



Thank you

for your enquiry
regarding the use of our conference facilities

Product launches, presentations, interviews, networking or training, the Grosvenor Hotel has the room to suit you. Our room offers free wireless access, natural light, electrical sockets and complimentary stationery.

The Grosvenor Hotel is situated just five minutes walk from Rugby town centre and is ideally located for both business and pleasure. With easy access from both the M1 and M6 motorways, it is an excellent business location with plenty of free onsite car parking

We have enclosed for our perusal conference tariffs and typical conference menu options. We will be pleased to talk to you about any individual needs that you may have, from arranging the hire of audio visual equipment to the layout of your conference, as well as giving a personal service to ensure that conference with us is a success.

To book a conference please call reservations on 01788 535 686. We will fax you a booking form to fill in and return to confirm your meeting with us.

Conference Rooms at the Grosvenor Hotel

With our conference rooms and our restaurant we can offer facilities for all types of meetings, conferences and business events. Whether it is an interview room for 4 people or a presentation for 100 employees, the Grosvenor Hotel has the facilities to provide the perfect location for your business event.

Conference Capacities

Room set up style	Clifton room
Boardroom shape	50
U shape	45
Theatre style	100
Dimensions	
Room size	110 sqm
Room length	15 m
Room width	8 m



Conference Rates

Day Delegate Rate £30pp (min 12 people)

- Conference room hire
- Tea, coffee & biscuits on arrival
- Mid-morning tea, coffee & biscuits
- Working buffet lunch (selection available)
- Afternoon tea, coffee & biscuits
- Table refreshments
- Flipchart

24 Hour Delegate Rate

£120pp (single) £95pp (twin)

As per the day delegate rate plus;

- Accommodation
- Two course evening meal with tea/coffee
- Full English breakfast

Equipment Hire

- Flipchart (£10.00 per day)
- Overhead Projector & Screen (£35.00 per day)

Conference Room Hire

- Full Day (£300.00)
- Half Day (£150.00)

Refreshments

- Tea/Coffee (£2.00 per serving)
- Tea/Coffee & Sandwich (£4.95 per serving)
- Buffet Lunch (min 10 people from £12.95 per person)
- Two Course Lunch (min 20 people £12.95 per person)
- Three Course Lunch (min 20 people £15.95 per person)



Buffet Choices

A

- Platter of Homemade Sandwiches
- Buffet Sausage Rolls
- Spicy BBQ Chicken Wings
- Onion Bhajis
- Crispy Jacket Skins
- Quiche Lorraine
- Mediterranean Selection of Bruschetta's
- Deep Fried Tortilla's
- Potato & Chive Salad
- Chocolate Tort

£12.95 per person

B

- Assorted Continental Open Bap's
- Selection of Corlines
- Roasted Vegetable Quiches
- Vegetable Samosa's
- Cheese & Tomato Pizza
- Piri Piri Chicken Skewers
- Selection of Vol au Vents
- Sesame Toast
- Gala Pie
- Bacon, Feta, Tomato & Olive Salad
- House Salad
- Lemon Tart

£14.95 per person

C

- Platter of Continental Sandwiches
- Assorted Dim Sum
- BBQ Chicken Drumsticks
- Duck & Hoi Sin Spring Rolls
- Garlic Herb Bread Slices
- Golden Crumb Mushroom's
- Cocktail Sausages
- Cheese & Onion Quiches
- Spicy Onion Bhajis
- Homemade Crispy Coleslaw
- Rocket leaves with Parmesan & Balsamic
- Caramelized Orange Cheese Cake
- Classic Fruit Salad

£16.95 per person





Our terms

Bookings

Grosvenor Hotel requires full written confirmation to secure reservations of conference facilities & bedrooms. In the absence of prearranged credit facilities, a 15% non-refundable deposit will be required to secure the reservations. Full payment will be required 14 days prior to the event

Group Bookings & Day Conferences

Confirmation of final numbers will be required 14 days prior to the event, together with full rooming list for accommodation. This number will then form the basis of the final charge. Actual numbers will be required no later than 48 hours prior. However, if the reduction in number is greater than 10%, the cancellation policy as detailed below will apply.

The hotel also reserves the right to allocate a different conference suite if numbers reduce dramatically.

Cancellation of Group Bookings & Functions

In the event of a booking being cancelled, the Grosvenor Hotel will endeavour to minimise and costs incurred. In the event that this is not achieved, the following cancellation charges will apply:

Period of Notice	%Payable of Total Value
9 Weeks	15%
Over 6 - Under 9 Weeks	30%
Over 4 - Under 6 Weeks	45%
Over 2 - Under 4 Weeks	75%
Under 2 Weeks	100%