

# *Your Key to a Successful Meeting*

Alveston House provides the perfect setting for conferences and meetings. Close to Bristol City Centre, yet away from all the noise and distractions. The Conference Suites are designed to provide excellent facilities for conferences, training courses, meetings, seminars, team building, assessment centres, interviews, or training of personnel. There are very few venues able to offer the conference organiser this effective combination of facilities.

We are able to offer a range of packages including daily and residential conferences which we believe will suit the most demanding of clients. We can tailor a package to suit your company's needs and we assure you of our high standard of prompt personal service.



- Thirty tastefully decorated bedrooms with en suite bathrooms and all facilities.
- Carriages AA Rosette Restaurant.
- Ample free parking.
- Ideal location close to M4, M5 and M48 motorways.
- Well equipped modern conference suites with smaller syndicate rooms.
- Relax in peaceful lounges and conservatory.
- Friendly efficient staff able to fulfil the promises of the management (just one advantage of a privately owned hotel).
- Complimentary WIFI throughout.

# Terms and Conditions



## ACCOUNT

**(i) Settlement** – accounts are to be settled on departure. For guests with pre-arranged credit facilities (these must be agreed previously in writing), our payment terms are 7-10 days from date of the invoice.

**(ii) Authorisation** – please confirm name(s) of person(s) who may authorise additional items to be charged to your account during your conference.

**(iii) Delegate Charges** – please advise which items of expenditure, if any, are to be paid for by individual delegates prior to departure.

## CONFERENCE TIMINGS

Access to the Conference Suites is available from 8am (in the case of a syndicate bedroom from 9.30am). If you require access the evening prior to your conference for 'set-up' purposes this can be arranged (subject to availability) for a charge of £45.00.

## DAMAGE

The conference organiser shall be held responsible for any damage caused to the hotel, its furnishings, fittings and equipment during the use of our facilities by your attending delegates, employees, guests or contractors.

**Please note:** nothing may be affixed to the walls, ceilings, floors or pillars by the use of nails, screws, drawing pins, tape, blu-tack, or by any other means, without the prior approval of the General Manager.

## CANCELLATION PROCEDURE

In the event of cancellation of the whole or any part of the booking, every effort will be made to relet the facilities to prevent us charging the full cancellation fee.

**Please note:** we require notice of all cancellations in writing.

Should the facilities remain unlet the scale of charges will be as follows, based on the total projected revenue:

6 weeks or more	No charge
4-6 weeks	25%
2-4 weeks	50%
1-2 weeks	75%
Less than 1 week	100%

We would recommend that you consider taking out a Cancellation Insurance Policy.

## ACCOMMODATION

**(i) Rooming List** – Please give names of delegates no later than 7 days prior to your conference.

**(ii) Amendments to numbers** – a 10% variation to the initial rooming requirement, if notified one week before the date will be accepted without the above charges.

**(iii) Dress** – we would request that delegates wear jacket and tie or smart casual dress when dining in the Restaurant.

# Conference Rates



We offer a 24 hour delegate rate and a range of 8 hour delegate rates depending on your requirements.

## 24 HOUR DELEGATE RATE – £145.00

Conference room hire  
Morning tea/coffee with biscuits  
Finger or fork buffet lunch  
Afternoon tea/coffee with biscuits  
Table d'hôte dinner  
Accommodation and breakfast  
Vat

## EXECUTIVE 8 HOUR DELEGATE RATE – £45.00

Conference room hire  
Tea/coffee on arrival with Danish pastries  
Morning tea/coffee with biscuits  
Fork buffet or table d'hôte lunch served with soft drinks  
Afternoon tea/coffee with biscuits and cake  
Overhead projector and flip chart  
Vat

## SUPERIOR 8 HOUR DELEGATE RATE – £40.00

Conference room hire  
Morning tea/coffee with biscuits  
Finger, fork or table d'hôte lunch  
Afternoon tea/coffee with biscuits  
Vat

## STANDARD 8 HOUR DELEGATE RATE – £35.00

Conference room hire  
Morning tea/coffee with biscuits  
Working lunch – sandwiches, crisps, fruit  
Afternoon tea/coffee with biscuits  
Vat

The above prices are per person and are based on a minimum of 10 delegates, (or in the case of the Garden Suite 20 delegates).

A supplement will apply if numbers fall below 10 delegates (or 20 in the Garden Suite). Special weekend rates, including free accommodation for partners are available on request.

## ROOM HIRE ONLY RATES

	Day		Half Day		Exhibition 9am-5pm
	9am-5pm	9am-12 noon 2pm-5pm	Evening 6pm-10pm		
Garden	£400	£225	£250	£450	
Patio	£250	£150	£125	£275	
Terrace	£250	£150	£125	£275	
Cottage	£250	£150	£125	£275	
Syndicate	£85	£65	£65		
Interview	£85	£65	£65		

Any additional periods of setting/breaking up time outside the conference times stipulated, can be quoted for.

All the meeting rooms are set up with pens, paper, iced water, cordials and sweets. A full range of audio visual equipment is available to you at the following rates:

## EQUIPMENT HIRE (per day, subject to availability)

Flip chart pad	£8.50	
Post-it flip chart pad	£25.00	
OHP	£20.00	<i>Other audio visual technical equipment can be provided.</i>
35mm slide projector	£40.00	<i>Please ask for a quotation.</i>
TV and video player	£65.00	
Photocopying (per sheet)	£0.25	
Fax charges	on request	

## LIGHT REFRESHMENTS

Tea/Coffee with biscuits	£2.00
Tea/Coffee with danish pastry	£3.50
Tea/Coffee with bacon sandwich	£5.00
Tea/Coffee and cake	£3.95
Full English Breakfast	£9.75
Orange Juice	£9.50 per jug

**Prices are subject to alteration without prior notice.**

# Conference Room Plans



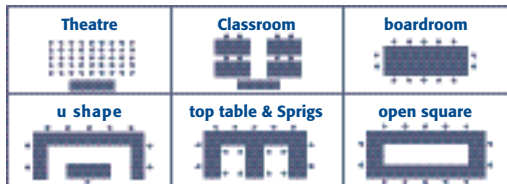
## ROOM DIMENSIONS

	<b>Garden</b>	<b>Terrace</b>	<b>Patio</b>	<b>Cottage</b>
Length	40'6"	20'	20'	20'
Width	18'	18'	18'	20'
Area sq.ft.	729	360	360	400
Max. height	8'2"	8'2"	8'2"	7'3"
Max.door height	6'6"	6'6"	6'6"	6'8"
13 amp sockets	17	8	9	12
Telephone points	2	1	1	12

## ROOM CAPACITIES – DELEGATES

<b>Layout</b>	<b>Garden</b>	<b>Terrace</b>	<b>Patio</b>	<b>Cottage</b>
Theatre	85	40	40	40
Classroom	48	18	18	18
Boardroom	50	20	20	20
U shape	40	18	18	18
Lunch/dinner	50	20	20	20
Buffet	85	50	50	50

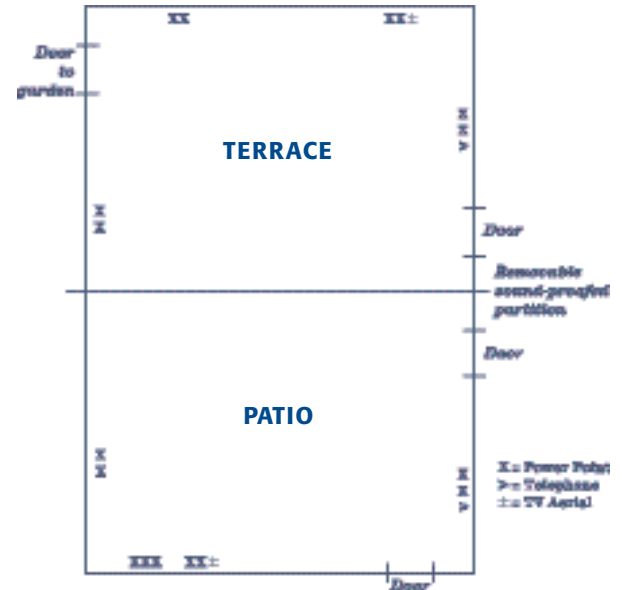
## ROOM LAYOUTS



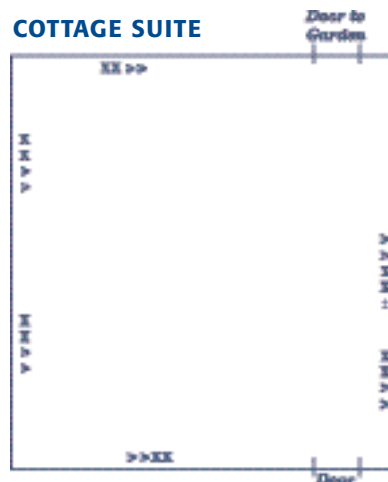
### Please Note:

If we have to alter the confirmed room layout on the day, there will be a £30 charge.

## GARDEN SUITE



## COTTAGE SUITE



All the Conference Suites are on the ground floor and have separate entrances, natural light, blackout facilities and lighting with dimmer switches.

# Catering for your Conference



Our Residential Package includes a Finger Buffet or 2 course Fork Buffet Lunch and a Table d'hôte Dinner.  
Our Day Package includes either a Finger Buffet, 2 course Fork Buffet or Table d'hôte Lunch. Examples of these are shown below:

## FINGER BUFFET

Assorted Sandwiches  
Sausage Rolls  
Mushroom Tartlets  
Individual Quiches  
Chicken Nibbles  
Breaded Scampi  
Fresh Fruit Platter  
~  
Coffee

## FORK BUFFET

Home Baked Ham  
Coronation Chicken  
Vegetarian Quiche  
Baked Jacket Potatoes  
Seasonal Salads  
Crusty Rolls  
~  
Lemon Cheesecake  
~  
Coffee

## TABLE D'HÔTE

Stilton & Celery Soup  
Seasonal Melon with Fresh Fruit  
Tagliatelle with Bacon and Mushrooms  
~  
Chicken Supreme with Tarragon Cream Sauce  
Roast Leg of Lamb  
Baked Cod with a Herb Crust  
Vegetable Stir fry with Noodles  
~  
Fresh Fruit Salad  
Chocolate Profiteroles  
Cheese & Biscuits  
~  
Coffee

Alternatively, we offer a range of Finger Buffets (see separate sheet), 2/3 course Fork Buffets and 2/3 course Table d'hôte Menus.

## FORK BUFFET 2 COURSES £16.25

### No.1

Traditional Roast Turkey  
Home Baked Ham  
Baked Potatoes  
Coleslaw  
Egg Mayonnaise  
Tossed Mixed Salad  
Crusty Rolls  
~  
Fresh Fruit Salad

### No.2

Coronation Chicken  
Home Baked Ham  
New Potatoes  
Pasta Salad  
Tossed Mixed Salad  
Tomato & Onion Salad  
Crusty Rolls  
~  
Chocolate Profiteroles

### No.3

Roast Chicken  
Roast Topside of Beef  
Potato Salad  
Coleslaw  
Savoury Quiche  
Tossed Mixed Salad  
Crusty Rolls  
~  
Warm Apple Strudel

## TABLE D'HÔTE MENUS 2 COURSES £16.25 3 COURSES £18.50

### No.1

Tomato & Orange Soup  
Prawn & Avocado Salad  
Potted Mushrooms  
~  
Chicken Supreme with a Coriander Cream Sauce  
Roast Leg of Lamb  
Fillet of Cod Mornay  
Vegetable Lasagne  
~  
Chocolate Profiteroles  
Bouquet of Ice Cream  
Cheese & Biscuits

### No.2

Leek & Potato Soup  
Egg Skabeloff  
Tuna & Pasta Salad  
~  
Sweet & Sour Chicken  
Pork Fillet with Dijonaise Sauce  
Breaded Scampi  
Vegetable Pancakes  
~  
Bramley Apple Pie  
Fresh Fruit Salad  
Cheese & Biscuits

### No.3

French Onion Soup  
Fan of Melon  
Tagliatelle with Bacon, Mushrooms  
& Garlic in Cream Sauce  
~  
Fillet of Pork au Poivre  
Chicken Supreme & Dijon Sauce  
Goujons of Sole  
Vegetable Bake  
~  
Walnut & Treacle Tart  
Trio of Ice Cream  
Cheese & Biscuits

Coffee with mints £2.00 per person

# Finger Buffet Selector



## FINGER BUFFET NO.1 £10.75

### A

Assorted Sandwiches  
Cheese and Fruit Kebabs  
Warm Savoury Scones  
Sausage Rolls  
Individual Quiches  
Crisps  
Fresh Fruit Platter

### B

Assorted Bridge Rolls  
Cruditiés with Dips  
Slices of Pizza Margarita  
Sausage and Bacon Rolls  
Filled Vol-au-Vents  
Crisps  
Fresh Fruit Platter

### C

Assorted Sandwiches  
Cheese and Pineapple  
Oriental Chicken Wings  
Individual Vegetarian Quiches  
Mushroom Tartlets  
Crisps  
Fresh Fruit Platter

## FINGER BUFFET NO.2 £11.75

### D

Assorted Sandwiches  
Cheese and Fruit Kebabs  
Savoury Mushroom Tartlets  
Individual Mini Quiches  
Mini Lamb Kebabs with Yogurt & Cucumber Dip  
Oriental Chicken Wings  
Breaded Vegetables & Dip  
Mini Chocolate Eclairs

### E

Assorted Bridge Rolls  
Cruditiés with Dips  
Chicken & Leek Pastry Cups  
Slices of Pizza Margarita  
Sausage Rolls  
Breaded Chicken Wings  
Chinese Dimsum  
Mini Bramley Apple Pies

### F

Assorted Sandwiches  
Cheese and Pineapple  
Filled Vol-au-Vents  
Filo Parcels  
Bacon and Sausage Rolls  
Breaded Cod Fillet with Tarter Sauce  
Prawn Toasts  
Mini Fruit Tartlets

## FINGER BUFFET NO.3 £13.50

### G

Assorted Bridge Rolls  
Warm Tuna Rolls  
Breaded Vegetables with Garlic Mayonnaise  
Honey Glazed Chicken Drumsticks  
Goats Cheese & Onion Marmalade Tarts  
Crispy Crêpe Cases filled with Chicken  
Cheesy Baked Potato Wedges  
Mushroom Filo Parcels  
Fresh Fruit Platter  
Mini Sweet Tartlets

## FINGER BUFFET NO.4 £16.50

### H

Assorted Bridge Rolls  
Spinach & Cream Cheese Crêpes  
Chicken Kebabs with Sweet & Sour Sauce  
Sausage Rolls  
Cheesy Leek Tartlets  
Smoked Salmon and Prawn Roulade  
Cheese & Vegetable Platter  
Chicken Liver Parfait on Wholemeal Toast  
Mini Lamb Kebabs and Yoghurt Dip  
Deep Fried Breaded Vegetables and Garlic Mayonnaise  
Fresh Fruit Platter  
Mini Chocolate Eclairs