

Conferences

at Federation House

Residential Rates from £90.00

Day Rates from £16.00

For an immediate quote email:

room.bookings@polfed.org



Federation House

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Residential Delegate Package details

Overnight accommodation
3 Course Table d'hôte dinner
Full English breakfast
Dedicated check-in/check-out desk if required
Use of Leisure Facilities: swimming pool & gym
Complimentary VIP organiser's package including upgraded bedrooms (subject to availability)
Use of a meeting/conference room suitable for your requirements and set to your specification
Complimentary audio-visual equipment in the meeting room such as an LCD Projector & Flip Charts, Whiteboard and Phone Extension
Tailor-made lunch options including hot and cold buffets or sit down delegate luncheons
A dedicated Conference Executive to ensure the smooth running of your event
High speed Wi-Fi Internet access
On site technical support available to assist with your AV requirements
Unlimited servings of fresh coffee and tea served with home made cakes or fresh pastries
Constant supply of chilled water
Fresh seasonal fruit in the main conference room
Access to a Business Centre or Area offering comprehensive secretarial services
A complimentary conference office for events over 100 delegates
Fully stocked stationery kit in main meeting room
Delegate notepads and pens or pencils
Clear and accurate billing

Residential Rates from £90.00

Day Delegate Package details

Use of a meeting/conference room suitable for your requirements and set to your specification
Complimentary audio-visual equipment in the meeting room such as an LCD Projector, OHP, Flip Charts, Whiteboard and Phone Extension*
Tailor-made lunch options including hot and cold buffets or sit down delegate luncheons
A dedicated Conference Executive to ensure the smooth running of your event
High speed Wi-Fi Internet access
On site technical support available to assist with your AV requirements
Unlimited servings of fresh coffee and tea served with home made cakes or fresh pastries
Constant supply of chilled still water
Fresh seasonal fruit in the main conference room
Access to a Business Centre or Area offering comprehensive secretarial services
A complimentary conference office for events over 100 delegates
Fully stocked stationery kit in main meeting room
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Meetings ~ Supplementary Charges

Tea & Coffee	£3.24pp
Sandwiches	£4.25pp
Bacon Rolls	£2.75pp
Fruit Smoothies	£1.75pp
Fruit Platter	£2.25pp
Breakfast on Arrival	£14.03pp

Syndicate Room	£75.00 per day
Extra Flipchart	£10.00 per day
AV Technician	£50.00 per hour
Photocopying	£0.05 each
Fax	£0.25 UK £0.75 worldwide per sheet
Printing (from USB, CD Rom)	£0.05 B&W £0.35 colour per sheet
Postage	£POA – As per current Royal Mail Charges
Courier	£POA – As per designated company
Taxi	£POA – As per designated company

Private Dining Room Hire *from* £200.00 Complimentary if booking for over 30 diners

Room Dimensions	
Conference Room	30.4m x 7.5m
½ Conference Room	15.4m x 7.5m
Training Room 1	8.8m x 7.9m
Training Room 2	8.5m x 7.9m

Theatre	U Shape	Board Room	Class Room	Banquet
				
120	40	40	70	200

All meeting rooms equipped with built in LCD projectors and Microsoft ® Windows enabled work stations



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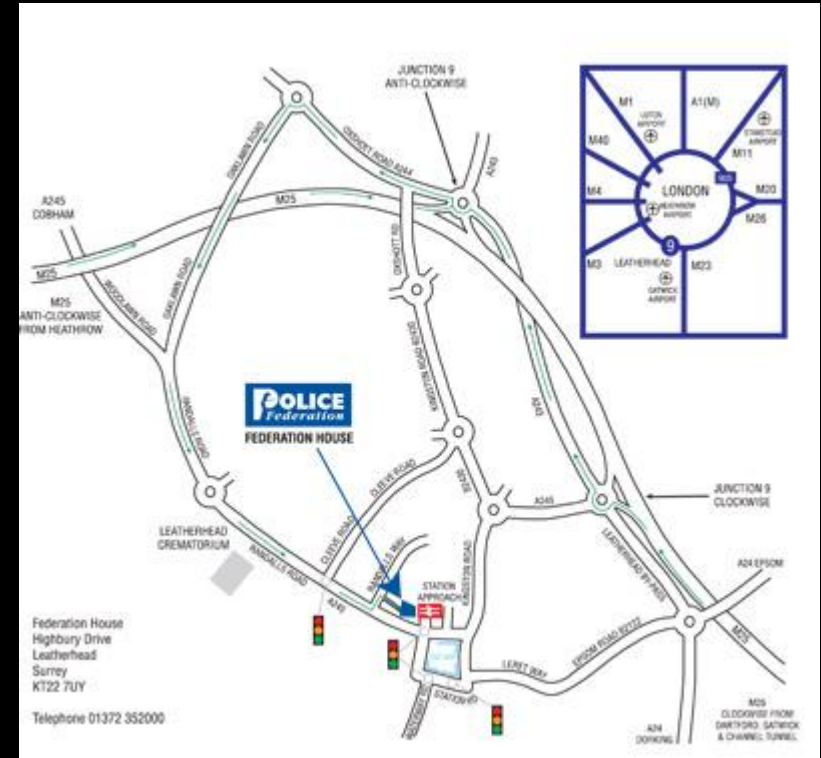
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Conference: 2010
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