



Sweeney Hall

country house hotel & restaurant

Dear Sir/Madame

Thank you for your enquiry regarding a conference booking at the Sweeney Hall Hotel. We are two miles outside the market town of Oswestry, and are situated on the A483 in rolling countryside with ample parking space for conference delegates.

We have three rooms available for conferences, The Netherton Suite; our largest room (please refer to room dimensions for capacity) is on the ground floor allowing easy access to all our facilities. The Conference Room is on the first floor and is more suitable for the smaller conference and we also have the "Gallery". This is for the more relaxed and informal Meeting with seating for up to six guests. All our rooms benefit from lots of natural light and are ergonomically designed seating to make the day more comfortable.

In this package you will find a comprehensive list of the services we supply, these include plans of our two largest conference rooms with details of power points, room dimensions and seating options and numbers, a brief description of our rooms, including photos and some sample menus.

We have also enclosed a short checklist for the smooth running of your event. Upon booking, please could you tick the relevant boxes and sign at the foot of the page and then fax or post the list back to us.

Once again, thank you for your enquiry and we look forward to being of service to you.

Yours sincerely,

Sean Evans
General Manager



Conference Booking Check List

BOOKING INFO - Please email this back to us no later than 5 days prior to booking date.

Date of Booking:

Contact Name & Phone Number:

Number of Delegates:

TIMES – Please mark the times you require your refreshments during the conference.

Time of Arrival:

Tea & Coffee on Arrival:

Mid Morning Coffee:

Lunch required at:

Afternoon Tea Time:

Finish Time:

EQUIPMENT:

Please tick boxes of equipment you require.

OHP & Screen:

TV & DVD:

Flip Chart:

Paper & Pencils (charged):

SEATING:

Please tick type of seating you require.

Board Room:

Theatre:

Class Room:

Round Table:

Horse Shoe:

Please complete this page and turn over to fill out your booking details.



Booking Details

IF THE BILL IS TO BE INVOICED: Please give details below
(We require payment within 30 days of receipt of invoice)

Contact Name:

Company Name:

Address:

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Email Address:

Contact Telephone No:

PLEASE NOTE: Two working days notice is required for cancellation of a meeting room, otherwise full charges will apply.

Signature:

.....

Date:



Conference Rates

DAY DELEGATE RATE:

£24.00 per person

(Minimum 10 delegates i.e. £240.00 per day)

TO INCLUDE:

ROOM HIRE: Including the use of Overhead Projector, TV and Video and Flip Chart

ARRIVAL: Tea and Coffee

MID-MORNING: Tea, Coffee and Danish Pastry

LUNCHEON: Our standard Buffet Menu – please refer to enclosed menu

AFTERNOON TEA: Tea, Coffee and Homemade Buttered Scones and Jam

REFRESHMENTS: Jugs of Iced Water and Cordials throughout the day

The above rate of £24.00 is charged for up to 15 Delegates. Any additional delegates will be charged at £11.75 per delegate.

Room Hire Only Rates

CONFERENCE ROOM: £100.00 Full Day • £75.00 Half-Day

NETHERTON ROOM: £120.00 Full Day • £90.00 Half-Day

THE GALLERY: £30.00 (No equipment included)

Miscellaneous Costs

TELEPHONE: Use of our phone is charged at 30p for initial connection and 17p for following units

FAX: 50p per sheet (incoming and outgoing)

PHOTOCOPYING: 10p per copy

PAPER & PENS: £1.00 per delegate

We can also provide sandwiches at £3.75 per round and you can order Bar Snack Meals, please call for our current menu.



Conference Room: Seating Plan

Figure 1

Shows boardroom seating in our Conference Room, seating 16 delegates

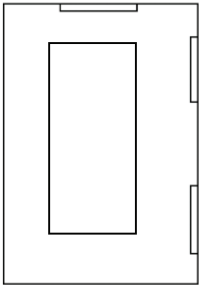
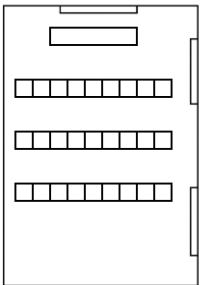


Figure 2

Shows theatre style seating in our Conference Room, seating 20 delegates



Dimensions

The room dimensions are as follows - 540cm x 715cm

Key

** - Double power point



Netherton Room: Seating Plan

Figure 1

Shows U Shape seating in our Netherton Room, seating up to 22 delegates

Dimensions

The room dimensions are as follows:
725cm x 580cm

Figure 2

Shows Classroom seating in our Netherton Room, seating 20 delegates

Dimensions

The room dimensions are as follows:
725cm x 580cm

Figure 3

Shows Boardroom seating in our Netherton Room, seating 24 delegates

Dimensions

The room dimensions are as follows:
725cm x 580cm

Figure 4

Shows Theatre seating in our Netherton Room, seating 72 delegates

Dimensions

The room dimensions are as follows:
725cm x 1105cm x 525cm

Key

** - Double power point

** **

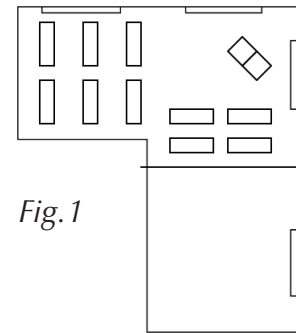


Fig.1

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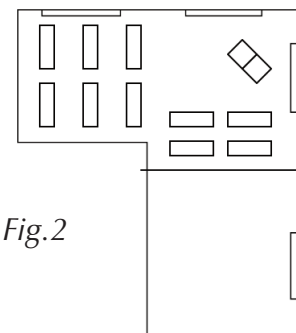


Fig.2

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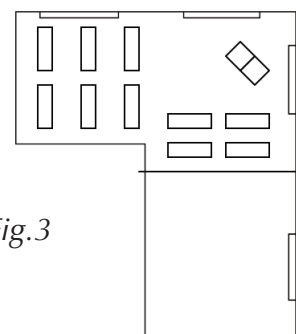


Fig.3

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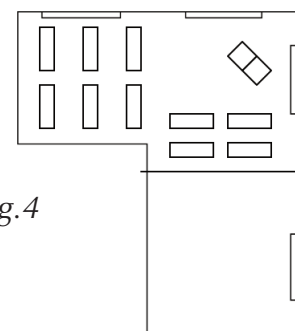


Fig.4

