



Conference Brochure

“Your Success is Our Success”

The Lord Hill Hotel aspires to be the perfect choice, by offering you a pleasant hotel environment coupled with a team committed to offering a high standard of service, making your visit an experience to remember.



The Lord Hill Hotel and Restaurant is ideally situated on the outskirts of Shrewsbury, just a 10-minute walk from the picturesque and historic town centre, and within easy access to all major motorway networks.

The hotel has extensive free car parking facilities, free Wi-Fi throughout the hotel, 35 en-suite bedrooms alongside the Rowley's Bar and the Conservatory Restaurant.

There are a range of meeting rooms, from 1-2-1 meetings up to the Regency Suite hosting up to 320 delegates. Each of the meeting rooms have full heating and air conditioning facilities, natural daylight as well as controlled lighting and easy access to the car park.

There are extensive public areas which we can arrange for you to use for break out areas, or there are private syndicate rooms available at an additional hire charge.

Please do not hesitate to contact me if you would like to discuss your requirements in more detail, or would like to join me for a coffee

Jenny Garbett

Jenny Garbett
Conference & Event Co-ordinator

Daily Delegate Rates

Breakfast Meetings Rate

£10.95 per delegate

- Tea & Coffee with Fruit Juices available throughout the meeting
- Full English Breakfast
- Room Hire, Flip Chart, Conference Pads and Pens

Standard Day Delegate Rate

£26.95 per delegate

- Tea, Coffee and Biscuits served on arrival
- Mid-Morning Break - Tea, Coffee and Biscuits
- 2 Course Hot and Cold Buffet Lunch
- Mid Afternoon Break - Tea, Coffee and Biscuits
- Room Hire, Flip Chart, Conference Pads and Pens
- Iced Water, Cordials and Mints

Executive Day Delegate Rate

£30.95 per delegate

- Tea, Coffee and Bacon Sandwiches served on arrival
- Mid-Morning Break - Tea, Coffee with Danish Pastries
- 2 Course Hot and Cold Buffet Lunch
- Mid Afternoon Break - Tea, Coffee and Biscuits
- Room Hire, Flip Chart, Conference Pads and Pens
- Iced Water, Cordials and Mints

24hr Delegate Rates

Standard 24hr Residential Rate

£111.95 per delegate

- Tea, Coffee and Biscuits served on arrival
- Mid-Morning Break - Tea, Coffee and Biscuits
- 2 Course Hot and Cold Buffet Lunch
- Mid Afternoon Break - Tea, Coffee and Biscuits
- Room Hire, Flip Chart, Conference Pads and Pens
- Iced Water, Cordials and Mints
- Table d'Hôte Dinner
- Overnight Accommodation and Full English Breakfast

Executive 24hr Residential Rate

£115.95 per delegate

- Tea, Coffee and Bacon Sandwiches served on arrival
- Mid-morning Break - Tea, Coffee with Danish Pastries
- 2 Course Hot and Cold Buffet Lunch
- Mid Afternoon Break - Tea, Coffee and Chocolate Snacks
- Room Hire, Flip Chart, Conference Pads and Pens
- Iced Water, Cordials and Mints
- Table d'Hôte Dinner
- Overnight Accommodation and Full English Breakfast

BASIC ROOM HIRE ONLY.

Half Day Conference from £50.00 (7am - 12.30pm or 1.00pm – 5.00pm)

Full Day Conference from £80.00 (7.00am – 5.00pm)

A Full Range of Audio Visual Equipment can be arranged through the hotel on request - LCD Projectors – PA Systems – Media Players

The Darwin Room

The Darwin Room is located directly in the main hotel on the ground floor level, and easily accessible from the car park. This meeting room benefits from large windows, boasting natural daylight and individually remote controlled heating and air conditioning facilities. The Darwin Room is perfect for those small private family style meals, lunch or dinner meetings, and boardroom meetings.

The Rowland Suite

The Rowland Suite is located directly in the main hotel on the ground floor level, and is easily accessible from the car park. This meeting room benefits from individually controlled lighting, heating and air conditioning facilities as well as the addition of having a full black-out option, ideal for presentations and seminars. The Rowland Suite is ideal for larger meetings, training days, private lunches and dinners, theatre style presentations and seminars and even family occasions such as Funeral Gatherings, Christenings, Birthdays and Weddings.

The Regency Bar Suite

The Regency Bar Suite is ideally located with its own private entrance and guest facilities, with easy access from the car park and on the ground floor level. The Regency Bar Suite benefits from individual controlled lighting, heating and air conditioning facilities, and also has the option for a private bar facility. The Regency Bar Suite is ideal for larger meetings, training days, private lunches and dinners, theatre style presentations and seminars and even family occasions such as Funeral Gatherings, Christenings, Birthdays and Weddings.

The Regency Suite

The Regency Suite is the largest room available with a maximum capacity of 320 people. The Regency Suite is ideally located with its own private entrance and guest facilities, with easy access from the car park. The Regency Suite benefits from individual controlled lighting, heating and air conditioning facilities, and also has the option for a private bar facility. The Regency Suite is ideal for larger meetings, training days, private lunches and dinners, theatre style presentations and seminars and even family occasions such as Funeral Gatherings, Christenings, Birthdays and Weddings.

The Conservatory

The Conservatory is The Lord Hill Hotels main restaurant. It offers an airy and natural relaxed atmosphere, and has the option to have individually controlled heating and air conditioning facilities. This room is especially suitable for private funeral gatherings, lunches or evening dinners.

Capacities and Dimensions

<u>Function Room</u> <u>Dimensions</u>	<u>The Darwin</u> <u>Room</u>	<u>The Rowland</u> <u>Suite</u>	<u>The Regency</u> <u>Bar Suite</u>	<u>The Regency</u> <u>Suite</u>	<u>The</u> <u>Conservatory</u>
Floor Level	Ground	Ground	Ground	Ground	Ground
Natural Light	Yes	Yes	Yes	Yes	Yes
Area Sq Metres	18.5	95	124	231	105
Dimensions (m)	5 x 3.7	11.5 x 8.3	6.7 x 12.4	18.8 x 12.3	14 x 7.5
Height (m)	2.7	4	2.1	3	N/A
Door Height (m)	2.7	2	1.9	1.9	2
Door Width (m)	1.1	1	1.4	1.4	4
Power Points	1	8	9	17	1
Telephone Points	0	No	Yes	No	0
T.V. Aerial Point	0	Yes	Yes	No	0
Microphone Point	0	Portable	Portable	Yes	Portable
Blackout Option	No	Yes	Yes	Yes	No
Car Park Access	Yes	Yes	Yes	Yes	Yes
Disabled Access	Yes	Yes	Yes	Yes	Yes
Private Bar Facilities	(Mobile Bar)	(Mobile Bar)	Yes	Yes	(Mobile Bar)
Loop System	No	Yes	No	No	No
Theatre Style Capacity	25	80	85	350	90
Boardroom Style	16	30	40	180	40
Classroom Style	14	70	48	180	N/A
Private Lunch/ Dinner	16	95	60	290+/-	60
Dinner Dance	N/A	70	N/A	220+/-	N/A
Private Disco	N/A	100	N/A	400	N/A
Car Access	No	No	No	Yes	No
Car Parking Spaces	100				

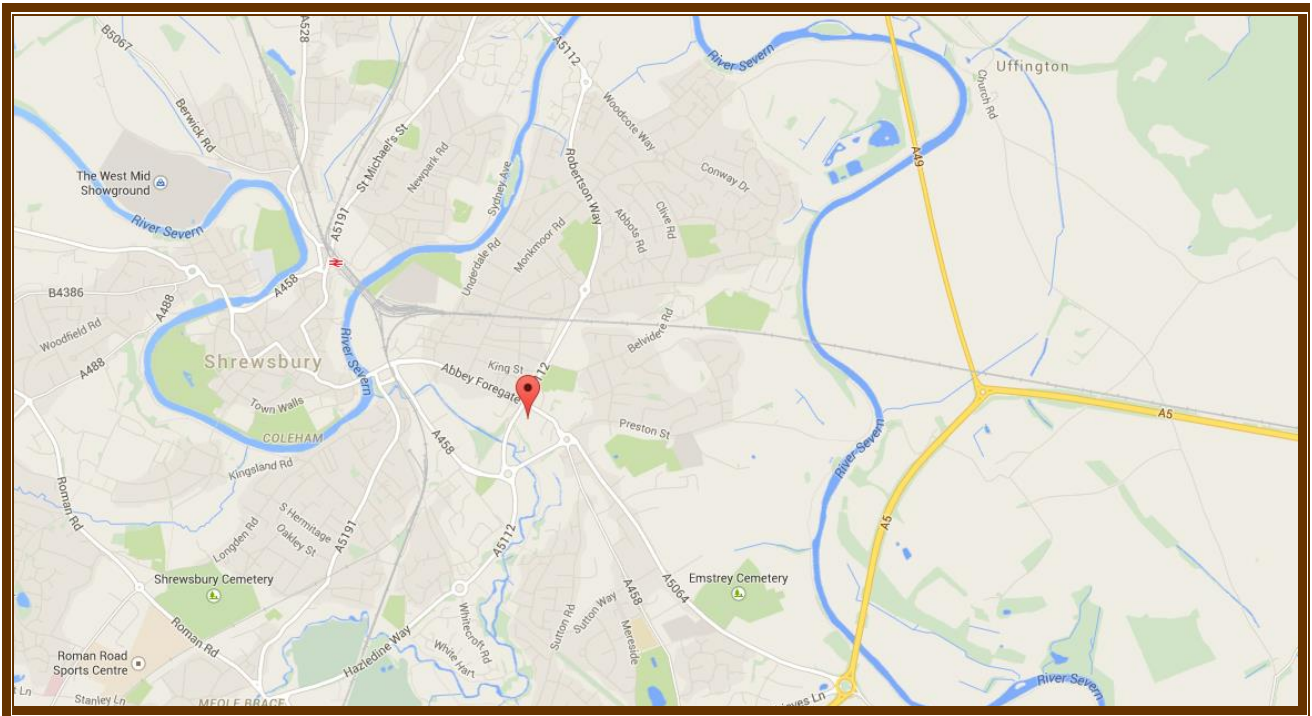
The Rowland Suite



The Darwin Room



Getting To Us ...



From South and East (M54, A5, A457, M1, M10)

Enter Shrewsbury outskirts following signs for the Town Centre. Drive along London Road, going past the College until you reach a small roundabout. Take the third exit off and the Lord Hill Hotel is approximately 250 yards on your left.

From West and North (A5, A58, B4386, A488)

Enter Shrewsbury outskirts following signs for the Town Centre. Drive over the Welsh Bridge and bear left along Smithfield Road. Move into the right hand lane, before the first set of traffic lights and bear right (one-way system) onto Castle Gates. At the next set of traffic lights, turn left into Wyle Cop. Proceed straight over the English Bridge, staying to the left. Pass the Abbey Church on your left and continue along this road (Abbey Foregate), keeping right, go straight through the traffic lights. The Lord Hill Hotel is approximately 300 yards on the right hand side.

The Lord Hill Hotel

Abbey Foregate, Shrewsbury
Shropshire SY2 6AX

www.thelordhill.co.uk

Telephone: 01743 232601

Fax: 01743 369734

Jenny Garbett – Conference & Event Co-ordinator

conference@thelordhill.co.uk

The Lord Hill Hotel, Abbey Foregate, Shrewsbury SY2 6AX - (hereinafter referred to as "The Hotel")
Terms and Conditions of Contracts relevant to Conferences, Banquets, Functions and Lettings - (hereinafter referred to as "The Event")

Confirmation

All bookings must be confirmed, in writing, by the Client to secure reservations. Changes to the contract must be made in writing. Private parties and receptions are required to pay a **non-refundable** deposit of **£500.00**. Payment of the deposit is considered as acceptance of all terms and conditions in force at the time of booking.

The Contract

All enquiries are dealt with and thereafter processed by the Hotel completing a Contract Form, a copy of which will be sent to the Client within 5 working days (Saturday and Sunday excluded as working days) of the date of intimation by the Client, of confirmation of the booking. The Client shall be obligated to respond in writing by signing and returning the contract within 5 working days (Saturday and Sunday excluded as working days) of receipt. The date of receipt shall be deemed to be 48 hours after the date of postmark. Confirmation of your booking by payment of deposit is considered acceptance of all terms and conditions of booking.

Price Guarantee

All prices are current and inclusive of VAT, unless otherwise stated. The Management wishes to point out that, whilst every effort will be made to maintain the current prices, they are subject to alteration.

Payment

1. Payment is due within 5 days (Saturday and Sunday excluded as working days) of the date of the invoice. The invoice will reflect the total indebtedness then known and due to the Hotel, but subject however to the continuing liability of the Client to make payment for any items which may then not (or the value of which) may not be known to the Hotel and which relate to the contract.
2. Payment terms may be varied only by agreement with the Hotel in writing.
3. Failure to pay timeously will result in interest running at the rate of 4% per annum above Bank of England base lending rate from the due date.
4. Any queries on any invoice must be raised within 5 working days (Saturday and Sunday excluded as working days) of the date of the invoice and should any such queries remain unsolved within 3 working days thereafter it will be the obligation of the Clients to make immediate payment of the undisputed amount as provided for in 1 above.
5. The Hotel reserves the right to withdraw credit facilities, which may be in existence, without explanation.

Variation of Terms and Conditions as Contained in the Contract Form

Estimated Numbers: It is the obligation of the Clients to provide reasonably accurate details of estimated numbers attending the event at the time of booking. Should there be a 20% or more drop in estimated numbers the Hotel reserves the right to charge in full in respect of any further decrease in the numbers as intimated and thus contracted.

Final Numbers: It is the obligation of the Clients to provide details of final numbers attending the event, not less than 10 working days (Saturday and Sunday excluded as working days) before the event. Should there be any diminution in numbers from those intimated as provided for as above, the Hotel reserves the right to charge in full in respect of the total numbers as intimated and thus contracted. Should the Clients desire to increase the previously agreed numbers it will be solely at the discretion of the Hotel as to whether any increase will be permitted.

Client/Guest Use of Hotel

1. The Hotel as statutory obligations and without prejudice to that generality such as those incumbent upon the Hotel related to Liquor Licensing, Fire Regulations, Health and Safety and others. It is thereafter the obligation of Clients and their guests to comply with these requirements as may be directed and enforced by staff at the Hotel.
2. Consumables must be as supplied only by the Hotel or its authorised agents and without prejudice to the foregoing generality also excludes the consumption of prizes won at any event.
3. Clients and their guests shall not act in an improper or disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the Hotel personnel.

Cancellation

By the Client, the scale is: -

- 12 months or more – Loss of Deposit only
- Between 12 and 9 months – 25% of Contract Price, based on initial quote
- Between 9 and 6 months – 50% of Contract Price, based on initial quote
- Between 6 and 1 months – 75% of Contract Price, based on initial quote
- Less than 1 month – 100% of Contract Price, based on initial quote

By the Hotel- The event may be cancelled by the Hotel should any of the following circumstances occur:

1. The Hotel or any part of it is closed due to circumstances beyond the control of the Hotel.
2. The insolvency of Clients
3. Where a deposit and instalment payments are being made to account for any future event, then should there be arrears outstanding for more than seven days the company reserves the right to cancel the contract
4. Any other circumstances which in the sole opinion of the Hotel, would lead to the reputation of the Hotel being damaged or damage being caused to the property of the Hotel.

In the event of cancellation by the Hotel, the Hotel will refund any advance payments subject to costs involved and absolves itself from any further liability.

In all instances, intimations of cancellation must be made in writing and will be effective on the date it is received by the Hotel.

Cancellation can be costly. The hotel strongly recommends that client's take out an insurance policy with regards their event.

Access Times

Reservations confirmed on a day rate are accepted on the basis that access to the room is limited to the period between 8.00am and 6.00pm, unless previously agreed by the Hotel and acknowledged in writing. Function rooms booked in series may be let for evening sessions by prior written arrangement. Unless this is arranged in advance, the room will require to be cleaned in order to fulfil any other contract.

General

1. The Client shall be liable for any losses or damages caused either to the property of the Hotel, its patrons, or any item within the Hotel, whether in the ownership of the Hotel or not. Charges will be raised at full replacement cost, and charges may be raised to cover loss of business incurred as a result of the damage.
2. The Hotel will take all reasonable steps to fulfil its obligations, in respect of any event, to the best of its ability and in accordance with the details provided but, it reserves the right to provide alternative services, of at least an equivalent standard, at no additional cost to the Client.
3. Notwithstanding the above terms and conditions, the Hotel will not be liable for any failure to perform its obligation to the Client in whole or in part as a result to any of the following circumstances:
a) strikes or industrial action b) fire d) civil commotion
c) Flood e) Act of god e) failure of service
4. Prices quoted are subject to annual review, the Hotel reserves the right to alter prices without notice. This is also applicable to confirmed bookings. Price increases, which will be in line with economic circumstances will not result in Clients being entitled to resile from contracts. The Hotel reserves the right to add any new or additional tax/levy imposed by lawful authority, which was not known at the time the contract was made.
5. The attention of Clients is drawn to the notices relative to the Innkeepers Liability Act and other displayed in the hotel and also car park with regard to the exclusion of liability by the Hotel.
6. In connection with any event at which any form of entertainment is to be provided this will be entirely the responsibility of the Client.

Variation of Conditions

Any variation of the above conditions may only be sanctioned by the General Manager, or the Owners, and will only become effective when confirmed in writing by the aforementioned officials. Each of these terms and conditions are separate and severable, and whilst they are considered reasonable in all circumstances hereof, if any of them become invalid or ineffective for any reason, the remaining terms and conditions shall remain valid and enforceable