

Library & Boardroom

The Boardroom and Library form an elegant and impressive suite.



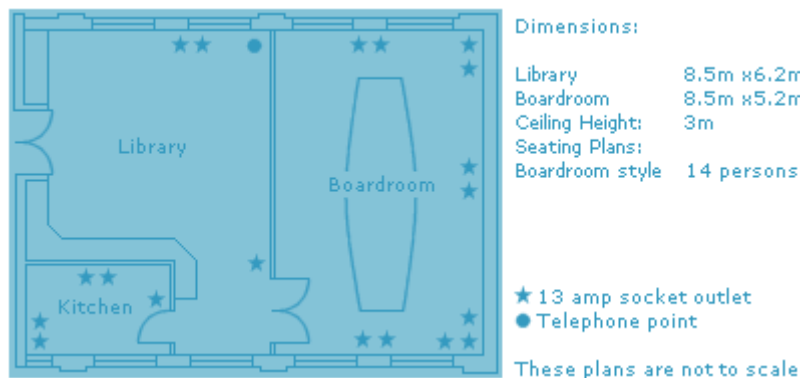
The Boardroom with its commanding long oak table, comfortable seating and soft lights creates a subtle atmosphere and will hold up to 14 people.

The Library boasts a fine collection of silver and forms a relaxing and comfortable annexe.

The Facility is ideal for:

- Corporate Conferences
- Formal Meetings
- Informal Gatherings
- Pre-Meeting Functions
- Business Luncheons

Floor Plan:



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Diamond Suite

The Diamond Suite occupies the whole of the third floor of Federation house and comprises a large main conference room which enjoys natural daylight.



This bright and airy suite will easily hold up to 80 people in theatre-style seating but can be divided into smaller rooms where appropriate.

The Facility is ideal for:

- Company Conferences
- Formal Meetings
- Product Launches
- Training Events
- Presentations
- Receptions

Floor Plan:



Dimensions: 5.8m x 20.7m
Ceiling Height: 3.5m
Seating Plans:
Boardroom style 36 persons
Theatre style 80 persons

★ 13 amp socket outlet
● Telephone point

These plans are not to scale

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Syndicate Rooms

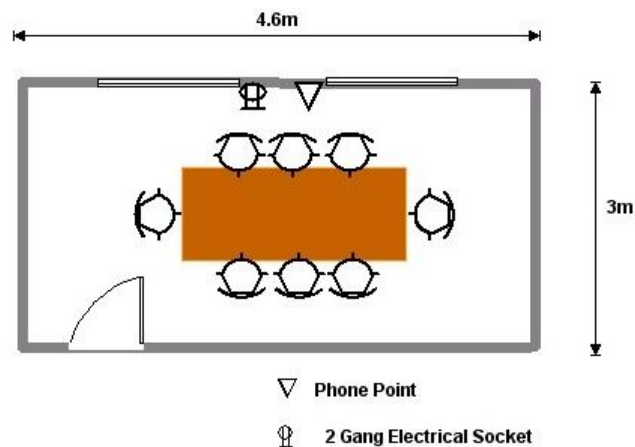
These rooms benefit from the full range of facilities offered at the BJGF Headquarters. Perfectly suited to smaller firms who require an impressive and professional setting in which to conduct business, or larger firms who need a central UK location.



The Facility is ideal for:

- Off-site interviews
- Mini Boardroom/Committee Meetings
- Training Seminars
- Smaller Presentations
- Sales Meetings

Floor Plan:



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*other menus available on request

Menu 1A @ £8.00 per head

Mosaic of White and Granary Sandwiches filled with:

Honey Roast Ham and Grain Mustard
Roast Turkey and Cranberry
Smoked Cheddar and Tomato
Tuna and Spring Onion

Skewered Chicken and Mango Kebabs
Oven Roasted New Potatoes with Roast Garlic Lemon and Coriander
Crudités with a Garlic and Parsley Mayonnaise
Field Mushrooms with Spiced Avocado
Mosaic of Sweet Melon and Seasonal Fruit

Cold Finger Buffets

ALL PRICES EXCLUSIVE OF VAT

Menu 1B @ £8.00 per head

A selection of filled Miniature Pitta Breads, White and Granary Rolls with:

Sugar Baked Ham and Mustard
Thai Spiced Tuna and Spring Onion
Mature Cheddar, Farmhouse Pickle and Tomato
Roast Beef and Horseradish Salad

Roasted Red Onion and Camembert Tartlets
Cajun Style Skewered Chicken
Bruschetta of Tomato and Basil
Selection of Crudités, Relishes and Dips
Sliced Sweet Melon and Seasonal Fruits

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*other menus available on request

Menu 2A @ £10.00 per head

A selection of filled Miniature Wraps, White and Granary Rolls with:

Thai Spiced Tuna and Sweetcorn
Mature Cheddar, Farmhouse Pickle and Tomato
Roast Beef and Horseradish Salad

Roasted Red Onion and Parmesan Tartlets
Cajun style chicken drumsticks
French Bread Pizza with Courgette and Fennel
Selection of Crudités with Relishes and Dips
Homemade Pâté on Brioche with Peach Chutney
Mosaic of Sweet Melon and Seasonal Fruits

Cold Finger Buffets

ALL PRICES EXCLUSIVE OF VAT

Menu 2B @ £10.00 per head

A variety of filled Pitta Breads, White and Granary Open Sandwiches with:

Honey Roast Ham and Grain Mustard
Avocado, Red Onion and Pepper
Tuna and Spring Onion

Homemade Wild Mushroom and Spinach Sausage rolls
Marinated Skewered Chicken (Sweet and Sour Style)
Miniature Vol-au-Vents filled with Fresh Flaked Salmon with Cucumber and Yoghurt.
Bruschetta of Tomato and Basil
Crudités with a selection of Savoury Dips
Sweet Melon slices and Seasonal Fruits

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*other menus available on request

Menu 3A @ £12.00 per head

A selection of Open Sandwiches and Pitta Breads with Savoury Fillings to include:

Honey Glazed Ham and Pineapple
Thai Scented Tuna
Brie and Grapes
Chicken Tikka

Fingers of Salmon with Smoked Salmon
Roast Tomato, Dolcelatte and Chive Tart
Melon and Parma Ham
Stuffed Tomatoes with Asparagus Risotto
Chinese Duck Pancakes with Spring Onion and Ginger
Selection of Crudités with Relishes and Dips
Mosaic of Sweet Melon and Seasonal Fruits

Cold Finger Buffets

ALL PRICES EXCLUSIVE OF VAT

Menu 3B @ £12.00 per head

Open Speciality Bread Sandwiches filled with:

Roast Chicken and Apricot Stuffing
Ham and Grain Mustard Mayonnaise
Brie and Roast Onion Chutney
Lightly Spiced Prawn and Avocado

Spears of Fresh Asparagus wrapped in Minted Chinese Lettuce
Stuffed Vine-Ripe Tomatoes with Coriander Mushrooms
Smoked Haddock and Parmesan Tartlets
Rolled slices of Roast Beef filled with Horseradish salad
Stuffed Oriental Vegetable Tortilla with Oyster Sauce
Crudités with a selection of Savoury Dips
Mosaic of Sweet Melon and Seasonal Fruits

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Prices

Room Hire

Early Opening (before 8.30am) £25

Late Opening (after 5pm Mon-Thurs, 4pm Fri) from £20 per hour. Please ask for details.

	Number of Guests		
	25 or Less	26-50	51-80
Diamond Suite			
All Day	£175	£225	£275
Half Day	£100	£150	£175
Board Room	14 or Less		
All Day	£175		
Half Day	£100		
Syndicate Room	8 or Less		
All Day	£50		
Half Day	£30		

Refreshments

£2.00 per head	Coffee, Tea & Biscuits (includes jugged tap water)
£3.00 per head	Coffee, Tea, Biscuits, Orange Juice & Mineral Water
£9.50	Bottle Red Wine
£7.50	Bottle White Wine

This Price list is not exhaustive, further details on application. Please ask for details of AV equipment, breakfast supplements, internet usage etc...

ALL PRICES ARE EXCLUSIVE OF VAT

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Conference Booking Form

Please complete this form to confirm your booking

Date of Your Event: Arrival Time: Start Time:

Number of Persons Attending: Departure Time:

Room(s) Requested:

Name of Meeting:

Contact Name: Company Name and Address:

Telephone Number:

Fax Number:

Email Address:

Refreshments Required

Coffee, Tea & Biscuits Orange Juice & Mineral Water Wine

Is Lunch Required? Yes No Menu Choice:

Times refreshments required: Lunch to be served at:

Presentation Equipment

Flipchart Data Projector Overhead Projector Slide Projector
Internet Connection TV & Video(Diamond suite only) Audio Equipment

Seating Arrangements *Boardroom can only be used in boardroom arrangement

Theatre Boardroom Classroom U-shape Other:

Any other details (purchase order numbers, dietary requirements etc)

Special Offer code:

How did you hear about our conference facilities?

Please let us know if any of your party are disabled so that we can make the appropriate arrangements

Signed

Date

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Terms & Conditions

1. Terms of Payment: 30 days from the date of invoice
2. Cancellations:
 - i. Total Cancellation of a conference or meeting.
 - ii. Total cancellation will incur charges in line with the following:
 - iii. Less than 30 clear days before the first date of the function: 50% charge
 - iv. Less than 14 days: 75% charge
 - v. Less than 7 days: 90% charge
3. BJGF Federation reserve the right to cancel/change any booking forthwith and without liability on its part in the event of any damage or destruction of its venue by fire or other cause, any shortage of labour or food supplies, strikes, lock-outs or industrial action, or any other cause beyond the control of the BJGF Federation which shall prevent it from performing its obligations in connection with any booking.
4. The customer shall at all times maintain good order during the function and shall ensure that nothing shall be done which will constitute a breach of the law.
5. BJGF Federation reserves and will usually exercise the right up to 8 days before the function to request payment of a deposit equivalent to 25% of the total estimated Hire Charges. Should the customer fail to pay such a deposit within 7 days of being requested to do so, BJGF Federation may treat the booking as having been cancelled by the customer.
6. Any complaint arising out of the function must be made in writing to BJGF Federation within 7 days of the function. BJGF Federation will not give consideration to such complaints unless received in such a manner and within such time limit and shall thereafter be entitled to claim the full sum due from the customer in respect of the function.
7. The customer shall indemnify BJGF Federation against and shall insure against any claim for injury to any person or damage to any property occurring during or in consequence of the Hiring.
8. The customer shall ensure that no cars or any other vehicles are parked on the premises except by prior agreement with the Agent or the BJGF Federation.
9. The customer shall ensure that no food or refreshments are consumed at the accommodation except such food or refreshments as may be supplied by BJGF Federation.