

KIRKLEY HALL

CONFERENCE BROCHURE

Location

Situated just outside of Ponteland in the Northumberland countryside, Kirkley Hall offers a tranquil beautiful rural setting, ideal for any type of business event. The facilities are suitable for conferences, training seminars, meetings, exhibitions, corporate hospitality and social functions.

Only 4 miles from Newcastle airport, and approximately 8 miles from Newcastle city centre the Hall is an ideal venue close to the region's capital and easily accessible by road, rail and air.

Delegates are free to take time out to have lunch on the patio or enjoy a relaxing walk around the extensive grounds in a quiet and peaceful atmosphere. Our gardens attract visitors from all over the country. Decorative plant and floral arrangements can be supplied for events upon request.

Car Parking

Adequate free car parking is available for delegates using their own transport. Alternatively, transport can be arranged to and from Newcastle International Airport, which is only 7 minutes away, or Newcastle Central Station, which takes approximately 25 minutes to reach.

Conference and Meeting Rooms

There are five main function rooms, four with ground floor access, which can be used either individually or combined, and can accommodate up to 150 delegates. From the ground floor rooms you can access the Italianate patio, which overlooks the formal lawns and the estate's grounds.

There is also an exhibition hall available for hire for larger events, accommodating up to 700 delegates theatre style and a smaller meeting room available for more intimate shorter meetings.

Residential Accommodation

Residential accommodation is not available, but Kirkley Hall enjoys preferential accommodation rates with local hotels and bed and breakfast establishments. Our conference staff will be pleased to advise you about this.

Refreshments and Bar Facilities

Excellent refreshments are available and our Chef would be happy to discuss bespoke catering needs and offer suggested menus. Bar facilities are also available upon request.

Our Operations Team is professional, helpful, and always happy to discuss tailoring your booking to meet your individual requirements. To enquire or make a booking please contact us on the number below.

CONFERENCE TARIFFS

From 1st August 2010 VAT @ 17.5% will be added to the final invoice

Delegate Rates

Our Full Day Delegate Rate includes main room hire, place cards, complimentary pencils/pens, sweets, and iced water, lunch and tea/coffee/biscuits on arrival, mid morning and mid afternoon (Additional Tea/Coffee available at an extra charge).

Delegate Rate A

Tea/Coffee/Biscuits on arrival
Mid-morning coffee and biscuits
Finger buffet lunch
(Tea and Coffee available at an extra charge)
Afternoon tea/coffee and biscuits
Room Hire
From £19.95 per person

Buffet choices:

| | |
|----------------------|----------------|
| Five Options | £ 19.95 |
| Seven Options | £ 24.95 |
| Ten Options | £ 26.95 |

Delegate Rate B

Tea/Coffee/Biscuits on arrival
Mid-morning coffee and biscuits
Fork buffet lunch (1 course)
(Tea and Coffee available at an extra charge)
Afternoon tea/coffee and biscuits
Room Hire
£24.95 per person

Delegate Rate C

Tea/Coffee/Biscuits on arrival
Mid-morning coffee and biscuits
Fork buffet lunch (2 courses)
(Tea and Coffee available at an extra charge)
Afternoon tea and biscuits
Room Hire
£27.95 per person

CONFERENCE ROOMS AND CAPACITIES

| | Banqueting Room | Blue Room | Oak Room | Conference Room | Mitford Room |
|--|-----------------|-----------|-----------|-----------------|--------------|
| Floor area in metres (length x width) | 11.9 x 6.7 | 9.6 x 6.7 | 9.1 x 5.9 | 7.8 x 5.9 | 5.6 x 6.1 |
| Theatre | 150 | 80 | 70 | 40 | 20 |
| Classroom | 50 | 40 | 30 | 20 | 20 |
| Boardroom | 40 | 40 | 30 | 30 | 15 |
| U Shape | 40 | 30 | 30 | 20 | 15 |
| Banquet | 85 | 60 | 40 | 30 | N/A |
| Buffet reception (Standing) | 100 | 80 | 60 | 40 | 15 |
| Floor Level | Ground | Ground | Ground | Ground | First |
| Disabled Access | Yes | Yes | Yes | Yes | No |
| Natural Light | Yes | Yes | Yes | Yes | Yes |
| Black Out | Yes | Yes | Yes | Yes | Yes |
| Bar Facilities | Yes | Yes | Yes | Yes | Yes |

ROOM HIRE

| Room Hire only | Cost (Full Day) |
|-----------------|-----------------|
| Banqueting Room | £200 |
| Blue Room | £150 |
| Oak Room | £150 |
| Conference Room | £150 |
| Mitford Room | £125 |

(NB: There is no wheelchair access to the Mitford Room)

Room hire rates apply when a meeting is for less than eight delegates, for non-catering events, and when additional rooms are being hired.

Kirkley Centre

We also have a large Sports Hall facility which can be hired for larger events, exhibition use or for sporting activities (inclusive of shower facilities) - Price on Application

AUDIO AND VISUAL EQUIPMENT HIRE

| Audio Visual Equipment Charges | |
|--------------------------------|-----------------|
| Flip chart, stand and pen | £ 10.50 per day |
| Wipe boards and pens | £ 10.50 per day |
| Overhead projector and screen | £ 10.50 per day |
| Laptop, projector and screen | £25.00 per day |
| Video player and TV monitor | £25.00 per day |
| PA System | £50.00 per day |

We have a wide range of other equipment - Prices available on request.

The following services are available upon request with prior notice, at an additional charge (*Prices on application*)

- Technical Support
- Internet Access
- Photocopying
- Fax Facilities
- Use of Telephone
- Word Processing
- E-mail

ACCESSIBILITY

Arrival & Car Parking Facilities

Eight disabled car parking spaces for blue badge holders are available in the main car park. Disabled users can also be dropped off at the door of the Main Hall and park in the courtyard. Those without blue badges can register their car at reception.

Access to the main hall is well lit and ramps into the building are in place at reception and via the main front door.

All main rooms are on the ground floor and there is ramp access to the terrace and lawns.

Equipment Provision

Kirkley Hall can provide a mobile induction loop to assist visitors who have hearing impairments (which is available at reception). A wheelchair is available at reception for those with mobility issues. Highchairs are available for families.

All publications and brochures are available in large print, varied fonts and on suitable paper for those with reading difficulties or visual impairments.

Assistance dogs are welcomed at Kirkley Hall.

Toilet Facilities

Accessible toilet facilities are available on the ground floor in the main hall.

Copies of our full Access Statement are available at www.kirkleyhall.co.uk or on request

FINGER BUFFET

Selection of open and closed sandwiches to include:

Egg and cress, tuna mayonnaise, cheese savoury, ham & mustard and beef salad.

Filled Vol au Vents

Smoked Salmon

Deep Fried Chicken Portions

Assorted Crudités and Dips **(V)**

Cocktail Chicken Satay

Chipolata Sausages

Buffet Savoury Eggs

Oriental Canapés

Japanese Style Breaded Prawns/Mixed Oriental Dim sum

Sausage Rolls

Cod Goujons

Jacket Potato Wedges **(V)**

Sesame Prawn Toast

Assorted Quiche

Assorted Petit Fours

Vegetable Spring Rolls **(V)**

Smoked Salmon Canapés

Vegetable Satays **(v)**

Potato and Feta Cheese Parcels **(V)**

Assorted Vegetable Quiches **(V)**

Assorted Petit Fours

Vegetable Samosa **(V)**

Cheese and Pepper Rolls **(V)**

Prices (as part of Delegate Rate A)

| | |
|---------------|---------|
| Five Options | £ 19.95 |
| Seven Options | £ 24.95 |
| Ten Options | £ 26.95 |

Additional Option - Selection of Fresh Fruit £ 3.00 pp

(V) Denotes Vegetarian Option

All dietary requirements can be catered for. Please enquire when booking your conference.

FORK BUFFET

You may select one choice from A and one from B

Choice A

Chicken Supreme with Mushroom and White Wine Sauce
Chicken Chasseur
Turkey à La King
Beef in Tomato and Herb Sauce
Minced Beef Lasagne
Sweet and Sour Beef or Pork
Chilli Con Carne
Penne Carbonara
Mushroom Stroganoff (V)
Vegetable Risotto (V)
Pan Fried Vegetable Stroganoff (V)
Vegetable Quiche (V)
Stir Fried Vegetables (V)
Stuffed Peppers (V)
Mixed Bean and Vegetable Lasagne (V)

All are served with seasonal vegetable and potatoes or various salads

Choice B

Profiteroles and Chocolate Sauce
Apple Pie with Cream or Custard
Cheesecake, Fruits of the Forest, Raspberry, Kiwi Fruit
Sticky Toffee Pudding with Cream or Custard
Treacle Sponge
Chocolate Fudge Cake
Cheese Board
Fresh Fruit Platter

(V) Denotes Vegetarian Option

Bottled water is available at the following prices

Sparkling Abbeywell

1 Litre - £ 2.15

330ml - £0.95

Still Abbeywell

1 Litre - £2.15

330ml - £0.95

CONFERENCE / SEMINAR / EXHIBITION Booking Form

Please sign and return this copy to signify your agreement to details and terms overleaf within 7 days

| | | | | | |
|---------------------|-------------------------|------------------|-----------------------------------|--------------------|---------|
| Name of organiser | Date of initial Enquiry | Date of Meeting | Contract Ref | Start: | Finish: |
| | | | | | |
| Function Booked: | | | Contact name on day: | Number of persons: | |
| | | | | | |
| Company Name: | | Invoice address: | | Telephone | |
| | | | | Fax | |
| | | | | Email: | |
| Main Room: | Layout | Cost | Equipment Hire (prices per day) | No. required | Cost |
| | | | Powerpoint/laptop/projector @ £25 | | |
| | | | Flipchart @ £10.50 | | |
| | | | OHP @ £10.50 | | |
| | | | Screen @ £10.50 | | |
| | | | TV/Video @ £25 | | |
| | | | Slide Projector @ £25 | | |
| | | | PA System @ £50 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Daily Delegate Rate | | | | | |

Refreshments:

| | Requirements | Number : | Time: | Cost: | Special dietary requirements: |
|-----------------------|--------------|----------|-------|-------|-------------------------------|
| On arrival: | | | | | |
| Morning break: | | | | | |
| Lunch: | | | | | |
| Afternoon: | | | | | |
| Evening Buffet/Dinner | | | | | |
| | | | | | |

All prices are exclusive of VAT.

To comply with our Health and Safety Regulations, we require a complete list of your delegate's names in advance of your booking. A member of staff will check the list with your facilitator on the day. Where meetings are open, such as committee meetings, we ask that attendance is recorded at the beginning of the meeting and is made available to Operations staff in the event of an emergency or evacuation. We understand that numbers can fluctuate and appreciate your help in this matter.

| | |
|--|--|
| Please sign this contract and return the original to FAO Rebecca Bell, Kirkley Hall Ops, Kirkley Hall, Ponteland, NE20 0AQ | |
| Signed on behalf of Customer | Signed on behalf of Kirkley Hall Operations: |
| Date | date |
| | |

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All prices quoted are effective until 1st August 2010 and may be subject to review.
VAT @ 17.5% will be added to the final invoice.

KIRKLEY HALL CONFERENCE

TERMS AND CONDITIONS

Standard Terms and Conditions for Conference and Banqueting

Kirkley Hall asks Clients to be aware that business with the Company is conducted on the basis of our Standard Terms and Conditions.

1. Confirmations

Bookings will be treated as provisional until the signed contract (the Confirmation) is returned by the Client, which should be **within 7 days of the original booking**.

Final numbers must be given to Kirkley at least 7 days prior to the function. The amount payable by the Client will be calculated on this final number or the number who actually attended, whichever is greater.

NB: To comply with our Health & Safety Regulations a complete list of your delegates should be sent in advance of your booked date. We understand that numbers can fluctuate and appreciate your help in this matter.

2. Cancellations

Should you have to cancel your booking; a charge may be made, calculated as a percentage of the total booking value, according to the scale highlighted below:

| Cancellation Period | Percentage |
|---------------------|------------|
| 1 month | 0% |
| 14 days | 50% |
| 10 days or less | 100% |

All cancellations should be confirmed in writing by the Client.

Any costs incurred for a particular event, that otherwise would not have been incurred; will be charged in the event of cancellation unless Kirkley are able to mitigate their loss.

3. Reduction in Numbers

Kirkley Hall reserves the right to set a minimum number to be charged for the event.

Any reduction in numbers in the last 28 days, prior to the event, will be charged at 50% of the agreed individual rate, unless the minimum number to be charged is applicable.

4. Deposits and Payment

Kirkley Hall may request a deposit before any function and if not paid within **7** days of the request; Kirkley Hall may treat the booking as having been cancelled.

Full payment may be required prior to the event, and the amount as invoiced must be received **7** days prior to the event.

Cheques should be made payable to High Gain Business Consultancy Ltd

5. Interest

Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment at a rate of 4% above the Co-operative Bank PLC's base rate from time to time in force and shall accrue at such a rate after, as well as before any judgment

6. Damage

The Client is responsible to Kirkley Hall for any deliberate damage caused by the Client or his/her guests, agents, employees etc. The management and staff cannot accept any responsibility for any valuables and property which are lost or stolen during the event.

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7. Corkage

The Client or guests may bring no wines, spirits, beers, non-alcoholic or other beverages, nor food into Kirkley Hall for consumption on the premises, without the written consent of Kirkley Hall. **These arrangements will always incur a charge.**

8. Failure to comply

Kirkley Hall will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to fire, storm, explosion, flood, act of God, action of any Government or Governmental Agency, shortage of materials or goods, strike or lock out.

I have read and understood and accept the above conditions.

Function: _____ **Date of Function:** _____

Client: _____

Company: _____

Address: _____

Postcode: _____

Signed: _____

Dated: _____

For and on behalf of Kirkley Hall:

Signed: _____ **Dated:** _____

Please sign and return to:

**Operations Manager
Kirkley Hall
Ponteland
Northumberland
NE20 OAQ**