

Meetings & Conferences 2019



The Compass Inn

Tormarton | Nr Badminton | GL9 1JB

01454 218242 | info@compass-inn.co.uk



MEETINGS, CONFERENCES & EVENTS

The Compass Inn is situated only ½ mile from Junction 18 of the M4.

Our excellent access to London, South Wales, The Midlands and the South West makes us the perfect location for business meetings.

Our extensive facilities include five different conference rooms, a comprehensive range of equipment and menus to suit all tastes.

Our flexible conference facilities are supported by the friendly and professional service from an experience team of staff who will tailor your meeting/event from start to finish.

For further details or to make a booking please contact us on 01454 218242 or email info@compass-inn.co.uk.

Conference & Meeting Rooms

The numbers given below are the suggested comfortable capacities for the conference rooms. Different requirements and layouts will offer some flexibility on numbers.

	Half Day	Full Day	Theatre	Classroom	Boardroom
Avon	£225	£285	60/80	30	34
Hendy	£150	£185	50	25	30
Patio	£150	£185	30	12	18
Balcony	£130	£165	N/A	N/A	12

Some rooms can be hired by the hour if required. Please contact our reception team who can help you with your requirements.

Iced water and plain notepaper & pencils are included in the basic room hire price.

Equipment Hire

Data Projector & Screen	£85.00
52" Colour monitor	£30.00
DVD and Monitor	£45.00
Large Projector Screen	£9.50
Flip chart and pens	£15.00
Whiteboard	£9.50
Telephone (per unit)	21.3p
Photocopies - per sheet	21.3p

All prices exclude VAT where applicable

8 & 24 Hour Delegate Rates

These rates are available to groups of 6 or more delegates, and are not to be used in conjunction with our individual room hire prices.

8 Hour Delegate £32.50 (VAT excluded)

- A Suitable Size Room for your Group
- LCD Data Projector and Screen
- Flip Chart
- Morning Coffee and Biscuits on arrival
- Mid Morning Coffee and Danish
- One of Our Set Lunch Menus
- Dessert
- Afternoon Tea and Biscuits

24 Hour Delegate £105.00 (VAT excluded)

- Everything from the 8hr Delegate Rate
- 3 Course a la Carte Dinner
- Overnight Stay in One of Our 26 En-suite Bedrooms
- Breakfast

Our 8hr and 24hr Delegate rates often work out to be exceptional value for money if you are planning an overnight or multi day conference, if however you are planning a smaller meeting or very few delegates are staying overnight then please consider hiring a room and tailor making your event it may well work out to be more cost effective. Please call and ask for a quote, our team will happily work out which is the best way for you.

Conference Lunches

If you are planning on catering for the delegates at your conference or you have chosen one of our “all in” delegate packages, the following pages contain information on both our buffets and our two course set lunches.

Most people choose to take lunch in the Orangery our large vine covered conservatory at the centre of The Compass Inn, other arrangements can be made, although we would not normally recommend serving large buffets or set lunches in your meeting room, as it does not always make for pleasant working environment afterwards.

If you have something special in mind or you would like to talk to someone about a special dietary requirement please call us.

Tea and Coffee

Tea and coffee can be served either in the Orangery or in your Meeting Room, to fit in with any timescale or agenda you may have. Please pre Book your tea and coffee times in advance if possible.

Tea / Coffee and Biscuits	£1.75
Tea / Coffee and Danish Pastries	£3.25
Tea / Coffee and Bacon Sandwiches	£4.80
Jug of orange Juice	£4.45
Special selection of teas available on request	

Prices Exclude VAT Where Applicable

Please note. We cannot guarantee any food is prepared in a nut or seed free environment.

Menu Options

<p>Menu A</p> <p>Sandwich and Chip Buffet 1.5 Rounds of Sandwiches per person</p> <p>£9.50pp</p>	<p>Menu B</p> <p>Homemade Soup of the Day and Mixed Cheese Ploughman's served with a Bread Roll and Salads. Followed By Homemade Dessert</p> <p>£12.50pp</p>
<p>Menu C</p> <p>A Choice of Two Homemade Dishes: <i>Lasagne, Curry, Pie, Pasta Bake, Cottage Pie, Bourguignon.</i> Rice, Chips or New Potatoes. Followed By Homemade Dessert</p> <p>£14.00pp</p>	<p>Menu D</p> <p>Home Cooked Sliced Meats (Ham, Beef, Salami) Pork Terrine, A Selection of Continental and British Cheeses, Mixed Salad, Homemade Coleslaw, Tomato and Mozzarella Salad, A Basket of Freshly Baked Bread Rolls</p> <p>£15.95</p>
<p>Menu E</p> <p>An Assortment of Home Cooked Sliced Meats, Farmhouse Pate Poached Salmon Fillet, Cod Goujons, A Selection of Continental and British Cheeses, Mixed Salad, Coleslaw & Pasta Salad. A basket of Bread Rolls Homemade Dessert</p> <p>£16.95</p>	

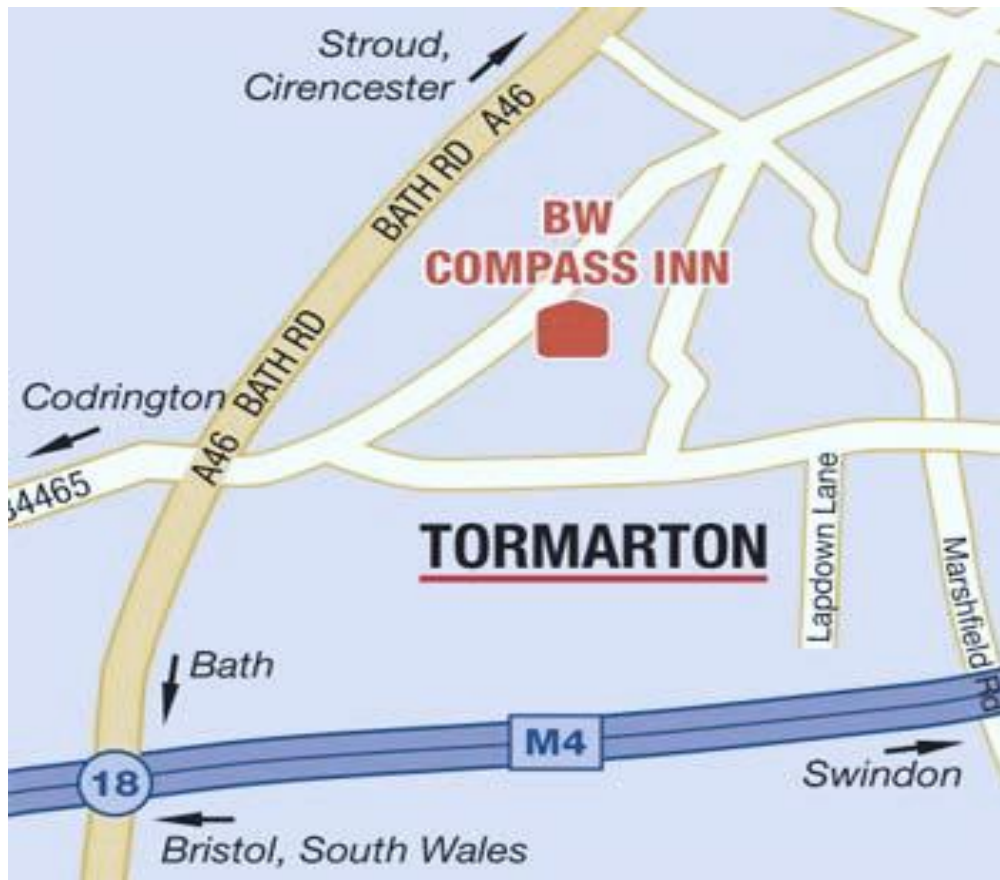
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Terms & Conditions

Account settlement

Method of account settlement should be arranged in advance.

Payment on Departure:- Please state who will be settling the bill.

Company credit cards:- Please ensure the credit card number and expiry date have been forwarded to us.

Invoice to company:- If we are sending the invoice back to a company for payment, please ensure we have had the details of your accounts department, appropriate contact name and order number (if appropriate) forwarded to us in advance.

Access times

Conferences booked for all day or morning sessions can be accessed from 8.00am. If you wish to set up on the previous evening, (subject to availability), there is a £25.00 surcharge. Syndicate rooms are available from 9.30am (unless previously arranged, again this is subject to availability).

Cancellations

*We realise arrangements do not always work out as planned, and accept that cancellations will occur for a variety of reasons. In the event of you having to cancel your meeting **please inform us as soon as possible** and then confirm the cancellation in writing. However, meetings cancelled within 7 days of arrival will incur a charge equal to the cost of the room hire only.*

Damage

The conference organisers shall be held responsible for any damage caused to the hotel (including loss or damage to furnishings, fittings and equipment) by your attending delegates, employees, guests or contractors. Please note the use of white/blue tac, tape and thumb pins is discouraged, please ask at reception if your meeting room has a surface suitable to use these products (such as glass or a whiteboard)

NB. Best Western, The Compass Inn reserves the right to move conferences to rooms more suitable depending on numbers, layout and equipment, without prior notice.