



# CONFERENCE RATES 2009



## Room Hire

**£115.00**

### *Inclusive of:*

- One Flipchart and Pens
- OHP and Screen
- TV Projector and Video Recorder



## Optional Refreshment Package

**£20.00**

- Tea/Coffee and Biscuits on arrival
- Mid Morning Tea/Coffee and Biscuits
- Two Course Luncheon
- Afternoon Tea/Coffee and Biscuits



## Optional Extras

- Full English Breakfast with Tea/Coffee **£6.75**
- Orange Juice (per jug) **£6:00**
- Mineral Water (per litre) **£3:50**
- Cordials and Mints (per delegate) **£0.75**

**If your requirements differ from the above please let us know and we will do our utmost to accommodate you.**

**Please note all prices are inclusive of VAT.**





# Singing Hills Conference Booking Sheet

Company		Company Organiser	
Address		Date of Conference	
Telephone No:		Email Address:	
Fax No:		Mobile No:	
Guest Numbers	Facilitators	Delegates	Additional Notes
Room Set Up <i>Please tick relevant set up</i>	<input type="checkbox"/> Theatre Style <input type="checkbox"/> Boardroom <input type="checkbox"/> U Shape (with tables) <input type="checkbox"/> Classroom		
Equipment Hire <i>Please tick requirements</i>	<input type="checkbox"/> Large Screen – Complimentary <input type="checkbox"/> Over Head Projector (Acetates not included) - Complimentary <input type="checkbox"/> Flip Chart - Complimentary <input type="checkbox"/> Additional Flipcharts - £9.95 <input type="checkbox"/> Data Projector - £185.00		
Refreshments <i>Please tick requirements</i>	<input type="checkbox"/> Chilled Mineral Water @ £3.50 <input type="checkbox"/> Orange Juice @ £6.00 per Jug <input type="checkbox"/> Cordials and Mints @ £0.75 per delegate		
	<i>Estimated Timings</i>	<i>Notes</i>	<b>Optional Refreshment Package Charged at £20.00 per delegate</b>
Arrive			<input type="checkbox"/> Tea, Coffee & Biscuits <input type="checkbox"/> Served in the Bar <input type="checkbox"/> Served in the Conference Room
Conference Starts			
Morning Break		<i>Pre-order lunch during coffee break</i>	<input type="checkbox"/> Tea, Coffee & Biscuits <input type="checkbox"/> Served in the Bar <input type="checkbox"/> Served in the Conference Room
Lunch Break		<i>Please advise of special dietary requirements</i>	<i>Two Course Conference Lunch</i>
Afternoon Break			<input type="checkbox"/> Tea, Coffee & Biscuits <input type="checkbox"/> Served in the Bar <input type="checkbox"/> Served in the Conference Room
Conference Ends			<i>Signed on behalf of Client</i>

PLEASE NOTE THAT THE ACCOUNT IS TO BE SETTLED IN FULL ON DEPARTURE



# TERMS & CONDITIONS

## For Conferences & Meetings



### 1. Confirmations

- All telephone bookings are provisional. Written confirmation is required for all meeting and conference bookings within 7 days.
- Final numbers must be confirmed no later than three days prior to your booked date. Your invoice will be based on this information.

### 2. Payments

- Companies who do not hold an account with us will be required to settle their total invoice on departure.
- Invoices will be forwarded to companies holding a previously agreed Credit Facility with Singing Hills Golf Course immediately following the event.
- All invoices are due for final settlement within seven days of the invoice date. Any queries concerning accounts must be submitted in writing within three days of invoice receipt.

### 3. Late Payments

- We reserve the right to charge interest at 8% above bank base rate on invoices not paid within our terms.

### 4. Cancellation Charges

- Cancellation charges will be incurred as follows:  
Cancellation within 28 days - 50% of the estimated final invoice.  
Cancellation within 14 days - 75% of the estimated final invoice.  
Cancellation within 7 days - 100% of the estimated final invoice.

### 5. Damages

- Event organizers will be held liable for any damage caused to the property or its contents before, during and after their event.

### 6. Agreement

Please sign and return one copy of these Terms and Conditions by way of acceptance.

Company	
Signature	
Name – Capitals	
Position	
Date	



Signed for SHGC	
Name	
Position	
Date	



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Signed for SHGC	
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Date	



# CONFERENCE ROOM CAPACITY

<b>Theatre</b>	<b>60</b>
<b>Boardroom</b>	<b>28</b>
<b>U-Shape</b>	<b>26</b>
<b>Classroom</b>	<b>27</b>
<b>Classroom (Exam)</b>	<b>18</b>
<b>Cabaret</b>	<b>56</b>

## DIMENSIONS

<b>Max Length</b>	<b>11.85m</b>
<b>Max Width</b>	<b>7.29m</b>
<b>Area (M<sup>2</sup>)</b>	<b>84m<sup>2</sup></b>