

## Conference & Meeting Tariff Information 2009

Delegate rates are for a minimum of 6 people  
and are quoted per person per day exclusive of VAT

<b>DAY DELEGATE RATE £40.50</b>
<p>To include:</p> <ul style="list-style-type: none"> <li>• Meeting room hire until 5.30pm</li> <li>• Unlimited tea and coffee</li> <li>• Biscuits and pastries</li> <li>• Mineral water and fruit juice</li> <li>• 2 course buffet lunch</li> <li>• Flip chart, pens and paper</li> <li>• Projector screen</li> <li>• Wi fi internet access</li> <li>• Free car parking</li> <li>• Use of office services (printer, fax and photocopier (for less than 5 items)</li> <li>• Use of dedicated office area (when available)</li> </ul>

<b>EQUIPMENT AND HIRE CHARGES</b>	<b>PRICES</b>
<ul style="list-style-type: none"> <li>• Data Projector</li> <li>• Laptop</li> <li>• Use of office services (Printer, fax machine &amp; photocopier)</li> <li>• Use of dedicated office area (When available)</li> <li>• Flip chart with pens/paper</li> <li>• Wi fi internet access</li> </ul> <p style="margin-top: 10px;">Additional equipment available upon request</p>	<ul style="list-style-type: none"> <li>• £150.00 + VAT per day (Please allow 7 days notice)</li> <li>• £100.00 + VAT per day (Please allow 7 days notice)</li> <li>• FOC (for less than 5 items)</li> <li>• FOC</li> <li>• £5.00 + VAT per day</li> <li>• £5.00 + VAT per person/per day</li> </ul> <p style="margin-top: 10px;">Prices on application</p>

### Room only charges 2009

All prices include projection screen

ROOM	SET UP / MAX NOS	PRICE (EXCLUDING VAT)
<b>GARDEN ROOM</b> (Management Training Centre)	Boardroom – 10 U - shape with tables – 12 U –shape without tables– 16 Theatre Style – 20	£160 per day £100 per half day
<b>GALLERY ROOM</b> (Management Training Centre)	Boardroom – 16 U - shape with tables – 16 U –shape without tables – 18 Theatre Style – 25	£160 per day £100 per half day
<b>FAIRWAY SUITE</b> (First floor main clubhouse)	Boardroom – 32 Theatre style – 100 U - shape without table – 24 Cabaret – 60	£300 per day £200 per half day

ADDITIONAL EXTRAS	PRICES
<ul style="list-style-type: none"> <li>• Tea, coffee and biscuits</li> <li>• Bacon rolls</li> <li>• Danish pastries, croissants or cakes</li> <li>• Fruit bowl</li> <li>• Orange juice</li> <li>• Mineral Water</li> <li>• Mineral Water</li> <li>• ½ Pint Soft Drink</li> <li>• Mixed sandwiches and chips</li> <li>• 2 course buffet lunch</li> <li>• Tea with Scones, Jam &amp; Cream</li> <li>• Tea with Homemade Cake</li> <li>• 3 course meals and bespoke menus available</li> </ul>	<ul style="list-style-type: none"> <li>• £1.50 per serving</li> <li>• £2.50 per person</li> <li>• £2.00 per person</li> <li>• £10.00 per bowl</li> <li>• £4.00 per jug</li> <li>• £3.50 per large bottle</li> <li>• £1.40 per small bottle</li> <li>• £1.20 per glass</li> <li>• £5.50 per person</li> <li>• 12.00 per person</li> <li>• £2.50 per person</li> <li>• £2.50 per person</li> <li>• Price on application</li> </ul>

## **2 Course Lunch - Examples**

*We have created these menus with speed of service and minimum interference in mind.  
Alternative choices are available on request.*

### **Main Course**

Cold Buffet with Jacket Potatoes  
Chefs Lasagne with Salad & Garlic Bread  
Smoked Haddock Fishcakes with Sauté Potatoes  
Beef or Vegetarian Three Bean Chilli with Rice & Salads

### **Dessert**

Chef's Vanilla Chesseecake with Raspberry Coulis  
Apple & Cinnamon Crumble with Custard  
Fresh Fruit Salad with Vanilla Ice Cream  
Citrus Tart with Fresh Cream

## **Bedroom Rates 2009**

Prices are based on Bed and Breakfast are inclusive of VAT

**E/S = En-suite bathroom S/B = Shared bathroom**

ROOM NO.	NO/SIZE OF BEDS	SINGLE OCCUPANCY	DOUBLE OCCUPANCY	FAMILY
1 (E/S)	One double	£65	£70	N/A
2 (S/B)	One double	£65	£70	N/A
3 (E/S)	One double	£65	£70	N/A
4 (E/S)	One double & one single	£65	£70	£85
5 (E/S)	Three singles	£65	£70	£85
6 (S/B)	One large single	£65 £45 if booked with room 2	N/A	N/A

**Check-in time from 3.00pm. Please advise us of your check-in time if it is outside normal office hours**

## **Additional benefits**

**EXCLUSIVE USE** of the Management Training Centre for a small charge of £100 + VAT when you choose the day delegate rate for a minimum of 10 people.

Your delegates will benefit from the sole use of the break-out /lounge areas, the private walled garden and the kitchen facilities. You can be rest assured that no matter how lively the debates or enthusiastic the role-plays you will not be overheard.

**GOLF** – Take advantage of our beautiful environment by booking a golf team building session for your delegates including pitching, putting and chipping – no experience necessary as our golf pro will teach them all they need to know.

Alternatively if you and your colleagues fancy a round after your meeting you could take advantage of the reduced green fee rate, only available to conference clients.\*

**CLUB HOUSE BAR** – Finish off your day with a relaxing drink in our bar overlooking the golf course.\*

\*Dress code applies

## **Activity, Entertainment and Incentive Ideas**

### **Activities available on site at Badgemore Park**

Big Garden Games – Chess, Drafts, Jenga, Quoits, Skittles, Dominoes.

Dog Displays, Falconry and Ferret Racing.

Indoor and outdoor teamwork challenges.

### **Off site activities**

Guided tours of Henley, Marlow or Windsor.

Motorised activities.

Nirvana Spa.

Shopping trips to Windsor, Oxford and London.

### **Evening entertainment & theming**

Caricaturists, Magicians, Jugglers and Hypnotists

Wine Tasting, Murder Mystery, Quiz Nights, Casino Nights and Race Nights.

Interactive game shows played before or after a meal such as; The Generation Game,

Millionaire Madness and Play Your Cards.

### **Transfers**

Should you require transport to any of the above activities, we can organise a range of executive coach and mini coaches along with taxi transfers.

Badgemore Park has preferred suppliers for the range of activities mentioned so that as an organiser you can be rest assured of high service standards and quality products. Our preferred suppliers can confirm the details with you directly as they can offer you the best advice and quote according to your specific numbers and requirements.

## **BOARDROOM GOLF PACKAGES**

### **Summer - 1<sup>st</sup> April – 31<sup>st</sup> October**

**18 holes £50 + vat**

Room hire for 2 – 14 *Bacon rolls, tea and coffee on arrival*

Meeting 9am 12pm

Lunch 12 – 1 *two courses - served in the clubhouse*

Golf 1 – 6pm

### **Winter - 1<sup>st</sup> November – 31<sup>st</sup> March**

**9 holes £40.00 + vat**

Room hire for 2 – 14 *Bacon rolls, tea and coffee on arrival*

Meeting 9am 12pm

Lunch 12 – 1 *two courses - served in the clubhouse*

Golf 1 – 4pm

*Golf club hire fees - £15.00 per round*

*Please note that the club has a smart/casual dress code.*

---

## **TEAM BUILDING**

***no experience necessary***

### **Putting competition**

8 delegates maximum per session

½ hour teaching and ½ hour competition £100.00 per hour

### **Tuition & clinics**

Hours tuition 2 delegates £50.00 + vat

Hours tuition up to a maximum of 6 delegates £100.00 + vat per hour

***Equipment provided /delegates must provide own golfing or training shoes***

***Please note that the club has a smart/casual dress code***

## **TERMS & CONDITIONS OF BUSINESS FOR CONFERENCES AND EVENTS (EXCLUDING WEDDINGS)**

### **DEPOSITS**

A provisional booking can be held for 14 days. A £100 deposit is required to confirm the booking. Written confirmation must be sent to Badgemore Park Management Training Centre along with the deposit. The deposit is non-refundable and is an acceptance of Badgemore Park's Terms and Conditions.

### **DELEGATE/GUEST NUMBERS**

Final delegate/guest numbers should be confirmed at least 3 days before the event. These numbers will be used as a basis for calculating the final account. The minimum number permitted to accept the all-inclusive daily package is 6 delegates.

### **CANCELLATIONS AND AMENDMENTS**

In the event that you cancel or postpone your confirmed booking, at any time prior to the event, Badgemore Park reserves the right to levy the following charges:

<b>Period of notice given before event</b>	<b>Cancellation Fee</b>
More than 60 days	Deposit retained
60-31 days	30%
30-15 days	50%
14 days or less	100%

All cancellations and amendments must be notified to us in writing. On receipt of this notification the notice period becomes effective. **Fees for cancellations will be based on the assumption that at least 6 delegates would have attended. The amount of the fee will be calculated using the current basic daily delegate rate.**

### **TRAINING/EVENT ROOMS AND FACILITIES**

Delegate/guest numbers will be taken into account when allocating a room for the event. We reserve the right to amend our advertised rates and facilities at our absolute discretion and to vary our brochure from time to time. No liability is accepted for errors or omissions in our brochure.

### **DAMAGE/LOSS**

The client is responsible for allocated rooms (including overnight accommodation) during the period of the booking. Any damage/losses to the room or their contents incurred as a result of the client or their representatives' acts, omissions or default will result in a charge to remedy such damage/loss. Please obtain the consent of the Events Manager before items are fixed to walls, floors or ceilings.

### **INVOICING AND PAYMENT**

Unless otherwise stated by us, the invoice will be raised on the date of the event and forwarded to the client for payment. Payment is required within 30 days of the date of the invoice. Badgemore Park Management Training Centre reserves the right to add interest at a rate of 7% to invoices outstanding after this time.

### **GENERAL**

No failure or delay by us in exercising any of our rights under this contract shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances.