

# Credit-crunch conference room hire prices and delegate packages

## Our room hire charges

Hire charges for the rooms located in Mitchell Hall are as follows:

	Theatre style	U-shape style	Board style	Group style	Hourly rack rate	Hourly credit crunch rate	Credit crunch day rate
Lord Kings Norton Room <b>Dimensions</b> 12.50 x 7.50 (m)	80	30	40	40	£42.00	£27.00	£150.00
Senior Lounge <b>Dimensions</b> 13.20 x 6.30 (m)	80	20	24	40	£38.00	£27.00	£150.00
Cardington Room <b>Dimensions</b> 7.47 x 6.46 (m)	30	16	20	24	£27.25	£16.00	£100.00
Seminar Room 1 <b>Dimensions</b> 9.03 x 4.55 (m)	25	18	18	18	£19.60	£12.00	£70.00
Seminar Room 2 <b>Dimensions</b> 9.03 x 4.55 (m)	25	14	14	18	£19.60	£12.00	£70.00
Banqueting Suite	–	–	–	150*	–	–	£1100.00

Included with the room hire charge is a projector, screen, dvd or video player, free internet access, flipchart & pens and an overhead projector. Complimentary notepads, pencils, filtered water and mints are also provided.

## Day Delegate packages

Includes the hire of a conference room (except the Banqueting Suite) with audio-visual equipment plus the following catering options:

3 servings of tea/coffee with biscuits and a sandwich lunch	£18.00 per person
3 servings of tea/coffee with biscuits, soup and sandwich lunch	£18.50 per person
3 servings of tea/coffee with biscuits and a buffet lunch	£26.50 per person
3 servings of tea/coffee with biscuits and a two course hot lunch	£29.00 per person

Delegate package for hire of the Banqueting Suite (minimum delegate number 100).

3 servings of tea/coffee with biscuits and a buffet lunch	£48.85 per person
---	-------------------

# Credit-crunch conference room hire prices and delegate packages Continued

## **Residential Delegate Package (24-hours)**

Includes a day delegate package with overnight accommodation in one of our en-suite bedrooms, full English Breakfast plus one of the following evening dining options:

2 course dinner in our Food Court (self service)	£74.00
2 course conference dinner in our Banqueting Suite (waitress served)	£ 83.00
3 course banquet dinner, private dining (waitress served)	£ 91.00

Our Conference Manager will be very happy to tailor a quotation to your budget and requirements.  
Just call +44 (0) 1234 754300 and ask for Jackie New.

# Conference catering

## Refreshments

Refreshment breaks can either take place in our bar/lounge area where delegates can choose from a variety of coffees, teas, herbal teas and biscuits at pre arranged times or in our Food Court with unlimited tea and coffee. Other refreshment options can easily be catered for, from a glass of orange juice 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.

### In Bar/Lounge

Tea/coffee with biscuits	£1.70 <i>per person per serving</i>
Orange juice	£0.90 <i>per person per serving</i>
Soft drinks	£1.11 <i>per person per serving</i>

### In Food Court

Unlimited tea/coffee	£6.50 <i>per person per day</i>
----------------------	---------------------------------

## Lunch and Dinner

Dining takes place in the Banqueting Suite or Food Court and you can choose from either a sandwich lunch to a three course lunch. If you are taking advantage of the day delegate package, then lunchtime catering is included within the price and for the residential delegate package then lunchtime and evening catering, as well as a full English breakfast, is included within the price.

### Banqueting Suite (waitress served)

Sandwiches and crisps	£3.80 <i>per head</i>
Soup and sandwiches	£4.50 <i>per head</i>
Sandwiches, crisps, fruit and orange juice	£5.43 <i>per head</i>
Soup, jacket potato with assorted fillings	£6.50 <i>per head</i>
Buffets from	£6.50 <i>per head</i>
Two-course hot lunch	£13.25 <i>per head</i>
Two-course dinner	£18.00 <i>per head</i>
Three-course dinner	£24.25 <i>per head</i>

# Conference catering

## Continued

### Food Court (self service)

The Food Court in Mitchell Hall, open for breakfast, lunch and dinner seven days a week with four food counters offering pizza, soup, hot and cold meals, salad counter, hot and cold desserts and hot and cold drinks. Conference delegate can buy their own lunch or conference packages can be tailored to the organiser's requirements utilising a truly cost effective catering offering.

Two-course lunch or dinner

£9.00 *per person*

---

### Banqueting

With a choice of canapé reception, buffet or four course feasts, we can create the perfect mouth-watering menu to complement your function, whatever your taste, budget or dietary requirements. At Mitchell Hall we are dedicated to individually and quality with the highest of dining standards.

3 course banquet dinner (private dining)

£27.40 *per person*

---

# 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	£64.00
Double/twin room with bed and breakfast	£86.00

## **Weekend - Friday to Saturday**

Single room with bed and breakfast	£46.50
Double/twin room with bed and breakfast	£61.00

All rooms offer a workstation, television, telephone, tea and coffee making facilities and free wireless internet connection. To book accommodation only, please contact main reception on 01234 754343.

# 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 or caberet

## Conference equipment

Projector  Yes  No

DVD/Video/TV  Yes  No

Overhead projector (OHP)  Yes  No

Flip chart with pens  Yes  No

Front table for speakers  Yes  No

Front table to seat ..... people

Free wireless internet connection  Yes  No

Do you require technical support for set up  Yes  No

## Additional to the above

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

# Booking form Continued

## Day delegate packages

Time refreshments served

## Banqueting suite day delegate package

£48.85 per person

## Residential delegate package (24hrs)

Price per head

## Conference catering details

### Refreshments Please select Bar/lounge or Food Court

**Bar/Lounge**

### 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

**Food Court all day offering**

Number of people

### Lunch menu Please select Banqueting Suite or Food Court

**Banqueting Suite**

Number of people

Time lunch served

Sandwiches and crisps

Soup and sandwiches

Sandwiches, crisps, fruit and orange juice

Soup, jacket potato

Buffet

Two-course hot

**Food Court**

Number of people

Delegates buy their own

2 course lunch

### Evening dining Please select Banqueting Suite or Food Court

**Banqueting Suite**

2 course set dinner

Number of people

Date

3 course banquet dinner

Number of people

Date

Time dinner served

Select menu name

**Food Court**

Delegates buy their own

2 course dinner

### 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 the 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

## 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.