

# CONFERENCE TARIFF FACT SHEET FOR THE WASHINGTON CENTRAL HOTEL

(inclusive of VAT) at 20% AS OF 1<sup>ST</sup> JANUARY 2011

The suites below can be joined together to form a larger room in any combination  
E.G 1+2, 2+3, 1+2+3 (seating in excess of 300 theatre style)

<b>1. FORGE</b>	14.5m x 12.5m	Can seat 200 theatre style	<b>£330.00</b>
<b>2. ANVIL</b>	5.8m x 7.7m	Can seat 40 theatre style	<b>£125.00</b>
<b>3. SMITHY</b>	9.6m x 8.5m	Can seat 70 theatre style	<b>£180.00</b>
<b>Conservatory</b>	4.1m x 5.7m	Can seat 16 delegates	<b>£125.00</b>
<b>Lounge</b>	3.9m x 5.7m	Can seat 12 delegates	<b>£125.00</b>
<b>Clock Tower</b>	3.9m x 3.9m	Can seat 8 delegates	<b>£125.00</b>

In addition we have a number of rooms which can be used as smaller syndicate rooms from £95.00  
All room hire charges include iced water, cordial and mints.

\*\*\*\*\*

<b>Standard Single Room</b>	Accommodation with full English Breakfast	<b>£ 95.00</b>
<b>Double for Sole occupancy</b>	Accommodation with full English Breakfast	<b>£ 105.00</b>
<b>Standard Double Room</b>	Accommodation with full English Breakfast	<b>£140.00</b>
<b>Executive Single Room</b>	Accommodation with full English Breakfast	<b>£115.00</b>
<b>Executive Double Room</b>	Accommodation with full English Breakfast	<b>£180.00</b>
<b>Suite Single Room</b>	Accommodation with full English Breakfast	<b>£165.00</b>
<b>Suite Double Room</b>	Accommodation with full English Breakfast	<b>£220.00</b>

\*\*\*\*\*

<b>Tea / Coffee and Cakes</b>	Per person	<b>£4.95</b>
<b>Tea / Coffee and Biscuits</b>	Per person	<b>£2.25</b>
<b>Finger Buffet Lunch (minimum 20 persons)</b>	Per person	<b>£10.95</b>
<b>Bar Meals</b>	Pre-order at morning break	<b>See Bar Menu</b>
<b>Table D'hote Dinner Menu</b>	Per person	<b>£31.00</b>
<b>Mixed Sandwiches and Chips with Coleslaw</b>	Per person	<b>£6.75</b>
<b>Flats of Sandwiches and Crisps</b>	Per person	<b>£4.75</b>
<b>Soup, Sandwiches and Chips</b>	Per person	<b>£9.25</b>
<b>Full English Breakfast Meeting</b>	Per person	<b>£15.00</b>

### Daily Delegate Conference Package (minimum 20)

The price quoted includes morning coffee and biscuits on arrival, a two course buffet lunch, (buffet lunches are for a minimum of 20 people, for less than 20 we suggest a Bar Lunch), afternoon tea and biscuits, conference room hire with all equipment stated below, delegate pads/pencils, cordials, iced water and mints.

**£35.00**

### 24 Hour Delegate Package (Per person per day)

This consists of overnight accommodation with Full English Breakfast and use of the leisure facilities, a 5 course Table D'hote dinner and the full delegate package (as above)

**£145.00**

#### Equipment Hire

a) Screen	<b>£17.50</b>	g) Flip Chart Pads & Pens	<b>£13.00</b>
b) Television	<b>£17.50</b>	h) Flip Chart Stands	<b>£6.00</b>
c) Video or DVD player	<b>£17.50</b>	i) Data Video Projector	<b>£40.00</b>
d) Slide Projector (not carousel)	<b>£17.50</b>	(Ideal for Powerpoint presentations)	
e) Delegate Pads and Pens per person per day	<b>£2.50</b>	j) OHP	<b>£15.00</b>
f) Flip Chart Pads	<b>£8.00</b>	k) Extension Leads	<b>£2.50 each</b>
		l) Wi-Fi Access per room/ per day	<b>£20.00</b>
		m) P.A System	<b>£50.00</b>

UPDATED 2012