweet  
potato rosti with rich rum sauce*

*Rosemary & thyme stuffed saddle of lamb  
with red wine glaze*

*Oven baked butternut squash  
with chestnuts & oyster mushrooms  
served on a bed of saffron rice (v)*

*Seared butterfly chicken served on Cajun  
dirty rice with cream Southern Comfort sauce*

**£26.38** per head

All dishes served with  
potatoes and a seasonal vegetable medley

# Your Banqueting Menu Choices

## Main Courses

### The Olney Menu

*Roasted rack of lamb served on a rosemary  
and parsnip mash with redcurrant jus*

*Seared Gressingham duck breast served on a  
cherry sauce topped with fresh fig & orange*

*Fillet of beef served with slow-roasted  
tomatoes & Mediterranean vegetables  
with light garlic butter sauce*

*Mushroom, nut and prune jalousie  
with capsicum coulis (v)*

*Fillet of monkfish served with king scallops,  
flaked lobster & creamed Newburg sauce*

*Homemade Aberdeen Angus & oyster mushroom  
pie with rich meat glaze & light puff pastry*

**£28.09** per head

All dishes served with  
potatoes and a seasonal vegetable medley

## Dessert Selection

*White chocolate & Baileys torte  
drizzled with chilled Baileys*

*Homemade apple & cinnamon crumble  
served with vanilla custard*

*Apricot and almond gateau  
with apricot brandy cream*

*Steamed walnut & pecan sponge  
with caramel sauce*

*Large choux bun filled with soft fruits  
served with warm chocolate and Cointreau sauce*

*Seasonal fruit Pavlova  
with raspberry coulis and vanilla cream*

## Optional Extra

*Cheese board*

A choice of British or European cheeses  
served with a selection of savoury biscuits

**£3.75** per head

# Booking Form

## Dates and Contact Details

Date(s) of Booking .....

Arrival time .....

Departure time .....

Contact name .....

Company .....

Address .....

.....

.....

Postcode .....

Email .....

Telephone .....

Facsimile .....

Name and address to whom final account is to be submitted, if different to above:

Contact name .....

Company .....

Address .....

.....

.....

Postcode .....

Email .....

Telephone .....

Facsimile .....

Please state the title of the conference for signing in purposes:

.....

.....

## Accommodation

No. requiring residential accommodation .....

Dates .....

Single .....

Double .....

Residential delegates' names should be sent to the Conference Office at least **two weeks** prior to your arrival.

## Conference Rooms

Main room seating up to ..... people .....

Additional syndicate rooms .....

Name of conference room .....

Times from ..... to .....

Conference room arrangements

U-shaped       Theatre-style .....

Classroom       Semi-circle .....

Boardroom       Group work .....

## Conference Equipment

Flip chart with pens       Yes       No .....

Overhead projector (OHP)       Yes       No .....

Slide projector       Yes       No .....

TV plus video       Yes       No .....

Front table for speakers       Yes       No .....

Front table to seat ..... people .....

PowerPoint projector       Yes       No  
(only available in the Lord Kings Norton room) .....

## Additional to the above

Specialised equipment can be hired in on your behalf. Please contact us with your requirements.

# Booking Form Continued

## Conference Catering Details

### Arrival refreshments

Number of people \_\_\_\_\_

Time refreshments served \_\_\_\_\_

### Mid-morning refreshments

Number of people \_\_\_\_\_

Time refreshments served \_\_\_\_\_

### Afternoon refreshments

Number of people \_\_\_\_\_

Time refreshments served \_\_\_\_\_

## Lunch Menu

Number of people \_\_\_\_\_

Time lunch served \_\_\_\_\_

Hot/cold two course lunch \_\_\_\_\_

Cold buffet \_\_\_\_\_

Hot & cold buffet \_\_\_\_\_

Other (please state) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Evening Dining

Number of people \_\_\_\_\_

Date \_\_\_\_\_

Time dinner served \_\_\_\_\_

Select menu name \_\_\_\_\_

## Confirmation

I / We confirm that we have read and accepted the University's booking conditions (see overleaf).

I / We confirm all deposits and charges will be paid in accordance with the University's published rates.

Signature of organiser(s) \_\_\_\_\_

Signature of organiser(s) \_\_\_\_\_

Date \_\_\_\_\_

Authorised to sign on behalf of \_\_\_\_\_

# Booking Terms and Conditions

## Prices

- 1 You should note that prices are quoted exclusive of VAT at the prevailing rate.
- 2 All prices quoted are per person, except where otherwise indicated.
- 3 Prices are reviewed annually on 1 August. The prices charged will be those current on the date of the event.
- 4 Bespoke menus will be individually priced.

## Bookings

- 1 Provisional bookings will only be held for one calendar month prior to confirmation.
- 2 A deposit of £5.00+ VAT per room per night is payable with the written confirmation for all residential bookings. Residential bookings will only be confirmed on receipt of the deposit. Cheques should be made payable to 'Cranfield University'.

## Cancellations

- 1 Any cancellation must be in writing. This applies to all confirmed events.
- 2 In the event of a cancellation the following scale of charges will apply:
  - Less than 1 week in advance of the first day – 100% of payment due
  - Less than 4 weeks in advance of the first day – 75% of payment due
  - Less than 8 weeks in advance of the first day – 50% of payment due
  - Between 8 and 26 weeks in advance of the first day booking deposit will be forfeited

Final numbers must be confirmed not less than 7 full working days prior to the event. It is regretted that numbers confirmed at this time must be paid for even if subsequently cancelled. Special dietary requirements should also be advised at this time. It may not be possible to cater for higher numbers at short notice, although every effort will be made.

## Miscellaneous

- 1 Any damage caused by guests during an event will be the responsibility of the event organisers, and they will be liable for payment of any repairs.
- 2 Occupancy of Rooms is subject to the Terms and Conditions relating to Occupancy of Rooms on reverse of this sheet. Liability for any breach of the said terms and conditions will be borne jointly and severally by the occupant and the event organiser.
- 3 Menu items are offered subject to availability. Alternatives of the same quality will always be offered if a menu item is not available.
- 4 Payment in full of the final account to be made within 30 days of the invoice date.
- 5 All catering services including alcoholic drinks may only be supplied by Cranfield University unless otherwise agreed by Cranfield University.
- 6 Persons under the age of 18 years are the sole responsibility of the event organiser. Cranfield University, its employees, servants and agents accept no liability for their actions or behaviour nor for any damage caused by such actions of behaviour. The event organiser hereby agrees to indemnify Cranfield University, its employees, servants and agents against all liabilities, claims, costs and damages resulting from the actions of all persons including those under the age of 18 years.
- 7 Please advise us if you or any of your visitors have any special access requirements; this includes the evacuation of the building in an emergency.

## Insurance

Cranfield University has public liability insurance. Cranfield University does not provide insurance cover for delegates or their property and does not accept any liability or responsibility for any loss or damage or consequential loss howsoever caused. Organisers are advised to make their own arrangements for third party insurance, or any other insurance they deem necessary.

**Please Note:** The Cranfield University name and logo is a registered trademark, covered by copyright law and may not be used without the express, written permission of Cranfield University.

# Booking Terms and Conditions

## Relating to Occupancy of Rooms

- 1 Rooms may only be occupied for the period stated in the booking form.
- 2 Charges for accommodation and catering must be paid to the university when requested.
- 3 Rooms must be vacated and keys returned to reception by 10.00a.m. on the day of departure. Failure to vacate a room or return keys by the requested time may result in an additional charge.
- 4 On departure please remove all personal possessions.
- 5 Rooms may not be shared with any unauthorised person
- 6 For reasons of safety, residents are requested:
  - i. Not to bring any toxic or dangerous materials on to the premises
  - ii. Not to keep any animals or pets in the accommodation
  - iii. Not to tamper with any fire safety equipment or alarms
  - iv. To keep fire doors closed at all times
  - v. To observe electrical safety at all times
  - vi. Not to damage university property or premises in any way
- 7 Please keep noise to a reasonable level at all times, being considerate of other occupants and neighbours.
- 8 No items of furniture or other items belonging to the university may be removed from residential areas or moved to different rooms without written authority. If such items are removed then the university will take legal action for recovery and or compensation.
- 9 Misuse of equipment or damage caused to university property will be charged to the occupant and/or the event organiser.
- 10 Occupants of rooms must comply at all times with university policies and regulations and notices, which may be posted from time to time. Violation of any policy regulation or notice may result in occupants being required to vacate the premises.
- 11 The university does not provide insurance cover for residents or their property and it accepts no liability for any loss or damage or consequential loss howsoever caused.