



*Rudloe Hall Hotel*

*"...an Oasis of Calm  
in a busy world..."*

**Conference Pack 2009**

## Select your Conference Room

### The Main Room:

The Main Room is a spacious room with a natural supply of daylight & excellent views over the back garden. With an easy access to the decking area, this is the perfect place to enjoy your break and to refresh the mind.

This room has its own bar and coffee break area which make it convenient and practical throughout the day.

<u>Set up</u>	<u>Capacity</u>	Room length: 15 m
Theatre	80	Room width: 5.6 m
Class Room	60	Room Height: 2.65 m
U Shape	40	
Meeting Table	32	Area Sq.mtr: 84 M2

Room Hire Tariffs : Full day £100.00  
Half day £60.00

### The Board Room:

The Board Room is a more intimate room with more privacy which is ideal for small groups or for directors meetings.

This room also has a natural supply of daylight with great views over the back garden and easy access over the decking area.

<u>Set Up</u>	<u>Capacity</u>	Room length: 8.2m
Meeting table	10	Room width: 3.6m
U Shape	10	Room Height: 2.1m
		Area Sq.mtr: 29.50 M2

Room Hire Tariffs: Full day £50.00  
Half day £30.00

Both Room-Hire Tariffs: Full day £130.00  
Half day £70.00

**Free Wireless Internet Access in every room.**

The Main Room & the Board Room are interconnecting which works well for groups to break out and to form separate group workshops.

With easy access to our hotel, and in a great location, with our on-site private car park, these rooms are the key to success for your conferences.

## Equipment & Extra Facilities

Rudloe Hall Hotel has a selection of suitable conference equipment. However, if you require any item which is not listed, then we shall be happy to supply on your request.

- Standard white board (60cm x90 cm)	£10.00
- Flipchart board & markers (60cm x90 cm)	£5.00
- Individual Lined Pads & pens	£1.50 ea.
- Projector screen	£15.00
- Laptop projector & Screen	£100.00
- Laptop computer	£50.00
- Mini Sound System/ Cd	£25.00
- Flat Screen Tv 52 inch	£25.00
- DVD Player	£15.00
- Extension leads	£1.00 ea.
- Single layered Table cloth	£1.00 ea.
- Double layered table cloth	£2.00 ea.
- Linen napkins	£0.50 ea.

Special internet requirements such as a secure connection is available on request at a reasonable charge.

## Beverages

Rudloe Hall Hotel has a selected range of hot & cold drinks available .

- Chilled water throughout the day	£1.00 per. Person.
- Chilled Mineral Water bottle (1litre)	£2.00 per. Bottle
- Jug of juices ( orange, apple & other)	£2.50 per. Jug
- Jugs of Squash ( Orange, blackcurrant etc)	£1.50 per. Jug
- Fizzy Drinks ( Coke, Lemonade,...)	£1.00 per. Glass
- Tea, Coffee & Hot Chocolate	£1.50 per. Cups
- Herbal tea & Fruit Infusions	£2.00 per Cups

Biscuit & Cakes £1.00 per person.

Other beverages not listed above may be available, please contact us for a quote.

-Alcoholic drinks available at the bar as per our standard bar tariff.

# Conference Catering

All catering requirement for in-house functions must be organised through Rudloe Hall Hotel. Catering provided by guests or outside sources can only take place by advance agreement with the hotel. This is one of our very few strict policies.

## Finger Food Buffet

### Cold finger Buffet @ £4.95 per person

- Club Sandwich selection ( Meat, Fish & Vegetarian)
- Crisps
- Fruit Bowls

### Hot finger Buffet @ £6.95 per person

- Quiche Selection
- Spring Roll Selection
- BBQ Chicken Drumstick
- Mixed salad
- Fruit Bowls

## Plated Buffet

### Standard Buffet £8.95 per person

- Shepherd's pie
- Vegetable lasagne
- Crudités
- Bread rolls & butter
- Fruit salad

### Gourmet Buffet @ £10.95 per person

- Local Bangers and mash with Gravy
- Goats Cheese & Onion Tarte Tatin
- Tomato & Rocket Salad with balsamic dressing
- Bread Roll & butter
- Fruit salad

## Buffet Platter

### All platters @ 6.95 per person

- Antipasti platter ( Sliced cured meat, Marinated Olives, Rocket & Pickled veg)
- Cheese Platter ( Brie, Cheddar, Goats cheese, Crackers & Chutney)
- Dip Platter ( Vegetable sticks selection with Hummus, Pesto & Tazaki)

All Platters are served with Bread Rolls, Butter & Fruit bowls

# Accommodation & Facilities

## Room Amenities

### 28 Rooms:

- 20 Junior rooms (En suite with Flat screen Tv, Freeview & Free Internet access)
- 8 Suites ( En suite & Lounge, Mini Kitchen with Flat screen TVs, Freeview & Free Internet access)

Some of the rooms above can connect together as Apartments sleeping up to 6 people. Please ask at reception for more details.

### All room features:

- Air conditioning
- Tea & coffee facilities
- Alarm clock & radio
- Ironing board & iron
- Telephone
- Work desk
- Internet hardwire point

### Room Rates per night per room:

- Junior Room - Max 2 person (Queen Double or Single beds)  
£70 single occupancy £90 double occupancy
- Suite Room - Max 4 person (Queen Double + Sofa Bed)  
£150 double occupancy Additional person £20 ea.
- Tree Tops Flats -Max 6 person (Queen Double & Single beds + Sofa Bed)  
£250 Quadruple occupancy Additional person £20 ea.

### All rates includes:

- Continental or Full English breakfast
- Free on-site parking
- Free use of hotel facilities
- Free internet access

### Guest Facilities:

- Indoor heated swimming pool
- Private Sauna & jacuzzi Room ( bookable for 45minutes)
- 9 Hole pitch & putt golf course
- Soft Drink & snacks vending machine
- Full licensed Bar & Restaurant

## Further Information

### Booking & Cancellation policy.

To ensure confirmation of your booking and to enable our Conference staff to give you the best service possible at all times we need:

- A deposit of 10% of the estimated total for the event.
- A copy of our confirmation sheet is to be completed, signed & returned via Fax or Email with a minimum of 7 working dates prior the date of the event.
- Catering & Equipment requirements to be finalised four working days prior the date of the event

Due to conferences being booked on a regular basis, flexibility is not always possible, however we will endeavour to cater for any last minute changes or increase in numbers attending as best as we can.

Cancelled bookings over seven days prior to the day of the event will lose any deposit paid; for booking cancellations within this 7 days of the event the hotel reserves the right for to charge for the full estimated total, though depending on the circumstances and our ability to resell the room.

### Payment policy.

Payment can be made by Cash, Credit & Debit Card, Direct debits & Cheque. Full payment is required by the 20<sup>th</sup> of the month following the invoice, late payments are subject to additional charges.

Direct Debit Payment to: Rudloe Hall Hotel  
Nat West Bank  
Account Number : 88962512  
Sort Code: 60-17-21

Cheque Payments payable to: Rudloe Hall Hotel / FAO Guillaume Lefebvre

All Other Payment over the phone on 01225 810555

### Contact Us.

If you do have any further requirements or queries, please feel free to contact our staff during working hours. We shall be very pleased to help you in every way and to provide a detailed quote that will match your specific requirements and your budget.

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