

Conference Day package 2018



Includes

- Meeting room use for the day
(start and finish times should be indicated at the point of booking)
- Widescreen TV with Freeview channels and VGA/HDMI connections for laptop connectivity
- Free WiFi
- Flipchart and pens, DVD player
- Morning and afternoon refreshments:
Tea/Coffee served with biscuits or cakes
- Lunch - (Option should be chosen at the time of booking)

Lunch options – please choose 1 of the 4 different lunch options below as a group (not per delegate)

We need a fixed time for lunch and information about any dietary requirements at least 14 days prior to the conference.

	Main	Dessert	Rate of Full day package /delegate	Rate of Half day package* /delegate
Option 1	Sandwich platter (one round per person)	Fresh fruit platter	£32.00	£19.00
Option 2	Jacket potato, side salad	Fresh fruit platter	£32.00	£19.00
Option 3	2 course main meal	Hot or cold dessert	£37.00	£24.50
Option 4	Soup with freshly baked bread roll and butter	Fresh fruit platter	£32.00	£19.00

* Half day package is either starting or finishing with lunch and includes one refreshment break

Evening meal can be provided for an additional cost of £15.00 per person (2 course); this is served at 6.00 PM in the dining room. Subject to availability, please indicate at the time of booking.

Payment and deposits

If the meeting room is booked alongside accommodation Group bookings terms and conditions apply regarding the payment. Under these the conference and any additional meals are paid in full with the group's final payment which is due 14 days before arrival.

If the meeting room is booked without accommodation:

We take £100 non-refundable deposit per conference day at the time of booking. If a second room is required as a break out room, it is charged on an hourly basis at the point of booking.

Payment can be made by credit/debit card. We accept the following cards: MasterCard, Maestro, Visa and Visa Debit. We are not able to accept Amex/Diners. Please protect your credit card details and do not email them, The Highbury Centre does not take any responsibility for emailed card details. You can call us on 0044 (0) 207 226 2663 (7am-10pm Greenwich Time) or Skype: the.highbury.centre

After receiving the deposit, we will send a confirmation with the invoice showing the paid amount. If you find that any detail in the confirmation is incorrect you must notify us without any delay.

We ask that the final balance to be settled 14 days prior to the conference.

Cancellation terms

Should there be any cancellations within 14 days, you will still be charged for all cancelled delegates and meals.

If you cancel earlier than this date, only the deposit will be lost.

We ask for the final payment to be settled 14 days before arrival. Numbers and dietary needs should be confirmed by this date.

Conference times and dietary needs

We need to receive the conference schedule (times of refreshment breaks and lunch) and any possible dietary needs at least 2 weeks prior to the conference date.

Parking

If you arrive by car you will need a Parking Permit to park on the street. This can be provided upon your arrival, we ask for £20 refundable deposit. It is the group leader's responsibility to let the participants know about the parking conditions.

Size of the meeting rooms

At the time of booking you need to state clearly which meeting room you wish to book

The **Conference Room** holds up to 30 people (Maximum 16 if board room style).

Pictures here: <http://www.thehighburycentre.org/downloads/conference-room-allocations.pdf>

The **Garden Room** holds up to 16-18 participants. No tables or boardroom style available.

Pictures here: <http://www.thehighburycentre.org/garden-room-allocations.pdf>

If a second room is required as a break out room, it is charged on an hourly basis at the point of making the reservation.

The group cannot spread out to other public rooms and lounges in the building.

When groups have finished using the facilities we ask that they leave the room and furniture in a tidy state.

DISCLAIMER

It should be noted that The Highbury Centre does not have public liability insurance against claims of personal liability or damage caused through negligence during a hiring event. We require that you obtain such insurance before using these premises.

Save for death or personal injury resulting from its or its employees' or agents' negligence or wilful default, The Highbury Centre accept no liability for any death or injury to any persons attending functions or for any loss or damage to any property belonging to such persons.

The Highbury Centre also accepts no responsibility for injury to people attending the function nor for any items brought into the premises.

Furthermore organisations are responsible for conducting their own Risk Assessments before using the premises, since hirers are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.