

Bewleys Hotel Manchester Airport Executive Boardrooms



Conference Rooms

The majority of our rooms benefit from natural daylight along with air conditioning. The below costs include VAT as well as the following features:

- Screen
- Flip Chart
- Luxurious Leather Seating
- Fresh Chilled Mineral Water, from dispenser
- Unlimited FREE High-Speed Internet access (wired or wireless)

Room Layout	No. of seats	Rental per day
Boardroom	Max30	From £105.00
U-Shape	Max 38	From £205.00
Classroom	Max 35	From £350.00
Syndicate Boardroom	Max 10	From £85.00
Theatre Style	Max 80	From £205.00
Cabaret Style	Max 32	From £205.00

SMARTboards are fitted in a selection of our meeting rooms.

Bewleys Hotel Manchester Airport, Outwood Lane, Manchester, M90 4HL
 Tel: +44 (0) 161 498 1387 Fax: +44 (0) 161 498 1394
 MeetingsManchester@BewleysHotels.com
 Book Online at www.BewleysHotels.com/ManchesterAirport

Delegate Rates

Day Delegate Rate: From £31.00 per person

Includes:

- Meeting Room Hire
- Bottomless Tea / Coffee & Biscuits served in the Lounge
- Hot & Cold Buffet Lunch, served in The Brasserie Restaurant
- Car parking whilst delegate.

24HR Delegate Rate: £129.00 per person per night

Includes all items listed on the Day Delegate Rate, plus:

- 3 Course Table d'Hote Dinner
- One Night's Accommodation
- Full Irish Breakfast

Minimum numbers for delegate rates apply.



Bewleys Hotel Manchester Airport, Outwood Lane, Manchester, M90 4HL
Tel: +44 (0) 161 498 1387 Fax: +44 (0) 161 498 1394
MeetingsManchester@BewleysHotels.com
Book Online at www.BewleysHotels.com/ManchesterAirport

Refreshments:		
Breakfast:	Full Irish Breakfast	£9.50pp
Refreshments:	Tea / Coffee with Biscuits	£2.25 ppps
	Tea / Coffee with Danish pastries	£3.50 ppps
	Tea / Coffee with Bacon/Sausage/Egg Sandwich	£3.95 ppps
Lunch:	Sandwich Selection, Cr'lsps And Fresh Fruit Basket	£5.95pp
	Hot & Cold Buffet Lunch	£11.95 pp
Dinner:	3 - Course Table d'Hote Dinner Menu	From £22.95pp
	A la Carte menu	

Minimum / Maximum numbers may apply for lunch and dinner.

NB: A water dispenser is provided in each meeting room;

Please note that all sandwich lunches & refreshments are served in our purpose built breakout area. Breakfast, hot lunches and dinners are served in The Brasserie Restaurant. A working lunch is available at an additional charge.

Smartboards: Five meeting rooms feature State-of-the-Art technology; this integrated system is built in, centrally controlled and includes:

- LCD Projector
- Video/DVD/CD-R/CD Player
- SMARTboard - Interactive Touchscreen Electronic Presentation system that saves, records, and plays any document, mail, powerPoint Presentation etc. replacing the necessity for flipcharts and whiteboards.

The cost of using this equipment is £50.00 per day.

Additional Equipment: can be hired at competitive rates provided by our Audio-Visual Hire Company. All equipment must be hired 48 hours in advance and can only be done on receipt of a written Confirmation from your company.

Car Parking: is available in our on-site car park on a first come, first served basis. Cars are parked at their owners risk and are charged at £7.00 per car, per day for residents and delegates.

Meeting Rooms Terms and Conditions

All reservations and agreements entered into are subject to the rules and regulations of the hotel and the following conditions:

1. **Reservation Policy:** Your reservation is considered provisional until we have received fax confirming all details and requirements. Provisional reservations may be released 24 hours prior to arrival without further notice.
2. **Cancellation Policy:** Cancellations are accepted up to 3 working days prior to arrival, however, we will be obliged to charge the first days room hire, equipment and food and beverage charges if you fail to arrive and do not have a valid cancellation number. Cancellations for accommodation are accepted up until 2pm on the day of arrival. However, we will be obliged to charge for the first day if you fail to arrive and do not have a valid cancellation number.
3. **Equipment Hire:** All equipment must be hired 48 hours in advance and can only be done on receipt of written confirmation from your company.
4. **Delegate Rates:** All Delegate rates are based on minimum numbers.
5. **Car Parking:** Onsite car parking is available at £1.00 per hour with a maximum charge of £7.00 per day.
6. **Refreshments:** Break times and final numbers must be confirmed prior to arrival and re-confirmed on arrival. Refunds cannot be made after the event so please check the bill prior to departure. All Food & Beverage items are served from The Brasserie or Lounge.
7. **Payment:** Unless a company account already exists, payment in full must be made on departure by either Cash or Credit Card. Cheques are accepted to the limit of a banker's card and company cheques will only be accepted if authorised in advance by the General Manager.
8. **Smoking is not permitted in any of the meeting rooms.** Failure to comply with this may result in omission from the Hotel.
9. **Meeting Rooms:** The room layout must not be altered and tables cannot be rearranged in any of the meeting rooms. All stands and display notices must be entirely selfsupporting. Nails, screws, drawing pins, blue tack, adhesives, sellotape etc must not be used on the floors, walls, doors or any surface area. Charges for damages may apply.
10. **Responsibility:** The hotel will not accept any responsibility for any goods lost, damaged or stolen while on the hotel premises.
11. **Fire Exits:** All fire exits must be kept clear from obstructions.