

Meetings...
Conferences...
Seminars...

**Why Choose
Clarendon Conference Centre...**

Day Delegate Package from £29pp
Meeting Room from £99
Refreshment from £ 1.95 pp
Conference Accommodation available



The Westcombe Park Suite is the largest of the Hotel's conference rooms, can seat up to 130 delegates and is therefore suited to the larger event. It is a fully air-conditioned and well appointed suite with the advantage of an adjacent lounge area for refreshment breaks or a buffet lunch.

Max 4 hrs - £400.00 inc. VAT
Max 8 hrs - £600.00 inc. VAT

The Regency Suite is luxurious with plenty of daylight. It is adaptable to all types of layout and can accommodate 60 delegates. An excellent choice for residential conferences or seminars, the Regency offers organizers maximum flexibility in comfortable surroundings.

Max 4 hrs - £350.00 inc. VAT
Max 8 hrs - £450.00 inc. VAT

The Heathview is the ideal choice for the smaller function or conference, offering a range of layouts including boardroom, theatre style and horseshoe. It is an attractive room which benefits from plenty of natural daylight and a superb view of Blackheath.

Max 4 hrs - £175.00 inc. VAT
Max 8 hrs - £275.00 inc. VAT

The Boardroom is a tastefully decorated and comfortable room, the choice for small board meetings and interviews.

Max 8 hrs - **£99.00 inc. VAT**

Syndicate rooms are available on request.

Flip chart, cordials, iced water, mints, note pad and pens are provided free of charge as appropriate

Delegate Packages

All Delegate Packages are based on minimum of 10 delegates

Grade One Day Delegate Rate - **£39.00** per delegate includes:

Main Conference Room Hire
Tea / coffee, fruit juice, bacon rolls and pastries on arrival
Morning tea / coffee
Hot Buffet Lunch in Restaurant
Afternoon tea / coffee
Hire of flip chart and marker pens
Writing pads and pens for each delegates
Continuous supply of table refreshments (mints, iced water and cordial)
Service charge and VAT at current rate

24hr Grade One Delegate Rate - **£139.00** per delegate:

Grade One Day delegate package
Three course table d'hôte dinner
Overnight accommodation
Traditional Full English and Continental breakfast
Service charge and VAT at current rate



Grade Two Day Delegate Rate - £29.00 per delegate includes:

Main Conference Room Hire
Tea / coffee, fruit juice, pastries on arrival
Morning tea / coffee
Working Lunch
Afternoon tea / coffee
Hire of flip chart and marker pens
writing pads and pens for each delegates
Continuous supply of table refreshments (mints, iced water and cordial)
Service charge and VAT at current rate

24hr Grade Two Delegate Rate - £129.00 per delegate:

Grade One Day delegate package
Three course table d'hôte dinner
Overnight accommodation
Traditional Full English and Continental breakfast
Service charge and VAT at current rate



Breakfast Meetings - £20.00 per delegate include:

Traditional Full English breakfast
Tea, Coffee, Fruit Juice & Pastries
Main Conference Room Hire
Hire of flip chart and marker pens
Writing pads and pens for each delegate
Continuous supply of table refreshments (mints, iced water and cordial)
Service charge and VAT at current rate

Conference Refreshments

Conference Hot Buffet Lunch (£17.50)

Our Chef will serve 4 dishes from the list below including 1 vegetarian dish

- Thai Chicken Curry with Basmati Rice
- Escalope of Chicken in Breadcrumbs
- Sicilian Chicken served with Mushrooms, Capsicum, Olives & Sundried Tomatoes with a rich Tomato Sauce
- Grilled Tuna with Stir Fried Vegetables
- Medallions of Salmon in a Tomato Sauce
- Home Made Beef Lasagne
- Stir Fry with Wok Fried Vegetables and a mild soy sauce with noodles (v)
- Italian Stuffed Peppers with Arrabata rice and vegetables served with a tomato concusses (v)
- Mediterranean Stuffed Aubergines (v)

Salads Accompanied with Hot Lunch

- Avocado & Mozzarella Salad with Cherry Tomatoes
- Green Caesar Salad with Chilli Croutons Diced Egg

Seasonal Vegetables Accompanied with Hot Lunch

- Sautéed Green Beans topped with Crispy Shallots
- Minted New Potatoes

Dessert Selection of the day

Working Lunch – (£8.95)

Ciabatta Selection Platter
 Steak with red onion marmalade
 Warm citrus chicken with a tomato relish
 Trio of char-grilled Mediterranean vegetables
 All served with crisps & coleslaw
 Avocado & Mozzarella Salad with Cherry Tomatoes
 Crudités & Dips
 Fresh fruit platter
 Tea/coffee

Assorted sandwich selection & fruit platter, tea/coffee - £6.95 pp
 Tea or Coffee with Danish Pastries - £4.50 pp per serving
 Tea or Coffee with Biscuits - £1.95 pp per serving
 Jug of Thirst Drink – Pink Ginger - £6.50 per jug
 (Victorian Cool Classic Drink made with Ginger)

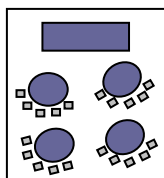
CONFERENCE DINNER - £22.50 pp
 Three Course Dinners in Meridian Restaurant

Equipment and Business Services

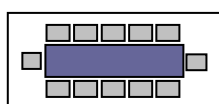
SVGA Digital Projector & Screen - £ 35.00 per day
 Laptop - £ 50.00 per day
 PA System & Microphone - £ 50.00 per day
 TV & VCR - £ 30.00 per day
 TV & DVD Player - £ 30.00 per day
 Flip Chart, Pads & Pens - £ 10.00 per day

Business services, such as photocopying, faxing are also available

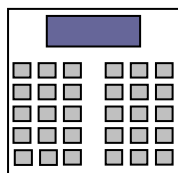
Room Layout and Technical Information



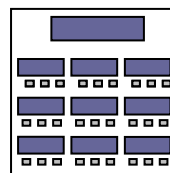
Cabaret Style



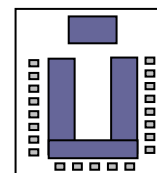
Boardroom Style



Theatre Style



Classroom Style



U - Shape

	Westcombe Park Suite	Regency Suite	Heathview Suite	Boardroom
Floor	Lower Ground	Ground	Ground	Ground
Length: Ft / M	49 / 14.93	31 / 9.44	18.6 / 5.63	18.8 / 5.71
Width: Ft / M	41 / 12.49	19.3 / 5.86	16 / 4.87	9.13 / 2.81
Area: Sq Ft / Sq M	2009 / 186.4	598 / 55.64	297 / 27.52	176 / 16.35
Height: Ft / M	8.4 / 2.54	10 / 3.04	9.9 / 2.97	8.3 / 2.51
Theatre	120	60	25	-
Boardroom	50	30	14	10
U-Shape	40	30	14	-
Classroom	40	20	10	-
Cabaret	120	45	18	-

Our Conference staff would be delighted to show you any of our conference suites and discuss your personal requirements, however it is advisable to call in or telephone to arrange an appointment with our Conference Manager.

www.clarendonhotel.com

email: conference@clarendonhotel.com

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