

Day Delegate Rates

(08.00 to 17.30 hrs)

Includes:

Meeting Room

Arrival Tea, Coffee and Danish Pastries

Mid Morning Tea, Coffee and Biscuits

2 Course Buffet Lunch

Afternoon Tea, Coffee and Fresh Fruit Basket

Mineral Water and Sweets

Note Pads and Pens

Screen

Flipchart and Markers

Business Services: Internet access, e-mail, photocopying, facsimile
Are available at an extra charge

All packages can be added to as per your requirements

Rates From:

20 – 79 Delegates **£47.00**

80 – 149 Delegates **£44.00**

150 – 250 Delegates **£40.00**

All Rates are exclusive of service and VAT

To help you **Book** or for further Queries,
Please call Conference Office
Tel: 01753 555 555

24 Hour Delegate Rate

Includes:

Meeting Room

Arrival Tea, Coffee and Danish Pastries

Mid Morning Tea, Coffee and Biscuits

2 Course Buffet Lunch

Afternoon Tea, Coffee and Fresh Fruit Basket

Mineral Water and Sweets

Note Pads and Pens

Screen

Flipchart and Markers

Includes all of the above plus accommodation with en-suite bathroom, 3 course table D'Hote dinner and full English breakfast

Business Services: Internet access, e-mail, photocopying, facsimile
Available at an extra charge

Price from £160.00

All Rates are exclusive of service and VAT

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Half Day Delegate Rates

(08.00 to 14.00 hrs)

Or

(13.00 to 17.30 hrs)

Includes:

Meeting Room

Two servings' tea, coffee and biscuits

Buffet lunch

Mineral water and sweets

Note pads and pens

Screen

Flipchart and markers

Business Services: Internet access, e-mail, photocopying, facsimile
Available at an extra charge

Price From

For 15+ Delegates £36.00

Finger buffet £34.00

For 2 – 14 delegates £39.00

Finger Buffet £36.00

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Evening Conferences

Monday through to Thursday

(19.00 to 23.00 hrs)

Includes:

Arrival tea and coffee

Note pads and pens

Mineral water and sweets

Flipchart and markers

Evening dinner (3 course meal)

From £28.00

Evening Finger buffet

From £17.00

Evening Canapés reception

From £10.00

Room Hire depends on the size of room required

Varies from £350 - £2,500

Please contact us for further details

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Evening Banquet Package Rates

Includes:
Venue Hire

Choice from our extensive dinner menu

Table menus

Dedicated waiter service
Cutlery

Crockery

Linen
(Coloured linen subject at an extra charge)

Glasses

Dedicated Co-ordinator

Monday to Thursday – (19.00 to 23.00 hrs) From £26.00
(Based on a minimum of 50 guests)

Friday – (19.30 to 00.30 hrs) From £30.00
(Based on a minimum of 150 guests)

Saturday (19.30 to 00.30 hrs) From £35.00
(Based on a minimum of 300 guests)

Christmas & Special Events

Contact the special events team for full details on Christmas and special events at Baylis House

All Rates are exclusive of service and VAT

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The Best Breakfast in Town!

Monday – Friday
(08.00 to 11.30 hrs)
Earlier times available, please ask the Conference Office

To ensure the success of your Breakfast seminars, all the ingredients have to be just right.

Baylis House believes that our unique “Best Breakfast” combines all the elements to take away the worry of organising these early morning events!

Our chefs create a mouthwatering buffet breakfast offering a wide range of hot & cold dishes; freshly squeezed fruit juices; breakfast pastries and preserves; and steaming hot tea & coffee.

Includes:

The Best Breakfast Hot & Cold buffet

Room hire

Room layout of your choice

Stationary supplies

Hire of LCD projector & screen

Registration desk

Competitive bedroom rates the night before for the organiser.

Additional bedroom available (subject to availability) at special rates.

Price per person £27.00
Based on a minimum number of 20 people

All Rates are exclusive of service and VAT

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Let's Do Lunch!

Monday – Friday
(11.00-14.00 hrs) Or (13.00 – 16.00 hrs)

Baylis House conference team has created a really flexible product so that you and your clients can make the most cost effective use of time!

Starting with tea & coffee on arrival or departure; then our chefs specially created internationally hot & cold buffet lunch

Includes:

The Lets do Lunch Hot & Cold International Buffet

Teas & coffees in arrival/departure

Mineral water and sweets

Room hire

Room layout of your choice & notepads and pens

Hire of LCD projector and screen

Registration desk

Price per person £29.50
Based on a minimum number of 20 people

Please note that in both sets of timing a cash bar can be available for delegates. Our Conference Team are also only too pleased to offer a selection of wines to be served to your guests at lunch.

All Rates are exclusive of service and VAT

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The “Sun Downer”

**Monday – Thursday
(17.30 – 21.00 hrs)**

For those early evening meetings

At the end of a long business day its always difficult to attract an audience and then to hold their attention. Thats where the **Baylis House** “Sundowner” is so successful – we have carefully combined all the ingredients to make your meeting both successful and memorable.

Cash bar or welcome drinks on arrival served with a fascinating selection of international canapés – just to feed those hunger pangs! After your meeting your guests can help themselves to the lavish international buffet and then relax at the bar.

Includes:

Hot & Cold canapés on arrival

Hot & Cold International buffet after the meeting

A welcome drink on arrival

Room hire

Room layout of your choice

Hire of LCD projector & screen

Reception desk

(Term’s & Conditions apply)

Price per person £28.50
Based on a minimum number of 20 people

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Sample Breakfast menu

Created by our Executive Chef

Hot/Cold Buffet

~~~~~**Cold Buffet**~~~~~

Muffins, Croissants and Mixed pastries  
Orange juice, Tomato juice, Apple juice, Milk  
Cereals  
Cheese platter  
Meat platter  
Bread mix  
Fruits, Fruit salad  
Muesli with nuts and sultanas  
Dry dates, Dry peaches  
Fruit Yoghurt

~~~~~**Hot Buffet**~~~~~

Plum Tomatoes
Baked Beans
Pork Sausage
Scrambled Eggs
Sauté Mushrooms
Bacon
Boiled eggs/Fried eggs

~~~~~**The Working Breakfast**~~~~~

Grilled Rashers of Bacon in Freshly Baked Bread  
Egg Rolls  
Freshly Brewed Coffee

~~~~~**The Baylis Continental**~~~~~

A Trio of Continental Cocktail pastries & Mini croissants
Orange juice and Freshly Brewed Tea & Coffee

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Sample Delegate Luncheon Menu

Two Course Hot/Cold
Created by our Executive Chef

~~~~~ Hot Display ~~~~~

Corn Fed Breast of Chicken with Mix pepper sauce

Novarin of Lamb

Salmon with Pesto

Baked Vegetable

Penne Pottneca

Roast Potatoes

Mange Tout and Baby Carrots

Saffron Rice

Assorted Bread Rolls

~~~~~ Cold Display ~~~~~

Salads

Asparagus with Coriander Hollandaise

Aubergine and Tomato Olive Salad

Cauliflower with Olive and Capers

Mix Leaf with Vinaigrette Dressing

Glazed Carrots with Lemon

Mushroom Sautéed with Thyme Garlic

Italian Cold Meat Platters

Gravlex with Dill Dressing

~~~~~ Dessert ~~~~~

Fruit Salad

Chocolate Mousse

Lemon Cheese Cake

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Our Buffet Luncheon Menu changes daily and includes alternative dishes for vegetarians.
We are of course very happy to cater for guests with any special dietary requirements.
Our menus may contain traces of nuts or nut derivatives, please do ask a member of staff for guidance.

Sample Delegate Lunch

Light Buffet

Created by our Executive Chef

~~~~~ **Working Lunch** ~~~~~

Freshly Cut Assorted Sandwiches and Fresh Fruits

~~~~~ **Finger Buffet** ~~~~~

Freshly made sandwiches in speciality breads

Caramelised red onion and olive tartlets

Smoked ham & gruyere cheese tartlets

Honey tamarind chicken wings

Barbeque meatballs

Vegetable quiche

Crab cakes

Oven baked potatoes with cream cheese and chives

Corn fritters with barbeque sauce

Fresh Fruits

Fruit Tarts

~~~~~ **Cold Fork Buffet** ~~~~~

Marinated olives and sun blushed tomatoes

Tomatoes and mozzarella with fresh basil salad

Smoked salmon with dill and lemon dressing

Freshly baked breads, ciabatta, focaccia and baguette

A cold selection with croutons and light tomato and pesto salsa

A selection of fresh fruits

All above will be served with dressings, herb oils and mayonnaise

Our menus may contain nuts or nut derivatives, please do ask a member of staff for guidance.

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Sample Evening Dinner Menus
Created by our Executive Chef

~~~~~ **Menu 1** ~~~~~

Mulligatawny soup  
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Tower of smoke salmon with tomato, avocado and rocket leaf  
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Grilled chicken breast with pepper sauce  
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Filo purses with vegetable (V)  
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Lemon tart with minted raspberry sauce  
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Tea / Coffee and Petit Fours

~~~~~ **Menu 2** ~~~~~

Spinach and corn soup with croutons

Asparagus with coriander hollandaise

Pan seared salmon with honey and dill sauce

Vegetable lasagne with tomato concasse

Chocolate mousse with vanilla ice cream

Tea/Coffee and Petit Fours

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| Dimension | Name | Theatre | Classroom | Boardroom | Cabaret | U-shape | E-shape |
|------------------------------|---|---------|-----------|-----------|---------|---------|---------|
| 6.4 x 9.2m
Area 55sqm | Godolphin
Osbourne
Chesterfield
Eton | 40 | 14 | 16 | 16 | 21 | 30 |
| 10 x 11.3m
Area 106sqm | Christopher Wren or
Thomas Rowland | 150 | 60 | 32 | 40 | 30 | 78 |
| 14 x 23.4m
Area 161sqm | Christopher Wren
Thomas Rowland | 200 | 86 | 46 | 88 | 88 | 110 |
| 13.3 x 11.5m
Area 29.1sqm | Windsor or Thomond | 150 | 60 | 32 | 40 | 30 | 78 |
| 12 x 17.8m
Area 184sqm | Windsor or Thomond | | 86 | 46 | 88 | 88 | 88 |
| 14 x 46.8m
Area 505sqm | Ground Floor
(Baylis 1) | 600 | 200 | - | - | - | - |

Baylis House with its dividing wall partitions allows for the space you require.

This provides you with the flexibility needed to accommodate special events – availability permitting.

All rooms are air-conditioned with individual climate control.
Catering is provided on the first floor within the restaurant area.
Alternatively, you may wish to reserve a private room.

| Dimensions | Name | Dinner | Dinner
Dance | Seated
Buffet | Fork
Buffet | Reception | Wedding |
|-----------------------------|---|--------|-----------------|------------------|----------------|-----------|---------|
| 6.4 x 9.2m
Area 55sqm | Godolphin
Osbourne
Chesterfield
Eton | 20 | - | 20 | 20 | 40 | - |
| 10 x 11.3m
Area 106sqm | Christopher Wren or
Thomas Rowland | 60 | 50 | 50 | 50 | 140 | 80 |
| 14 x 11.3m
Area 161sqm | Christopher Wren or
Thomas Rowland | 120 | 70 | 110 | 110 | 200 | 110 |
| 12 x 17.8m
Area 184sqm | Windsor or Thomond | 60 | 50 | 50 | 50 | 140 | 80 |
| 12 x 17.8m
Area 184sqm | Windsor or Thomond | 120 | 70 | 110 | 110 | 200 | 110 |
| 14 x 46.8m
Area 505sqm | Ground Floor
(Baylis 1) | 400 | 450 | 350 | 350 | 600 | 450 |
| 10.3 x 46.8m
Area 460sqm | First Floor
(Baylis 2) | 240 | 200 | 200 | 200 | 400 | - |
| | Exclusive Use
Baylis 5 | 600 | 600 | 600 | 600 | 600 | 600 |
| | Baylis 3 / Baylis 4 | 300 | 300 | 300 | 300 | 300 | 300 |

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Technical Points

Please see the technical floor plans for the positioning of telecommunications outlets and 13 amp socket points. 3 Phase power is available throughout.

Communications

Audio Visual system

Computer Outlets for AV patching

Public Address system

Hearing Assistance system

Voice / Data Outlets

Telephone Extension Lines

ISDN

TV Ariel Outlets

Lighting

Indirect Lighting

Fibre Optic Lighting

Lighting Control through AV system

Down Lights with Dimming Facilities

Ceiling Heights

Ground Floor: 3140mm

First floor: 3300mm (reducing to 2625mm to the front of the building where the ceiling slopes downwards near the light well area)

Common Areas

Distress alarms in disabled toilets

Site CCTV system

All Rates are exclusive of service and VAT

To help you **Book** or for further Queries,
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www.baylighthouse.co.uk

Making your Event a Success... Unrivalled Facilities at Unrivalled Rates

Passenger lifts

All Rates are exclusive of service and VAT

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