

CORPORATE
EVENTS



CORPORATE

DELEGATE RATES



We are pleased to offer a flexible meeting space which can be arranged in various layouts with fast WiFi, complimentary stationery, unlimited tea and coffee, fruit bowl and water.



DAY DELEGATE RATE

£30

includes:

- *Unlimited tea/coffee
- *Unlimited iced water
- *Fruit basket
- *Delegate – pads, pens, flip charts and marker pens
- *Casual lunch – soups and sandwiches
- *Danish Pastries included with morning break
- *Cookies included with afternoon break



Debrief and relax after a busy day - The Laurel Room can also be prepared for an evening meal to extend your event before delegates departure, or delegates are welcome to relax in our outdoor courtyard or al fresco terrace with a (soft!) drink before their drive home.

You can also expand your Day Delegate Rate to a 24 Hour Rate to include overnight stay with dinner and breakfast the next morning – please speak to a member of the team to find out more.

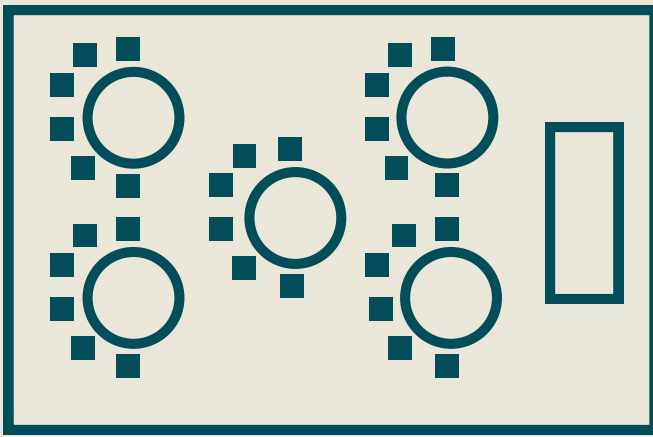


ROOM LAYOUTS & AV

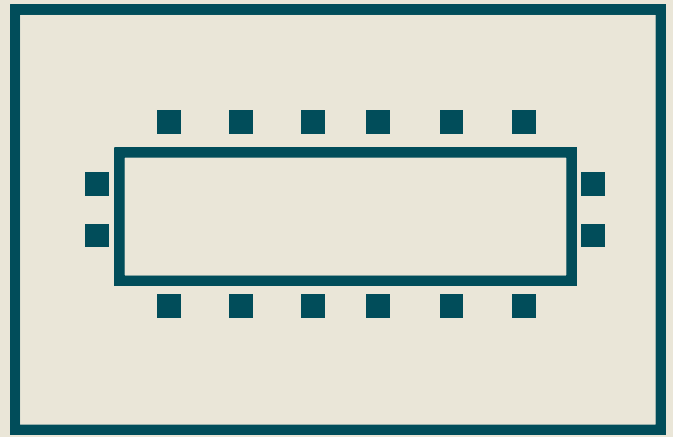


The Laurel Room has a 43" television mounted to the wall which has HDMI capabilities for easy plug-and-play connection for linking to a laptop. This makes delivering presentations easy and takes the stress away on the morning of your event.

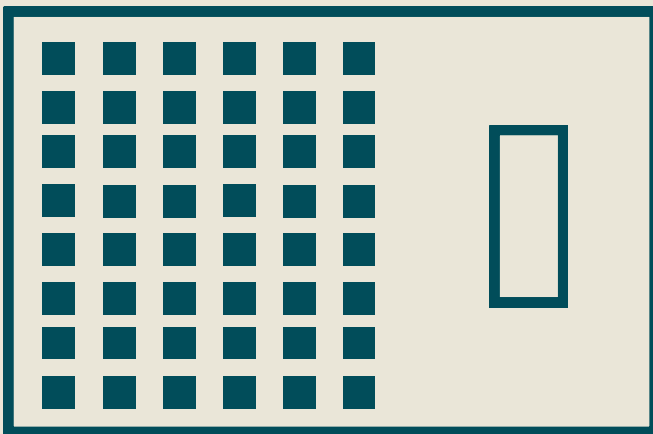
The room is also air conditioned and benefits from natural daylight and can be set up in a variety of room layouts:



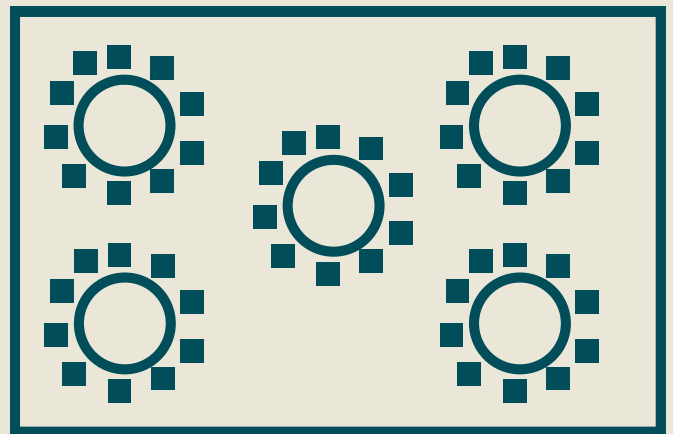
CABARET
(max 30)



BOARDROOM
(max 16)



THEATRE
(max 48)



ROUNDS
(max 50)



ALLERGIES & DIETARY REQUIREMENTS



We take the issues of food allergies and intolerances seriously.

If you have any concerns about the presence of allergens in any of our menu items, please consult a member of our team.

(V) - Vegetarian

(VE) - Vegan

(N) - Contains Nuts

(WF) - Wheat Free

As we do not have direct contact with guests attending your event, it is your responsibility to provide us with accurate information regarding any allergies or dietary requirements they may have on their behalf.



GENERAL INFORMATION & BRIEF TERMS AND CONDITIONS



We are able to provide:

Easel	Up to six 5'6" Round Banqueting Tables
Cake Stand	Up to four 6ft Trestle Tables
Cake Knife	One 3ft Round Table (cake table)
Up to 50 Event Chairs	High Chairs

Minimum guest numbers may apply on some dates - please ask a member of the team.

All guests over the age of 2 attending the event must be catered for.

All food and beverage must be provided by Park Head Hotel and external produce is not permitted, with the exception of celebration cakes.

An initial deposit of £300 is required to confirm your booking.

Final guest numbers, menu choices, dietary information and any table plans are due to us 21 days prior to your event. Your final invoice will be raised based on this information and produced for payment prior to your event date.

A re-imbursable deposit of £250 will be added to your final invoice to cover any incidentals which apply during your event. This is refunded to you following the event should no issues arise.

All costs include VAT at the prevailing rate.

Full Terms & Conditions of booking apply.

