

Easton&OtleyCollege

AN INTELLIGENT CHOICE FOR CONFERENCES

Dear Conference Organiser,

Thank you for your enquiry regarding our conference facilities here at Easton College. Easton College offers your organisation an alternative to the normal conference venue.

We are situated only seven miles west of Norwich, next to the Royal Norfolk Showground and with easy access to the A47 Southern Bypass, A11 and beyond.

The conference centre is a purpose built facility containing 4 function rooms of varying size, enabling us to cater for anything from a small meeting through to delegate seminars of 500 or more. The venue also has a licensed bar.

In addition the Sports Hall can be converted into a conference venue using our retractable seating and has access for large displays and is an ideal venue for lunches, dinner dances, exhibitions, presentations, car launches, weddings and much more.

All conference rooms benefit from multiple power points and built in data projectors and screens along with internet access.

Other facilities include disabled access, ample car parking and beautifully landscaped gardens to relax during breaks in your conference day. At certain times of the year we can also offer accommodation packages.

Enclosed is our price tariff outlining the range of delegate packages we have to offer, or we can tailor a package to your individual requirements.

Due to the nature of our core business, we have limited car parking in term-time, Monday to Friday, so cannot offer any meeting rooms to external groups during this time, we can consider evenings or weekends.

Please feel free to contact myself or any of my colleagues on (01603) 731 240

Yours sincerely,

Philip Robinson
Head of Catering & Hospitality
Easton&OtleyCollege
Easton, Norwich, Norfolk, NR9 5DX
Website: www.easton-college.ac.uk
Tel: 01603 731 240

DAY DELEGATE PACKAGE

£23 per person (excluding VAT)

(10 delegates or more for up to 9 hours)

- Room hire
- Tea, coffee and biscuits on arrival
- Tea, coffee and Danish pastry mid morning
- Buffet lunch
- Tea, coffee and cakes mid afternoon
- Bottled mineral water and fruit bowl
- Use of flipchart and pens
- Internet access and use of data projector with screen

HALF DAY DELEGATE PACKAGE

£17 per person (excluding VAT)

(10 delegates or more for up to 4 hours)

- Room hire
- Tea, coffee and biscuits
- Tea, coffee and biscuits
- Buffet lunch
- Bottled mineral water and fruit bowl
- Use of flipchart and pens
- Internet access and use of data projector with screen
- Use of flipchart and pens

Syndicate rooms are also available, please ask for details.

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CATERING OPTIONS

Please also see buffet and sit down menu choices.

Tea, coffee, biscuits and mineral water	£2.95 per delegate
Tea, coffee and mineral water	£2.00 per delegate
Selection of cakes	£1.50 per delegate
Selection of Danish pastries	£1.50 per delegate
Bacon and sausage baps	£2.50 per delegate
Local apple juice	£2.00 per delegate
Orange juice	£1.50 per delegate
Glass of house wine (175ml)	£2.50 per delegate
Mineral water	£1.00 per delegate

EQUIPMENT OPTIONS

Flipchart	£10.00 per item
PA system	£40.00 per item
Staging	£50.00 (max 3m square)
Data projector and I.T. log in	£10.00 per item
Additional equipment upon request	£TBC

ROOM HIRE OPTIONS

Room	Under 4 hours	Over 4 hours	Over 8 hours
	7-12 / 1-5 / 6-10	7-5 / 1-10	7-10
Main Hall	n/a	£250.00	£350.00
SC110/111	£75.00	£125.00	£165.00
SC109	£45.00	£95.00	£135.00

Room Hire includes room set-up to your requirements, paper and pens.

ROOM SET-UP OPTIONS

Room	Theatre	Cabaret	UShape	Horseshoe	Classroom	Boardroom
Main Hall	500	400	-	-	200	-
SC110/111	120	60	40	25	40	40
SC109	60	32	24	20	20	20

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SILVER MENU

Starter

Your Choice of Freshly Made Soup, Warm Bread Roll
Fan of Galia Melon, Red Berry Compote, Lemon Sorbet
Chicken Liver Pate, Melba Toast and Fruit Chutney
Prawn Cocktail, Brown Bread and Butter

Main Course

Baked Salmon Fillet, Ribbon Vegetables, Local Lobster and Brandy Sauce
Chicken Breast, Wrapped in Parma Ham, White Wine and Mushroom Sauce
Trio of Lamb Cutlets, Redcurrant, Apple and Mint Chutney
Roast Loin of Pork, Apricot and Brandy Stuffing, Whole Grain Mustard Sauce

Dessert

Exotic Fruit Salad
Baileys White Chocolate Cheesecake
Lemon and Lime Meringue
Apple Strudel with Crème Anglaise
Freshly Brewed Coffee and Tea, Chocolate Mints

£25.00 per person

GOLD MENU

Starter

Shellfish Bisque with Crème Fraîché
Pressed Duck Terrine with Red Onion Marmalade
Fan of Melon, with Raspberries and Champagne Sorbet
Smoked Salmon, Mixed Leaves, Baby Capers, Crème Fraîché

Main Course

Pan Fried Sea Bass Fillet, Braised Fennel and Basil Oil
Slow Roast Norfolk Duckling, Black Cherry and Kirsch Sauce
Braised Lamb Shank, Roast Root Vegetables, Rosemary Sauce
Roast Sirloin of Beef, Yorkshire Pudding, Red Wine and Horseradish Sauce

Dessert

Exotic Fruit Pavlova
Chocolate and Orange Torte, Orange Coulis
Warm Bakewell Tart with Vanilla Custard
Baileys Crème Brûlée with Shortbread Biscuit
Freshly Brewed Coffee and Tea, Chocolate Mints

£ 28.00 per person

Sit down menus are for a minimum of 30 people and must be pre-ordered with a maximum of two options plus a vegetarian option.

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PLATINUM MENU

Starter

Cream of Asparagus Soup, Herb Croutons
Gravalax of Salmon, Baby Capers, Horseradish Crème Fraîché
Exotic Fruit Platter, Parma Ham. Mango Coulis
Venison Terrine, Melba Toast, Red Onion Chutney

Main Course

Monk Fish Tails, Smoked Salmon, Basmati Rice, Light Curry Sauce
Fillet of Pork Filled with Prune and Orange Stuffing, Wrapped in Parma Ham,
Dijon Mustard Sauce
Rack of Lamb in a Herb Crumb, Rosemary and Redcurrant Sauce
Roast Fore-Rib of Beef, Yorkshire Pudding, Rich Red Wine Sauce

Dessert

Chocolate Truffle Torte, Clotted Cream
Malibu and Pineapple Gateau, Raspberry Sauce
Red Berry Roulade, White Chocolate Sauce
Selection of Cheese, Biscuits, Grapes and Celery
Freshly Brewed Coffee and Tea, Chocolate Mints

£ 32.00 per person

VEGETARIAN OPTIONS

Starter

Choice of Freshly Made Soup
Exotic Fruit Platter, Seasonal Berries and Iced Sorbet
Vegetable Terrine, White Wine Jelly, Red Onion Marmalade
Baked Flat Mushrooms, Topped with Tomato, Fresh Asparagus and Brie
Fanned Sweet Melon and Tropical Fruit, Raspberry Coulis

Main Course

Wild Mushroom Risotto, White Wine and Thyme Sauce
Penne Pasta, Tomato and Basil, Parmesan Shavings
Mushroom Stroganoff
Roasted Root Vegetables Baked with Stilton, Topped with Pine Nuts

Dessert

Please ask about vegetarian desserts from the main menu selection

Priced as selected menu

Sit down menus are for a minimum of 30 people and must be pre-ordered with a maximum of two options plus a vegetarian option.

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CONFERENCE BUFFET MENUS

DAY DELEGATE

£9.95

Vegetable Satay

Chicken Skewer

Cheese and Tomato or Stilton and Spinach
Pick-up Quiche

Vegetable Indian Selection

Ham and Motzarella Bruschetta

Spinach and Feta Brushcetta

Scotch Egg Or Pork Pies

Cheese Straws

Selection of Sandwiches

Dessert Selection and Fruit Bowl

Serving of Tea, Coffee and Water Included

*Buffets require a minimum of 10 delegates and must be pre-ordered in advance.
Price is per person and excludes VAT*

HOUSE BUFFET

£5.95

Assorted Rolls (1/2)

Chicken Skewer

Spinach & Feta Bruschetta

Savoury Buffet Egg

Indian Selection

Fruit Bowl

SPORT BUFFET

£3.95

Selection of Sandwiches

Cheese Straws

Sausage Roll

Cheddar Cheese Puffs

Crisps

Please feel free to contact us with any special requirements.

All Buffet selection may vary according to seasonal availability and other factors.

Easton&OtleyCollege

To Help conferences with their arrival orientation we have enclosed a useful “Welcome to Easton College”

Fire Evacuation

1. If the fire alarm sounds (siren/ voice alarm) follow instructions 3-7.
2. If you discover a fire activate the nearest fire alarm. Follow instructions 3-7.
3. DO NOT collect belongings.
4. Leave by the nearest available exit.
5. Report to the fire assembly point. (the Dell smoking shelter)
6. DO NOT use Lift.
7. DO NOT re-enter building unless told to do so by a Fire Marshall.

First Aid

If you have a first aid emergency please contact the Duty Manager on 07989 109039.

Contacts

For conference issues please contact the catering department on 01603 731240.

For all other issues please contact the Duty Manager on 07989 109039.

Toilets

The main toilets for the conference facilities are:

- Men’s at the top of conference stairs
- Ladies at the bottom of the conference stairs.

There are other changing and toilet facilities located on the corridor next to the sports hall.

Smoking

The college operates a no smoking policy.

The only permitted area to smoke near to the sports centre is the Dell smoking shelter.

Catering Facilities

If you have requested catering facilities they should all be ready to go in your room.

Buffets will be delivered at the time specified when booked.

The coffee shop is open 10-4 Monday-Friday for snacks tea and coffee etc.

The bar is open 7-10.30 Monday -Friday

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Conference / Event Request Form

All fields must be completed for request to be accepted.

Event title	
Booking type	
Description of event	
Contact name	
Name of company	
Invoice address	
Person running event on day	
Contact telephone number	
Contact email address	
Room requested	
Number of persons	
Date of event	
Start time	
End time	
Catering required?	
Catering details	
Room set up details	
Furniture layout	
Multiple date booking	
Data projector required?	
Flip chart required?	
IT login required?	

Please forward completed request form to catering@eastonotley.ac.uk Please Note that no completed booking request form will be deemed as confirmation of a booking until an email has been sent to confirm all details and a deposit has been paid, as per our enclosed terms and conditions.

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TERMS AND CONDITIONS

1. Any use of the College in any capacity is made subject to the user conforming to these regulations.
2. The College accepts no responsibility for any loss, damage, injury or cost incurred during attendance at the College.
3. The right to refuse admission to the College is reserved to the College and its staff.
3. The hirer shall pay for any damage incurred as a consequence of their booking.
4. The hirer shall be responsible for the behaviour of all users associated with the booking.
5. The hirer shall be responsible for any claim in respect of damage, injury or loss arising from the booking.
6. The person signing the application also accepts full responsibility for any claims for personal injury arising from negligence on their part. Where in view of the College a function is considered to represent an element of risk to those persons present, the College reserves the right to require sight of evidence of Public Liability Insurance to a minimum of £3.5 million and in its absence, to refuse the booking. This does not remove the hirer's responsibility to have suitable insurance for every event.
7. The College operates a no smoking policy except in the designated areas.
8. No animals to be brought into the College.
9. No Food or drink may be brought to the College without prior written agreement by the College Principle.
10. Photographs for professional publication must not be taken unless agreed by the College Principal.
11. No gambling or gaming to take place.
12. Accommodation - Rooms are available after 3pm on day of arrival, we ask all rooms are vacated by 10am on day of departure. Please note, we do not supply toiletries or towels for the rooms.
13. No equipment to be brought into College without prior written consent. No consent will be given without appropriate certification and/or risk assessment being provided.
14. Deposit - a 30% deposit will be required to confirm a booking, this may only be waived by the College Principal.
15. Cancellations will only be deemed to be acceptable when RECEIVED in writing / email and are subject to the following scale of charges:

More than 8 weeks	20%
Less than 8 weeks	50%
Less than 4 weeks	75%
Less than 7 days	100%

16. Final Numbers Charges are based on the expected numbers attending. Final numbers are required seven full days before the event – this is the number that will be charged for unless numbers are increased.
17. Our prices exclude VAT (where applicable) at the prevailing rate. Charges will be re-adjusted if there is any alteration in VAT rates or conference rates increase.
18. An email confirmation will be sent to confirm your booking along with a guide price which we reserve the right to adjust in accordance with the above conditions. Please check the details on the confirmation are correct as this confirms your booking. The College reserves the right to change rooms as appropriate.
19. Cheques should be payable to **Easton and Otley College**.