

## Bewleys Hotel Leeds Executive Boardrooms



Boardroom style meeting rooms for up-to 16 delegates @ £99.00 per day  
 U-shape meeting rooms for up-to 22 delegates @ £199.00 per day  
 Theatre/Banquet/Cabaret rooms for up-to 60 delegates @ £250.00 per day

Day Delegate Rates £35.00 per person

24hr Rates £139.00 per person

Minimum numbers for delegate rates: Boardroom x9 & U-Shape x18

Meeting Room	Style	Seats	Dimensions	Room Hire	Equipment	Smartboard
1	Boardroom	10	7.2 x 3.6m	£ 99.00		No
2	Boardroom	10	7.2 x 3.6m	£ 99.00		No
3	Boardroom	16	8.5 x 3.6m	£ 99.00		No
4	U-Shape	20	7.4 x 7.2m	£199.00	LCD/DVD/VCR/Speakers	Yes
5	Boardroom	16	8.5 x 3.6m	£ 99.00		No
6	U-Shape	22	7.4 x 7.2m	£199.00	LCD/DVD/VCR/Speakers	Yes
7	Cabaret	50	7.4 x 7.2m	£250.00	LCD/DVD/VCR/Speakers	Yes
7	Banquet	50	7.4 x 7.2m	£250.00	LCD/DVD/VCR/Speakers	Yes
7	Theatre	60	8.5 x 7.4m	£250.00	LCD/DVD/VCR/Speakers	Yes
8	U-Shape	20	7.7 x 7.5m	£199.00	LCD/DVD/VCR/Speakers	Yes
9	Boardroom	10	7.2 x 3.4m	£ 99.00		No

N.B: All tables are fixed to the floor in meeting rooms.

Each of these rooms benefit from natural daylight and the above rental costs include VAT as well as the following features:

- Screen
- Flip Chart (one per room)
- Air Conditioning
- Luxurious Leather Seating
- Fresh Chilled Mineral Water from Dispenser
- Unlimited FREE High-speed Internet Access (Wired or wireless)

Smartboards: Four 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, email, PowerPoint Presentation etc. replacing the necessity for flipcharts and whiteboards.
- Computer with Wi-Fi Internet access, USB ports and CD-ROM drive

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

Additional Equipment: can be hired at rates provided by our Audio-Visual Hire Company:

LCD Projector	£60.00 per day
Laptop	£60.00 per day
Additional Flipchart	£15.00 per day
Overhead Projector	£12.00 per day
TV & Video/DVD	£35.00 per day
Conference Phone	£90.00 per day
42inch Plasma TV	£100.00 per day

Equipment Hire: 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 underground car park. The charge is £1.00 per hour, with a maximum charge of £6.00 per day.

Refreshments:

Morning	Full English Breakfast Buffet	£8.95 pp
Break:	Tea/Coffee & Biscuits	£2.50 pp
	Tea/Coffee & Mini Danish/Croissant	£3.75 pp
	Tea/Coffee & Bacon Rolls	£5.25 pp
Lunch:	Buffet Lunch (Soup/Salad, Main Course, Dessert, Tea/Coffee)	£11.95 pp
Afternoon	Tea/Coffee & Biscuits	£2.50 pp
Break:	Tea/Coffee & Sandwich Platter with Chips	£8.95 pp

**NB:** A water dispenser is provided in each meeting room; no other food or beverages may be consumed in the meeting rooms.

Please note that all Breakfast, buffet lunches & teas / coffee are served in The Brasserie and not in the meeting rooms.

### Optional Conference Breaks:

Breakfast Break	Cereal Bar Fruit Juice Bowl of Fruit	£2.95 per person
Energy Break	Red Bull Mars Bar	£3.75 per person
Indulgent Break	Hot Chocolate Chocolate Fudge Cake with Cream	£4.50 per person

### Delegate Rates

Day Delegate £35.00 per person & 24HR Delegate £139.00 per person (inc. VAT)

Includes:

- Meeting Room Hire
- Integrated Equipment Hire
- Mid Morning Tea/Coffee & Biscuits
- Buffet Lunch – Soup/Salad, Main Course, Tea/Coffee
- Afternoon Tea/Coffee & Biscuits
- Car Parking

Also included for delegates on a 24 hour rate

- Chef's Three Course Dinner
- One Night's Accommodation
- Full Irish Breakfast
- Overnight Car Parking

Please contact Reservations for the best available rate on 0113 234 2340 or email [Leeds@BewleysHotels.com](mailto:Leeds@BewleysHotels.com)



## 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 a company fax/e-mail 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 72 hours prior to arrival, however, we will be obliged to charge the first days room hire if you fail to arrive and do not have a valid cancellation number. The cancellation charge does not apply if the room is resold.
3. **Equipment Hire:** All additional equipment (other than built-in) 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 a minimum number of 9 people in Boardroom style and 18 people in the U-Shape Meeting Rooms.
5. **Car Parking:** Underground car parking is available at Bewleys Hotel at the privileged rate of £1.00 per hour. The maximum charge that will apply is £6.00 per day. This rate is non-negotiable.
6. **Refreshments:** Break times and final numbers must be confirmed to the hotel 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 and Beverage items are served from the Brasserie and/or Lounge and not to the meeting rooms.
7. **Payment:** Unless a company account has been applied for and authorised in advance, payment in full must be made on departure by 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 is fixed and tables cannot be rearranged in any of the meeting rooms. All stands and display notices must be entirely self-supporting. 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.