

CONFERENCE AND MEETING ROOMS

If you are looking for a venue for a Meeting, Conference, Seminar or Product Launch, why not come and take a look at Wellshurst. Set in the heart of the beautiful Sussex countryside, Wellshurst has meeting rooms to cater for both large and small events. We can seat from 6 delegates boardroom style, right through to 150 theatre style and can provide you with everything you need to ensure your meeting is a success, from Breakfast on arrival to a relaxing game of golf – the perfect way to unwind after a busy days work. So combine all the above with our flexible attitude, excellent food and superb location and you have found the perfect venue for all your needs.

The Downsvie Suite, is our largest suite situated upstairs with beautiful views of the Sussex Downs. With its own lounge, bar and terrace area this suite is ideal for meetings, lunches & presentations. This suite can be partitioned to make two smaller rooms if required.

The Wellshurst Suite, is located on the ground floor with full disabled access and fitted with a hearing loop. It is ideal for medium to large sized meetings and has the use of the downstairs lounge and bar area.

The Meadow View Suite, has a bright, sunny aspect and is conveniently situated on the ground floor with disabled access. It is ideal for small to medium sized meeting and has the added use of the lounge and bar area.

The Green Suite, also on the ground floor with disabled access, is ideal for small to medium sized meetings and has the use of the lounge & bar area.

All our rooms can be set up to your exact requirements and we have equipment available for hire, free Wifi, plus photocopying and fax facilities. Buffets or Business Lunches can be provided and full details are enclosed.

If you require any further information or would like to view our facilities, please contact Phyllis Baker – Conference & Banqueting Manager - on 01435 813636 or visit our website www.wellshurst.com. We look forward to welcoming you.

Conference Room Facilities

ROOM HIRE

Full Day: 9.00am-5.30pm

Downsview Suite	£250.00
Wellshurst Suite	£250.00
Meadow View Suite	£235.00
Green Suite	£140.00

***All of the above prices are exclusive of vat and will be charged at 20%**

Part Day: 9.00am-1.00pm, 1.00pm-5.00pm or 5.00pm-10.00pm

Downsview Suite	£185.00
Wellshurst Suite	£185.00
Meadow View Suite	£185.00
Green Suite	£110.00

***All of the above prices are exclusive of vat and will be charged at 20%**

REFRESHMENTS

Tea / Coffee per cup	£1.70
Tea / Coffee & Biscuits per cup	£1.90
Glass of Fruit Juice pp.	£1.25
Buffets, per person, from	£6.89

***All of the above prices are exclusive of vat and will be charged at 20%**

Bar Snacks and Daily Specials are available from the Bar.

EQUIPMENT HIRE/SERVICES

Laptop and Projector	£30.00
TV, Video, Screen, OHP, Flip Chart -each	£7.00
Photocopies each	£00.10

***All of the above prices are exclusive of vat and will be charged at 20%**

Faxes: UK per sheet	£ 1.50
International per sheet.....	£ 2.00

(Photocopy & fax service available 9.00am-5.00pm. Please ask at Reception on arrival)

The large, surfaced car park allows free parking for up to 100 vehicles

***All of the above prices are exclusive of vat and will be charged at 20%**
This may be subject to change.

Delegate Buffet Menus & Prices

(Prices do not include Room Hire or Equipment Hire)

Buffet A - £8.16 per delegate

Selection of freshly made Sandwiches on White & Wholemeal Bread
Chinese Dim Sums with a Sweet Chilli Dip
Mini Cheese & Tomato Quiche
Hot Sausages with a BBQ Dip
Vegetable Crudités with a Guacamole & Aioli Dip

Buffet B - £9.00 per delegate

Selection of freshly made Sandwiches on White & Wholemeal Bread
Duck & Hoi Sin Spring Rolls
Cheese & Pesto Crostini
Deep Fried Crispy Butterfly Prawns
Hot Sausages with a BBQ Dip
Vegetable Crudités & Dips
Mini Cheese & Tomato Quiche

Buffet C - £9.85 per delegate

Selection of freshly made sandwiches on White & Wholemeal Bread
Crispy Indian Appetisers with Mango Chutney
Smoked Haddock, Spinach & Gruyere Pastry Bites
Mini Tartlets of Coronation Chicken
Skewered Tempura Battered Prawns
Cheeseboard & Biscuits

Buffet D - £6.89 per delegate

Freshly Baked Jacket Potato
with a variety of fillings & Salad.
Fruit Bowl

Additional Items

Tea /Coffee & Biscuits - £1.90 per person per serving.
Jug of Fresh Orange Juice - £6.00
Fruit Per Person - £0.51
Cake or Pastries - £1.66
Full English Breakfast - £6.50 / Continental Breakfast - £6.00

All the above prices are exclusive of VAT @ 20% and may be subject to change.