



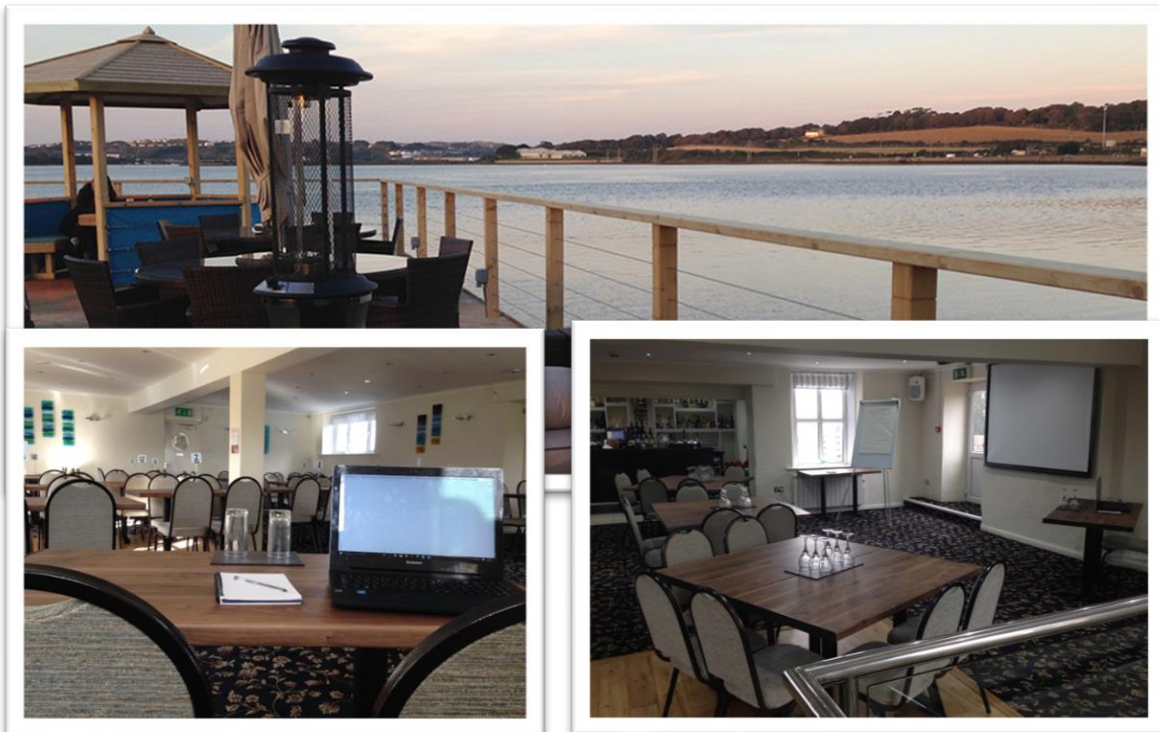
## Conference and Meeting Facilities

2023

The Old Quay House is a great venue to host your conference or meeting in West Cornwall. We are conveniently located just off the A30, yet inspirationally situated on the water's edge of the Hayle Estuary RSPB Nature Reserve. St Erth train station is only 0.6 miles away (approximately twenty minute walk away) or even closer is the Lelant Saltings branch line, at just 0.2 miles (approximately eight minute walk) from the Inn.

You will find all the facilities you could require to stage a memorable event, with our large multipurpose function suite, restaurant, bed and breakfast accommodation, ample free parking and complimentary Wi-Fi.

Find out how we can help you stage an unforgettable event by contacting us on 01736 753445 or [info@quayhousehayle.co.uk](mailto:info@quayhousehayle.co.uk).



# Facilities

## Moon Function Suite

The Moon suite is a large, private conference room situated on the first floor, with direct access out onto the private terrace and down to the waterside garden. This is a versatile room, available for day and evening hire, accommodating meetings and conferences of up to 60 Delegates. This room can be configured into a variety of layouts, with space for breakout areas and team exercises. A Stannah stair lift provides access up to the suite, and our disabled toilet facilities can be found on the ground floor.

Our large waterside garden offers the perfect location for team building exercises, allowing delegates to take in the fresh salty sea air and be inspired by our stunning estuary views.

## Capacity

Boardroom Style (seated around a large table) - 30 Delegates

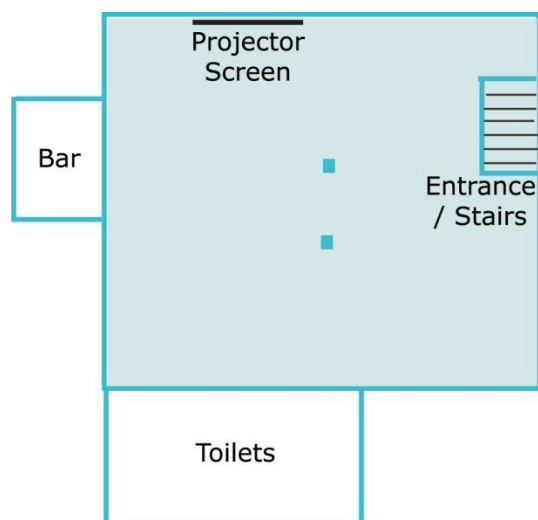
Theatre Style (seated in rows) – 60 Delegates

Cabaret Style (seating around tables) - 50 Delegates

U Shape Style - 30 Delegates

Classroom Style (seated in rows with tables) - 30 Delegates

All stated capacities are subject to the individual organiser's equipment and space requirements.



## Room Hire

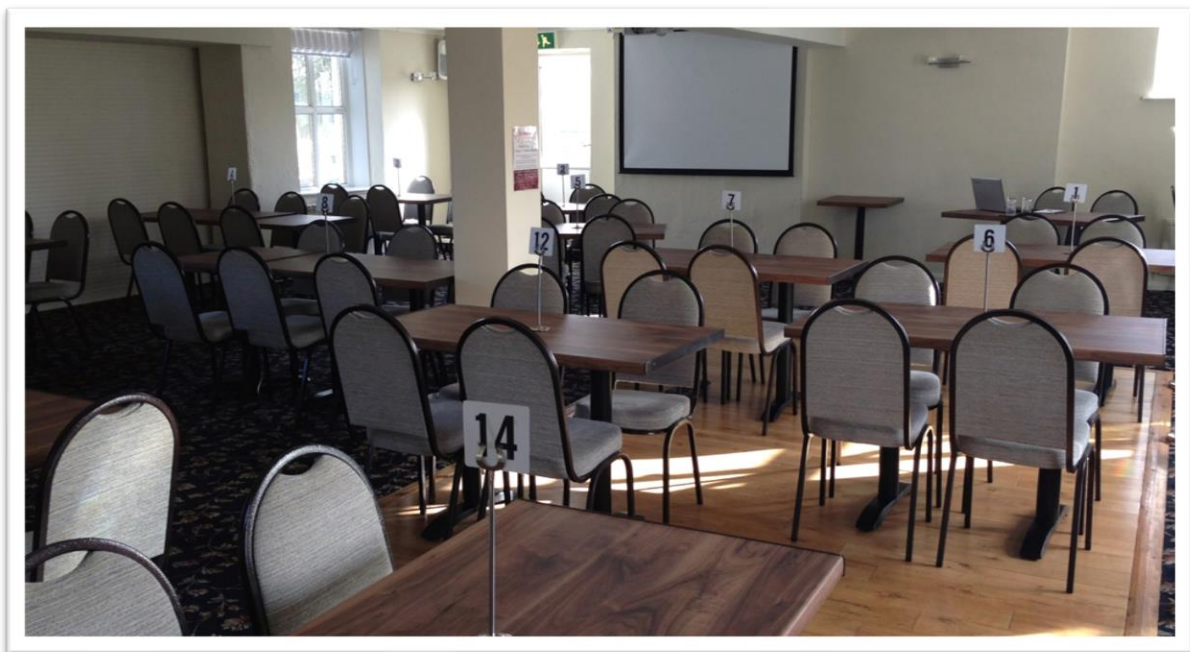
We are happy to tailor your event to suit your individual requirements; with breakfast, evening and part day packages available upon request. Alternatively, our conference room can be hired on a room only basis as follows, excluding catering:

Full day room hire rate (8 + hours) - £275 + VAT

Half day room hire rate (4 hours or less) - £175 + VAT

Room hire rates include:

- Room Set Up
- Bottles of Tap Water
- Flipchart & Pens
- An LCD Projector and screen
- PA system including up to two microphones
- White clothed registration table – if required
- Free parking
- Free WiFi



## Packages

We offer standard packages for day/half day delegates, available for meetings/conferences with 25 guests or more. We can cater for conferences/meetings with less delegates, however a room hire charge will be applicable, as well as the per delegate rate.

### Full Day Conference

Full use of conference room

Use of equipment including – LCD projector and screen, PA system, flipchart & pens

White clothed registration table – if required

Three servings of freshly brewed tea, coffee and biscuits (arrival, mid-morning and afternoon)

Bottled tap water

Buffet lunch with water and orange juice

Free parking

Free WiFi

**Full Day – including hot buffet lunch - £32.50 per delegate (+ VAT)**

**Full Day – including finger buffet lunch - £28.00 per delegate (+ VAT)**

### Half Day Conference

Use of conference room and equipment for 4 hours or less

Use of equipment including – LCD projector and screen, PA system, flipchart & pens

White clothed registration table – if required

One serving of freshly brewed tea, coffee and biscuits

Bottled tap water

Buffet lunch with water and orange juice

Free parking

Free WiFi

**Half Day – including hot buffet lunch - £29.50 per delegate (+ VAT)**

**Half Day – including finger buffet lunch - £25.00 per delegate (+ VAT)**

## Catering

**Hot Buffet** – Two course buffet lunch to include a hot dish, a hot vegetarian dish, a selection of salads and a dessert.

**Hot Buffet Options** - Chilli Con Carne, Chicken Korma or Beef Lasagne.

**Vegetarian/Vegan/Gluten Free Options** – Spiced Corn and Chickpea Burger, Warm Roasted Squash and Sweet Potato Salad.

**Dessert Options** – Fresh Fruit Salad with cream.

**Finger Buffet** – Mixed hand cut sandwiches - served on artisan bread, home-made sausage rolls, chicken drumsticks, cocktail pasties and crisps.

**Breakfast Meetings (price available upon request)** - Full English or bacon/sausage/egg bap served on white or granary bap or pastries (croissants & Danish pastries) or white or granary toast and selection of jams and marmalades, all served with freshly brewed tea, coffee and orange juice.

## Upgrades to your Day (prices available upon request)

Yoghurt and fresh fruit

Mini Danish pastry selection

Bite sized cakes

Scones, Cornish clotted cream and jam with your afternoon break

Muffins

Victoria sandwich

Bottled still or sparkling mineral water

Jugs of fresh orange juice

## Overnight Accommodation

The Old Quay House offers nine beautiful en-suite bed and breakfast garden lodges, with the majority boasting stunning views across the estuary. We have a selection of double, twin and triple rooms to choose from (rates subject to availability).

## What next...

We would be delighted to show you around and discuss how we can host your event. Please call 01736 753445 or email [info@quayhousehayle.co.uk](mailto:info@quayhousehayle.co.uk) to find out more and for a personalised quote.

For businesses booking our function suite on a regular occurrence, we may be able to offer preferential rates. Please contact us to discuss this further.



# Terms & Conditions

## Acceptance

By confirming in writing/email to us you will be acknowledging and accepting these terms and conditions.

Your provisional reservation can be held for 5 working days if required. If written confirmation has not been received by that time, we will assume that you do not require the reservation and the date will be released.

## Changes of Event

Any amendments to the original booking will be agreed in writing with The Old Quay House and the client.

Should you wish to change the date of your event, it will be at the discretion of the owners of The Old Quay House.

All events should have an authorised person present to liaise with our team should extra items need to be approved for the final bill.

A range of menus are available and will offer these to the client. Once selected this cannot be amended by individual delegates. Special dietary requirements can always be catered for; however, this must be requested by the client in advance.

Should your event cause for The Old Quay House to engage external contractors to provide a service or product we will always pass the cost of this on. We will endeavor to keep this cost as initially quoted; however, any increases imposed by an outside party will be passed on to the client.

## Confirmed Numbers

The Old Quay House will submit all quotations based on the estimated number of persons who will attend the event. The client will notify The Old Quay House if the number of guests varies

by more than 15% before four weeks prior to the event and The Old Quay House will amend the quotation and resend to the client.

Final numbers are required by 5pm 14 working days before the event. Any increase on this number will be accommodated to the best of our ability. Should numbers go down after this point the client will still be charged for the agreed amount.

### **Cancellation**

If this contract should be terminated or cancelled, the following terms apply:

The client should notify the owners of The Old Quay House in writing at any date prior to the date of the function.

We will endeavor to resell the function space and to obtain an equal profit margin. In the event that the function space is resold, the client will reimburse the venue for any shortfall in profit as a result of the cancellation. If the function space is not resold, the client will pay the venue the following amounts:

2 weeks notice or less – 100% of total charge (room hire + all catering)

4 weeks notice or less – 50% of total charge (room hire + all catering)

4-6 weeks notice – 50% of room hire

### **Payment of Accounts**

Where credit facilities have not been agreed upon in advance, the account must be settled on departure by credit/debit card.

Where there are account facilities, invoices should be settled within 30 days of receipt. Invoices not settled within our 30 day terms will be subject to the addition of interest at 2.5%.

### **Food & Beverages**

All prices are inclusive of VAT and will be charged at the rate at the time of your conference i.e. the client will be liable for any additional costs arising as a consequence of a rise in VAT. All wine, drinks etc are subject to increase and will be charged at the current tariff as at the time of your conference. All other wines, drinks, etc are to be paid for in cash/card. The Old Quay House does not allow guests to



bring their own food, wine, spirits or soft drinks for consumption at an event. The import of guest food or drink is not an option and corkage arrangements are not available.

Strict hygiene procedures are followed in our kitchen but due to the presence of other allergens in some products there is a small possibility that other allergens may be found in any menu item. If you or your guests have any allergies, please discuss this at the time of booking.

### Personal Belongings and Liability

The Old Quay House and its employees accept no responsibility for the loss or damage to any goods/items left on the premises. Please ensure all goods/items are removed by the end of your event. We cannot be held responsible for the failure of public services (e.g. water, gas, electricity etc), or for any disturbance beyond our control.

### Client Liability

The client shall be responsible for the behaviour of their guests and any damage to The Old Quay House property, including theft and water damage. Guests should not be excessive or rowdy, and offensive or illegal behaviour will not be tolerated. Consideration must be shown to other guests and our staff; we reserve the right to recover from the person making the booking any discretionary compensation payment or discount we may have to pay to other guests, as a result of your actions or members of your party.

The Old Quay House reserves the right to refuse any booking.