



Room Hire

Select a/b/c

Room	Charge		c Surcharge for each additional group of 50	Select
	a Per half day/ evening for up to 50 ppl	b Per full day for up to 50 ppl		
Beacon Room (seats up to 150) <i>Available evenings &amp; Saturdays only</i>	£105	£210	£25.00	<input type="checkbox"/>
Tower Room (seats up to 100) <i>Saturdays</i>	£105	£210	£25.00	<input type="checkbox"/>
Tower Room (discounted rate for up to 20 ppl) <i>Saturdays</i>	£85	£170		<input type="checkbox"/>
Tower Room <i>Weekdays &amp; Evenings</i>	£80	£160	£25.00	<input type="checkbox"/>
Tower Room (up to 20 delegates) <i>Weekdays &amp; Evenings</i>	£55	£110		<input type="checkbox"/>
Room 3 (seats up to 15)	£50	£100		<input type="checkbox"/>
Rooms 2 & 4 (seat up to 12 each)	£45	£90		<input type="checkbox"/>
Rooms 2,3 & 4 when used as Breakout Rooms	£30 each	£60 each		<input type="checkbox"/>

Equipment Required

	Select	Quantity
LCD Screen	<input type="checkbox"/>	_____
Data Projector	<input type="checkbox"/>	_____
Internet Access	<input type="checkbox"/>	_____
Microphone [max of 2]	<input type="checkbox"/>	_____
Flipchart/pens/paper	<input type="checkbox"/>	_____
Pad of Paper & Pen	<input type="checkbox"/>	_____
	£1.00 per delegate	<input type="checkbox"/> _____

Refreshments

	Select	Quantity
1 x serving of tea/ filter coffee	<input type="checkbox"/>	_____
1 x serving of tea/filter coffee & biscuits	<input type="checkbox"/>	_____
Herbal teas & de-caf tea/coffee	<input type="checkbox"/>	_____

Breakfast Menu

	Select	Quantity
Hot bacon rolls/sandwiches	<input type="checkbox"/>	_____
Hot sausage rolls/sandwiches	<input type="checkbox"/>	_____
Vegetarian sausage rolls/sandwiches	<input type="checkbox"/>	_____

Sample Finger Buffet Menus

	Select	Quantity		Select	Quantity
<b>Basic Finger Buffet Menu £5.00 pp</b> (incl 1 serving of Tea/Coffee pp)	<input type="checkbox"/>	_____	<b>Menu B - £6.50pp</b> (inc 1 serving of Tea/Coffee pp)	<input type="checkbox"/>	_____
Choice of sandwich fillings			Choice of sandwich fillings		
Choice of savouries			Choice of savouries		
Crisps			Crisps		
			<b>Cake or Fruit – please order one or the other in advance</b>		

Cheeseboard – please ask for a quotation

We always provide a vegetarian food option as standard. Please inform us of any other dietary requirements.  
Hot lunchtime snacks eg Jacket Potatoes, Paninis, Omelet's etc are served daily in our adjoining Bistro.  
We ask that delegates order and pay for these in advance to save waiting time during the busy lunch period.  
Please note – some of our products may contain nuts or other allergens, please advise us if this may be a problem.  
Only food supplied by our Bistro can be consumed within our premises except with prior written agreement.

**Cancellation Charges**

<i>In the event of a cancellation, the charges will be as follows:</i>	
<i>Over 6 weeks before event</i>	<i>No charge</i>
<i>4 – 6 weeks before event</i>	<i>25% room hire charge only</i>
<i>2 – 4 weeks before event</i>	<i>50% room hire charge only</i>
<i>1 – 2 weeks before event</i>	<i>100% room hire charge only</i>
<i>0 – 7 days before event</i>	<i>Full charge</i>

Please visit our Website at [www.staffordbeacon.co.uk](http://www.staffordbeacon.co.uk)