

The Country Park Inn

Banqueting

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Conferences

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Corporate Events

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Weddings

www.countryparkinn.co.uk

Conference Facilities....

...the way you want them

The Country Park Inn Conference Facilities

The event managers at The Country Park Inn understand just how stressful organising a conference can be and that's why we combine our experience with your requirements to help your day achieve everything you want it to. In addition to the standard service, our friendly advice and tips all come as standard with no extra charge to yourself.

All Inclusive Services

24 hour response to all enquiries by one of the events team

Personal attention from one of our event managers in the planning of your event
Where possible, an event manager available throughout your event

Responsive and attentive service at all times

Menus and packages to suit your requirements

Adjustable lighting, air conditioning and a continual high standard

A range of receptionist services – small charge may apply

Message delivery system within ten minutes of us receiving

PA system

Flexible floor plans designed around your needs

Overnight rates in our bedrooms for organisers and delegates

Clearly reflected invoicing with vat already included. the price shown is the price you pay unless otherwise indicated

Wi Fi access free of charge in all suites

Strikingly elegant red and cream decor, spacious dimensions and air conditioning make the Shoreline Suite an ideal choice for conference, training, banqueting or promotional events.

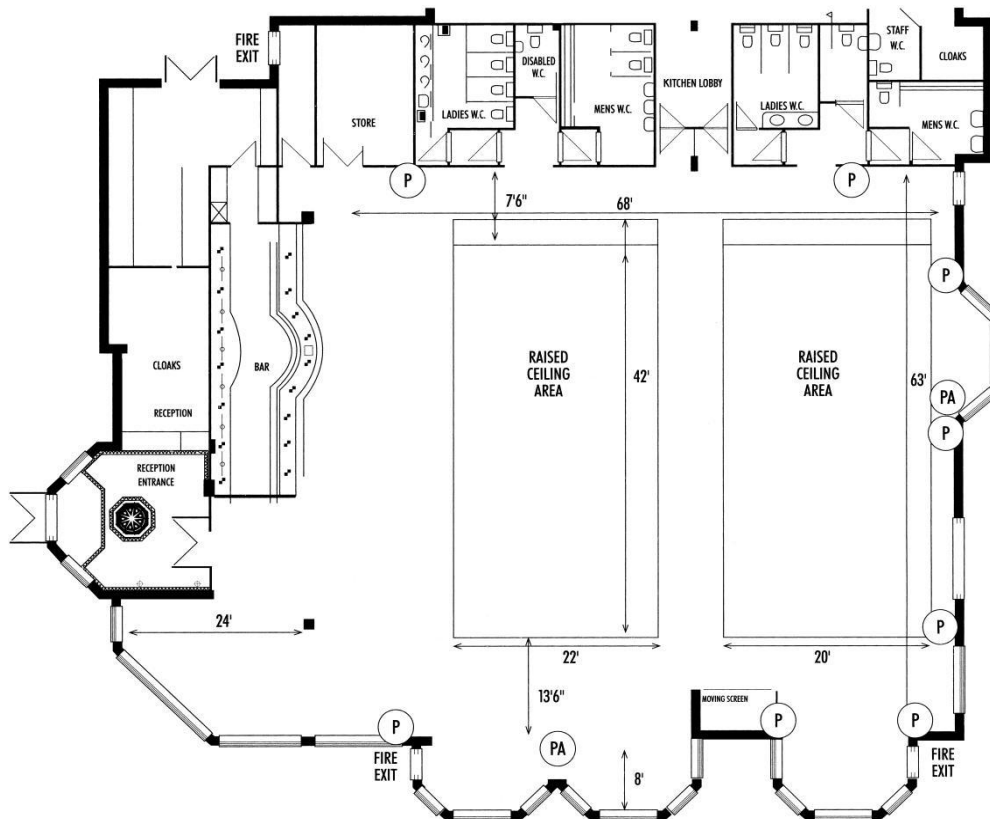
A full range of audio equipment is available upon request.

The Shoreline Suite incorporates the Mariners Suite and the Estuary Suite both with natural daylight and air conditioning. Coupled with a portable stage, dance floor and pa system it proves the ideal location for any occasion.

Delegate Sizes

	Shoreline	Mariners	Estuary
Theatre Style	400	200	100
Theatre Style rear projection	320	200	80
Boardroom	n/a	52	40
Open Boardroom	n/a	38	30
Classroom 2 people per table	88	50	36
Dinner Dance with dance floor and stage	350	120	70
Cabaret	300	100	60

Dimensions



The Suites

The Shoreline Suite can be divided into two smaller suites both with their own toilets, delegate access and kitchen access. These are the Estuary Suite and the Mariners Suite and dimensions and delegate sizes are shown within the brochure.

Both suites offer air conditioning and natural daylight.

Our Promise To You

Your suite will be arranged as we discuss with you prior to your event.

Your refreshment breaks will be delivered when you have requested, unless of course a spill over or change of plan means these need to change. In these circumstances, we will be happy to rearrange with yourself or your nominated contact for the day.

We will follow your event up with a customer satisfaction questionnaire which we hope you will spare a few moments to fill out for us. We hope that, if you do find any problems, no matter how trivial, that you will let us know to allow us to continually improve our service to you the customer.

Full Daily Delegate

This package has been designed to incorporate everything that we think makes the day easier for you and includes...

Room Hire
Tea, coffee and pastries on arrival
Tea, coffee and biscuits mid morning
Tea, coffee and a selection of cakes mid afternoon
Your choice of finger buffet cb1 or a hot forked buffet option* – both with chef's choice of dessert
Mint imperials on the tables
Jugs of cordials and iced water
Paper and pens for delegates
Powerpoint projector and 6ft screen
Flipchart

27.50 per person with a minimum of 20 delegates

* will include one meat and one vegetarian dish

Why not add some extras to make your delegates day more interesting?

Bacon or sausage sandwiches on arrival for 2.30 each
Basket of fruit 30.00 per basket
Bottles of mineral water – still or sparkling 3.50 per litre bottle

Room Hire Charges

When hiring any of the suites either alone or with any option other than Full Daily Delegate, the following room hire charges will apply...

	Full Day	Half Day
Shoreline Suite	510.00	360.00
Mariners Suite	360.00	210.00
Estuary Suite	160.00	110.00
Board Room	75.00	50.00
Riverside Bar	N/A	50.00

Refreshments

Tea or Coffee	1.20 per person per serving
Tea or Coffee with Biscuits	1.65 per person per serving
Fresh Orange Juice	4.10 per litre jug
Jugs of Cordial	2.30 per litre jug
Tea or Coffee with Danish	2.85 per person per serving
Bottles of Mineral Water	3.50 per litre bottle (Still or Sparkling)

Bacon or Sausage Sandwiches

Grilled bacon or sausage served in bread cakes with tomato or brown sauce and tea or coffee

4.00 per person

Selection of Cakes

A selection of cakes to include chocolate brownies, cream slices, chocolate éclairs, muffins, scones, carrot cake, vanilla slice and doughnuts with tea or coffee

3.10 per person

Breakfast Options

For those early morning meetings we offer the following suggestions to get your delegates started...

Continental Breakfast	Full English Breakfast
Chilled fruit juice	Grilled bacon
Selection of yoghurts	Pork sausage
Fruit basket	Tomato
Selection of cereals	Scrambled eggs
Croissants	Mushrooms
Danish pastries	Hash browns
Toast and preserves	Black pudding
Continental meats and cheeses	
Tea and coffee	Served with cereals, toast, fruit juice and tea or coffee
8.50 per delegate	9.50 per delegate

Equipment

Although we do not charge for the use of our equipment, we do make a small additional charge for the following equipment as this needs to be hired in...

10ft projection screen
Roving microphones
Lapel microphones
Mixing desk and technician – suggested for events with more than two microphones
Television with DVD or video

This list is not exhaustive and prices are available upon request to any of the event managers.

Reception Services

For any administration requirements we make the following additional charges...

Photocopying	10p per a4 black and white sheet
Printing	25p per a4 sheet
Incoming fax	FOC
Outgoing Fax	local 20p national 50p international 1.00 per a4 sheet
Incoming call	FOC
Outgoing call	local 20p national 50p International/mobile 2.00
Incoming email	FOC
Outgoing email	1.00 including typing
Typing	5.00 per a4 sheet

Conference Buffet Options

Conference Buffet cb1

A selection of open and closed sandwiches to include
sugar baked ham
roast beef
red cheese
tuna mayonnaise
turkey
egg mayonnaise

Sausage rolls
Selection of mixed salads
Pork pie
Selection of quiche
Homemade coleslaw
Pizza squares
Chicken goujons
Nuts, crisps and savouries

7.25 per person

Conference Buffet cb2

Selection of open and closed sandwiches to include
sugar baked ham
roast beef
red cheese
tuna mayonnaise
turkey
egg mayonnaise

Pizza squares
Sausage rolls
Chicken goujons
Onion bhajis
Selection of quiche
Tortilla chips
Selection of mixed salads
Homemade coleslaw
Nuts, crisps and savouries

9.25 per person

Conference Buffet cb3

Assorted open sandwiches on rolls including
cottage cheese and strawberry
roast beef
smoked salmon

Dainty closed sandwiches in brown and white bread to include
coronation chicken
cheese and tomato
tuna and cucumber
egg mayonnaise

Chicken goujons

Chef's selection of mixed salads

Nuts and tortilla chips

Vegetable spring rolls

Onion bhajis

Garlic bread slices

Crudities with a selection of dips

Sausage rolls

Goujons of plaice with a tartare sauce dip

Breaded mushrooms

Breaded brie wedges with cranberry sauce

Selection of quiche

Jacket potatoes stuffed with onion, ham and herbs and topped with cheese

11.75 per person

Conference Buffet cb4

Selection of open and closed sandwiches as per cb1

Mini savoury eggs

Melton Mowbray pork pie

Chef's selection of quiche

Skewered chicken satay

Italian bruschetta

Tempura battered prawns

Sweet chilli chicken mini kebabs

Chef's selection of salads

Homemade coleslaw

One hot dish from the selection below served with rice

10.95 per person

Conference Buffet Fork Buffet

Minimum of 30 people

Choose two meat dishes and one vegetarian option from the following

Turkey or chicken a la king

Chilli con carne

Chicken tikka/korma

Vegetable tikka/korma

Beef in ale casserole

Sweet and sour chicken

Vegetable sweet and sour

All of the above dishes served with rustic rolls and butter, new potatoes, rice and a selection of salads

12.50 per person