

# conference, training & meeting rooms

Rate Guide - Effective January 2008

Shire Hotels offer the following inclusive packages and rates for 24 hour and 8 hour conferences. These can be tailored to suit your individual requirements which we would be happy to discuss with you.

## 24 Hour Delegate Rates

- Overnight accommodation
- English breakfast
- Unlimited refreshments
- Choice of lunch options
- Three course dinner and coffee
- Partner stays free  
No charge for accommodation or breakfast
- Organisers Toolkit with name cards, pencils and notepads
- Free use of in-house audio visual equipment
- Complimentary high-speed Internet access
- Executive accommodation for conference organiser
- Designated Conference Co-ordinator leading up to your event
- Conference Duty Manager on the day of your event
- Cordials and bottled water
- Main meeting room hire
- Free use of Spa

**WEEKDAY** £189.00  
**WEEKEND** from £115.00

Delegate rates are based on a minimum of ten people. Rates include VAT.

## 8 Hour Delegate Rates

- Unlimited refreshments
- Choice of lunch options
- Cordials and bottled water
- Free use of in-house audio visual equipment
- Organisers Toolkit with name cards, pencils and notepads
- High-speed Internet access\*
- Main meeting room hire
- Conference Duty Manager on the day of your event
- Designated Conference Co-ordinator leading up to your event

**WEEKDAY** £75.00  
**WEEKEND** from £42.00

Delegate rates are based on a minimum of ten people. \*Additional charge. Rates include VAT.

## Free use of in-house Audio Visual Equipment

Our delegate rates include the use of in-house audio visual equipment in your main meeting room.  
**This equipment comprises:** ● Flipchart ● Pens ● Overhead projector and screen I 35mm slide projector  
● VHS video player and 20" monitor\* ● Lectern\*

\*Not included in the 8 Hour Delegate Rate Package

## Conference Café

A unique concept for all-day refreshments, including light and healthy options for lunch, plus seasonal treats like smoothies, ice-creams and an authentic pizza oven - giving conference organisers and delegates the ultimate flexibility in their timings. Unlimited servings - at no extra charge

## Terms and Conditions

Full terms and conditions will be provided by the hotel once confirmation of reservation is received.

### These will protect both parties and cover:

Charges and payment. Amendments and cancellation by the client. Amendment or cancellation by the hotel.  
Clients use of the hotel, plus arrival and departure. Insurance and liability. Emergency evacuation.  
General terms and conditions.



### AZTEC HOTEL & SPA

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