

introduction



Exceed your delegate's expectations with our five function suites, each catering perfectly to all of your business needs.

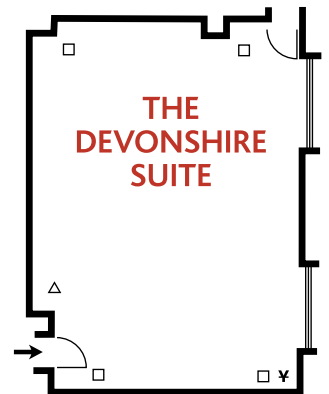
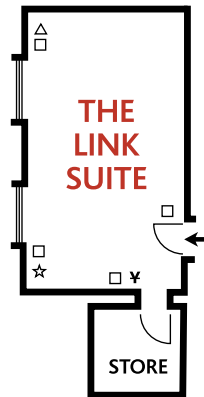
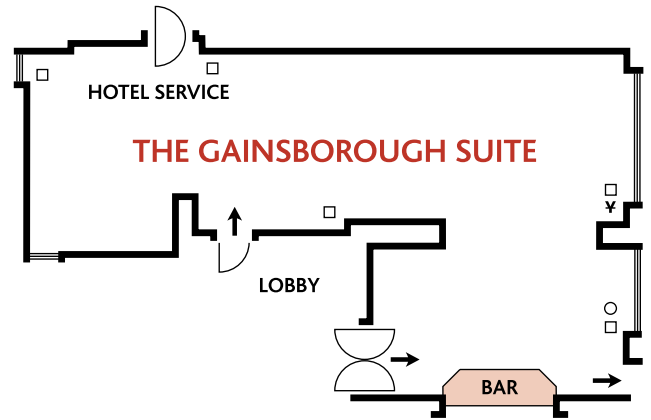
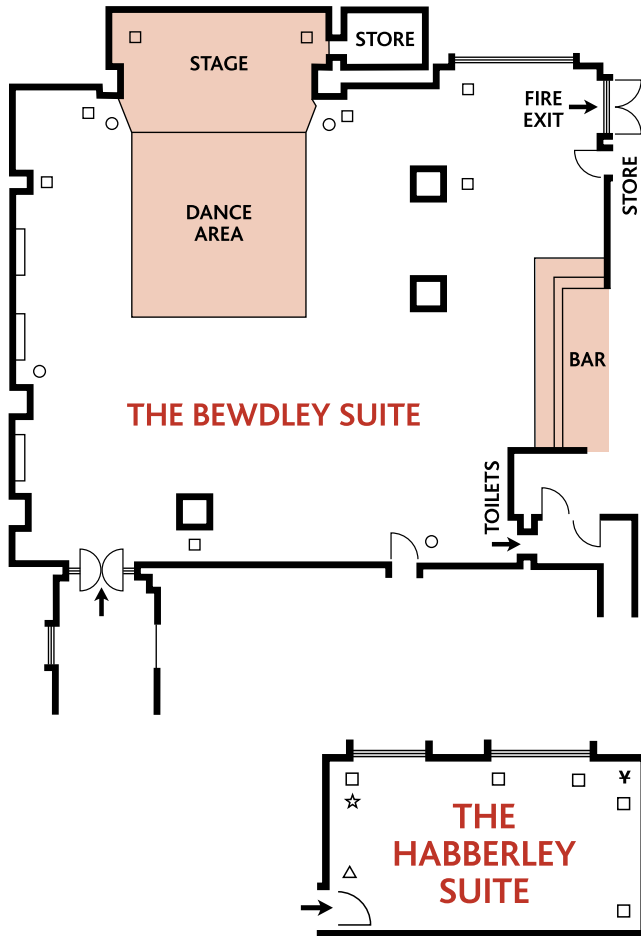
Product launch, presentations, interviews, networking, conference, training or celebrations, the Gainsborough House Hotel has a room to suit you.

Each room offers:

- Free high speed internet access
- Air conditioning
- Complimentary stationery
- Natural light
- Aerial sockets
- Microphone socket
- Electrical socket
- Telephone socket

room plans

Suite	Capacity			Dimensions		
	Theatre	Boardroom	Dinner	Height	Length	Width
The Bewdley Suite	250	60	220	10.0	60.6	48.6
The Gainsborough Suite	80	60	60	8.0	48.8	29.0
The Habberly Suite	20			8.0	22.2	12.7
The Link Suite	18	16	16	7.7	29.0	12.3
The Devonshire Suite	60	25	25	7.7	27.9	21.0



△ TELEPHONE SOCKET □ ELECTRICAL SOCKET ✚ AERIAL SOCKET ○ MICROPHONE SOCKET ☆ INTERNET SOCKET

conference rates

Day Delegate Rate £35pp (min 12 people)

- Conference room hire
- Tea, coffee & biscuits on arrival
- Mid-morning tea, coffee & biscuits
- Working buffet lunch (selection available)
- Afternoon tea, coffee & biscuits
- Table refreshments
- Flipchart

24 Hour Delegate Rate

£120pp (single) £95pp (twin)

As per the day delegate rate plus;

- Accommodation
- Two course evening meal with tea/coffee
- Full English breakfast



Conference Room Hire Charges

	Full Day	Half day/ evening
The Bewdley Suite	£600	£300
The Gainsborough Suite	£400	£200
The Devonshire Suite	£375	£250
The Link Suite	£350	£175
The Habberley Suite	£300	£150

Refreshment Prices

Tea, coffee (served with biscuits)	£2.00 per serving
Tea, coffee (served with pastries & cakes)	£3.50 per serving
Tea, coffee & sandwich	£4.95 per person
Tea, coffee & pannini	£5.95 per person
Buffet lunch (min 12 people)	£9.95 per person
Two course lunch (min 20 people)	£12.95 per person
Three course lunch (min 20 people)	£15.95 per person

Equipment

VHS video/ DVD & monitor	£35.00 per day
Flipchart	£10.00 per day
OHP & screen	£35.00 per day
LCD projector	£185.00 per day



buffet choice



Menu A

Selection of Filled Rolls
Chinese Chicken Skewers
King Prawns in Filo Pastry
Mini Pork Pies
Savoury Eggs
Potato Salad
Mixed Leaves
Bread Rolls

£10.95 pp

Menu B

Selection of Sandwiches
Chicken Satay
Mini Crab Cakes
Sausage Rolls
Onion Bhajis
Coleslaw
Mixed Leaves
Bread Rolls

£10.95 pp





Bookings

Gainsborough House Hotel requires full written confirmation to secure reservations of conference facilities & bedrooms. In the absence of prearranged credit facilities, a 15% non-refundable deposit will be required to secure the reservation. Full payment will be required 14 days prior to the event.

Group Bookings & Day Conferences

Confirmation of final numbers will be required 14 days prior to the event, together with full rooming list for accommodation. This number will then form the basis of the final charge. Actual numbers will be required no later than 48 hours prior. However, if the reduction in number is greater than 10%, the cancellation policy as detailed below will apply.

The hotel also reserves the right to allocate a different conference suite if numbers reduce dramatically.

Cancellations of Group Bookings & Functions

In the event of a booking being cancelled, the hotel will endeavour to minimise any costs incurred. In the event that this is not achieved, the following cancellation charges will apply:

Period of notice:	% payable of total value:
9 weeks	15%
Over 6 – under 9 weeks	30%
Over 4 – under 6 weeks	45%
Over 2 – under 4 weeks	75%
Under 2 weeks	100%

location



Directions:

From the North (M6/M5)

- Leave the M6 at Jn 8, travel South on the M5
- Exit Jn 3 of the M5
- Follow A456 signposted Kidderminster
- Continue on the A456 through Kidderminster following signs to Bewdley (also signposted West Midlands Safari Park)
- On reaching the Kidderminster General Hospital (on left hand side), continue straight through traffic lights onto Bewdley hill
- Gainsborough House is directly on the left hand side

From the South (M5)

- Leave the M5 motorway at Jn 6
- Follow the A449 signposted to Kidderminster
- Once in Kidderminster, pick up the A456 to Bewdley
- Follow directions as opposite

From The South (M40/M42)

- From the M40, join the M42 (West) signposted Worcester & Redditch
- Follow the M42 until it connects with the M5 at Jn 4a & travel North
- Exit Jn 3 of the M5
- Follow directions as above

