

# Inn on the Lake

## Conference Brochure 2017

### Pricing



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# The Inn On The Lake Hotel

A2 Shorne, Gravesend Kent DA12 3HB

Thank you for enquiring about our conference facilities at The Inn on the Lake Hotel. Please find enclosed information on room prices, room details, menus and everything we can supply to ensure your event is a success.

The Inn on the Lake Hotel is privately owned, offering an efficient and relaxed atmosphere for your guests. Our location is extremely easy to find and has parking for over 280 vehicles. Gravesend train station is ten minutes drive from the hotel.

We can accommodate **conferences, meetings, presentations, interviews, annual dinners** or **parties**. Our private rooms can accommodate anything from a one to one meeting to full theatre style seating up to 400 delegates.

Our buffet menus are merely suggestions – please do not hesitate to compile your own choice of menu and we will do our best to meet your requirements. Our flexibility is almost unlimited. You tell us what you require and we will do our utmost to meet your requests, no matter how simple, or complicated.

If you would like to arrange a meeting to view our facilities, enquire about specifics or to make a booking, please feel free to contact us.

Thank you once again for your interest.

**Events Team**  
**Conference & Banqueting**

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## Conference and Meeting Rooms, Sizes and Prices

| Pricing Valid for 2017       |          |       |             |               |               |
|------------------------------|----------|-------|-------------|---------------|---------------|
| Room                         | Size     |       | Hourly Rate | 1/2 Day Rate* | Full Day Rate |
|                              | Sq Mtr   | Sq Ft |             |               |               |
| Lakeside                     | 538.58   | 5800  | N/A         | £250.00       | £400.00       |
| Fountain                     | 150.63   | 1624  | N/A         | £130.00       | £175.00       |
| Cobham                       | 48.76    | 525   | N/A         | £70.00        | £100.00       |
| *Prices available on request |          |       |             |               |               |
| Room                         | Capacity |       |             |               |               |
|                              | Theatre  | Board | Classroom   | Cabaret       | Dinner        |
| Lakeside                     | 400      | -     | 500         | 250           | 250           |
| Fountain                     | 60       | 40    | 50          | 60            | 60            |
| Cobham                       | 30       | 20    | 24          | 20            | -             |
| Room 2                       | 14       | 10    | N/A         | N/A           | N/A           |

The Lakeside Suite is perfect for meetings that require breakout areas. Six foot screens can be placed in and around the room to divide areas as required.

\* Half day rate is either 8.30am – 12.30 pm or 12.30pm – 5pm

(Please note that the prices do not cover exhibition bookings or meetings/conferences requiring tables for stands or displays. Prices for these events are available on request.)

### Food & Beverage Options *per person per serving*

|                         |                             |
|-------------------------|-----------------------------|
| Tea/Coffee              | £ 1.75                      |
| Tea/Coffee and Biscuits | £ 1.95                      |
| Tea/Coffee and Danish   | £ 3.80                      |
| Bacon Rolls             | £ 3.60                      |
| Large Bottled Water     | £ 3.50 <i>each</i>          |
| Orange Juice            | £ 6.50 <i>per large jug</i> |

### Equipment Hire *per day*

|   |                                       |
|---|---------------------------------------|
| Standard Screen                           | £ 10.00                               |
| Flip Chart ( <i>or wipe clean board</i> ) | £ 15.00 ( <i>1 pad</i> )              |
| TV  | £ 20.00                               |
| DVD Player                                | £ 20.00                               |
| Microphone                                | £ 10.00                               |
| PA System                                 | £ 50.00 ( <i>Lakeside room only</i> ) |
| Data Projector                            | £ 50.00                               |

## Delegate Packages 2017

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### Day Delegate Package (minimum 10 delegates)

Tea/Coffee (on arrival)  
Tea/Coffee & Biscuits (mid-morning)  
"Easy Option Finger Buffet"  
Tea/Coffee & Biscuits (mid-afternoon)  
Water and Fruit Cordials  
Main Meeting Room  
Flip Chart, Pad and Pens  
Data Projector and Screen

Day Delegate (8 hours)            £ 35.00 *per person*

½ Day Delegate (4 Hours)        £ 26.00 *per person*

### 24 Hour Delegate Package

Includes everything in the Day Delegate Package plus:  
3 Course Dinner (Table D'hote Menu)  
Bed and Full English Breakfast

Single Room                        £ 93.00 *per person*

Double/Twin Room                £ 77.00 *per person*

### Breakfast Delegate Package (minimum 10 delegates)

3 Hour Room Hire  
Tea/Coffee & Fruit Juice (on arrival)  
Bacon Sandwiches  
Freshly Baked Croissants and Preserves  
Fresh Fruit Salad  
Flip Chart, Pad and Pens

£ 12.00 *per person*

### Lunch Delegate Package (minimum 10 delegates)

3 Hour Room Hire  
Tea/Coffee (on arrival)  
"The Hot Lunch"  
Flip Chart, Pad and Pens

£ 16.00 *per person*

### Evening Delegate Package (minimum 10 delegates)

4 Hour Room Hire  
Tea/Coffee (on arrival)  
Chilled Fruit Juice  
"Easy Option Finger Buffet"  
Flip Chart, Pad and Pens

£ 15.00 *per person*



## Buffet Suggestions 2017

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### **Munch on a Five Pound Lunch £5.00**

Sandwich or Baguette of your choice with fries and a soft drink, tea or coffee.  
N.B orders must be in by 11am of the day of your meeting.

**- Lunch Options for a minimum of 10 persons -**

### **Easy Option Finger Buffet £4.75**

Deep filled sandwiches (*includes selection of vegetarian options*)  
Freshly baked sausage rolls  
Fresh fruit bowl (whole seasonal fruits)

### **Soup and Sandwiches Lunch – £5.00**

One round of sandwiches per person served buffet style with vegetarian soup of the day

### **The Sandwich Lunch - £6.95**

Deep filled sandwiches (*includes selection of vegetarian options*)  
Freshly baked sausage rolls  
Home-made cheese straws  
Chicken bites selection  
Crudités with dips  
Sausages in honey and wholegrain mustard  
Savoury snacks

### **The Light Bite Lunch - £8.95**

Filled wholemeal and white rolls  
Tomato and basil quiche  
Chilled meat platter  
Homemade coleslaw  
Garden salad  
Hot new potatoes

### **Executive Sandwich Lunch - £7.95**

1 ½ rounds of sandwiches per person  
(*chicken, tomato & mayo, ham & wholegrain mustard, cheese salad, Mediterranean tuna, prawns marie-rose, egg and cress, bacon tomato and mayo*)  
Mini sweet chilli chicken kebabs & Japanese breaded prawns  
Cheeseboard with grapes and celery

### **The Hot Lunch - £8.50**

Jacket potatoes  
Selection of chilled fillings (*including vegetarian options*)  
Hot baked beans  
1 hot filling item (*beef chilli, chicken a la king etc*)  
Garden salad  
French bread and butter  
Fresh fruit salad

**All lunches are inclusive of iced water and fruit juice. Fresh fruit can be added for a £1.20 supplement per person and desserts can be added for a supplement of £2.75 per person.**

Other menus are available; prices for individual menus will be quoted on request