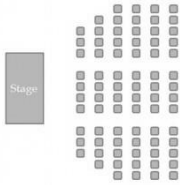
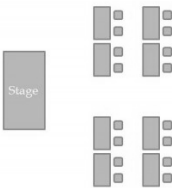
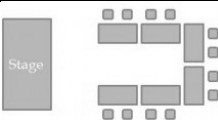
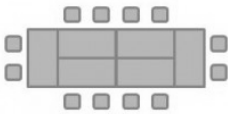
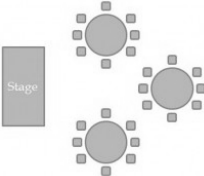


Meetings and Conferences

Old Tack Room (2-50 people)

The Old Tack room is ideal for smaller meetings of 2-50 delegates (depending on required layout)

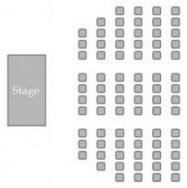
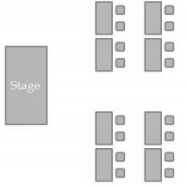
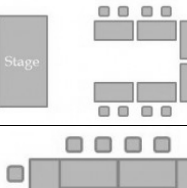
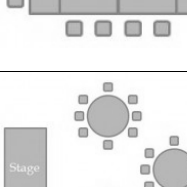
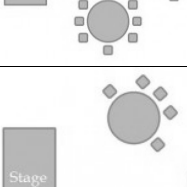
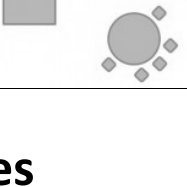
50 delegates theatre style	 A diagram showing a rectangular room with a stage on the left wall. The room is filled with rows of small squares representing delegates, arranged in a grid that is approximately 10 rows by 5 columns, facing the stage.
25 classroom style	 A diagram showing a rectangular room with a stage on the left wall. The room is filled with rows of small squares representing delegates, arranged in a grid that is approximately 5 rows by 5 columns, facing the stage.
25 U shape	 A diagram showing a rectangular room with a stage on the left wall. The delegates are arranged in a U-shape, with small squares representing delegates facing the stage.
25 Conference style	 A diagram showing a rectangular room with a stage on the left wall. The delegates are arranged in a large rectangular table, with small squares representing delegates seated around the table.
40 banquet rounds	 A diagram showing a rectangular room with a stage on the left wall. The delegates are arranged in three circular tables, with small squares representing delegates seated around the tables.

Room includes

- Toilet facilities (no disabled toilet however toilets do have step free access)
- Small outside courtyard,
- White walls for projection,
- Electrical points,
- Extension leads,
- Free wifi

Arched Barn (30-250 people)

The Arched Barn is a much larger room with a maximum capacity of 250 (depending on required layout)

200 delegates theatre style	
80 classroom style	
50 U shape	
80 Conference style	
160 banquet rounds	
80 cabaret	

Room includes

- Toilet facilities (including large separate disabled toilet with baby change facilities)
- Large garden
- White walls for projection,
- Electrical points,
- Extension leads,
- Free WiFi

Equipment hire

Projector - £40 per day – Please note our projector is only visual and has no audio (a HDMI lead is included)

Flip chart - £30 per chart/per day (pens included, maximum 4 charts available)

Room Rates

Old tack room (20-50 people)

	Weekdays: Monday – Friday Daytime (8 a.m. to 6 p.m.) Weekdays: Monday – Thursday Evenings (6.30 p.m. – 12 a.m.)	Weekends: Saturday – Sunday Daytime (8 a.m. to 6 p.m.)	Weekends: Friday - Sunday Evenings (6.30 p.m. – 12 a.m.)
Rates	£190	£235	£380
	Day & evening: £260	Day & evening : £485	

Arched Barn (30-250 people) – FULL DAY HIRE ONLY

	Weekdays (Monday – Friday)	Weekends (Saturday & Sunday)
Up to 200 guests	£1000	£1285

Finger Buffet Options

<u>Option 1 –</u> <u>Hot Breakfast buffet £19 per person</u> Sausages Baked beans Scrambled egg Mushrooms Roasted tomato Hash browns Toast Pastries Fruit platter Orange juice	<u>Option 2 –</u> <u>Lunch Buffet £19.50 per person</u> Bridge rolls Trio of cocktail sausages Potato wedges Breaded mushrooms Kettle crisps Cheeseboard Fruit platter Mini desserts/cakes
---	---

Refreshments

An unlimited tea and coffee station can be set up in the room for the following. A member of staff will enter the room at pre agreed times to restock the station through the day

Up to 50 people - £100

Up to 100 people - £150

Up to 200 people - £200

Add biscuits for 80p per person, per sitting

Booking Form

Please email completed forms conferences@threelakes.co.uk

Meeting date			
Set up time			
Arrival time of delegates			
Estimated number of delegates			
Meeting finish time			
Wording for sign outside of function room (e.g Three lakes first aid training)			
Room required	Arched barn	Old tack room	
Layout preferred			
Breakout tables required	Yes (how many)	None	
Projector or flip chart required	Projector	Flip chart (how many?)	
Catering required	Option 1	Option 2	None
Service time for catering			
Dietary requirements for catering			
Tea/coffee station required	Yes	No	
Scheduled breaks for refreshment restocking			
Biscuits required (if so when)			

Invoice Details

Three Lakes will work from the completed Booking Form that is submitted by the Client, any changes or additions made on the day that vary from the completed Booking Form, Three Lakes cannot guarantee as being available.

If opting for catering, please make Three lakes aware of all dietary requirements when booking.

We, the Client, understand that if the Event is cancelled 7 days or less prior to the date of the event, we will be liable for the full cost of all the arrangements made as set out and submitted in the Booking Form.

PAYMENTS MUST BE MADE NO LATER THAN 7 DAYS PRIOR TO YOUR MEETING DATE,

FAILURE TO PAY WILL RESULT IN THREE LAKES CANCELLING THE EVENT.

Signed: (The Client)

Dated.....

Company name	
Invoice name/address	
Booking contact	
Purchase order number if required	
E-mail address	
Contact number	