



## **BUSINESS FIRST**

CONFERENCE SERVICE

### CONFERENCE HIRE RATES

#### **ROOM HIRE**

Day time 9am – 5pm, Evening 6pm – midnight

Strand Room £300.00

Strand Room Saturday and Sunday evening £800.00

Daytime hire available Sundays

Board Room £150.00

Strand Bar £175.00

Herbrand Room £150.00

Please ask about half day lets

#### **EQUIPMENT HIRE**

TV and DVD £50.00

Screen £20.00

Speakers £10.00

Flip chart and pens £8.00 each

DVD player £40.00

Data projector £50.00

PA system & roaming mic £20.00

#### **STATIONERY**

Pads and pens

Photocopy £0.10 per copy

Facsimile £1.00 per out going sheet

Facsimile £2.50 per out going sheet to Europe

#### **REFRESHMENTS**

Hot & cold buffet Lunch £15.00 per person

Selection of sandwiches, crisps and fruit bowl £10.00 per person

Tea and coffee £2.50 per person, per serving

Biscuits 50p per packet of two

#### **Rates include VAT at 20%**

Please pre-order all equipment and refreshments prior to the event with details of timings and delegate numbers.

DIRECTLY ON THE BEACH

THE COODEN BEACH HOTEL LTD, COODEN SEA ROAD, BEXHILL-ON-SEA, EAST SUSSEX TN39 4TT

T: 01424 842281 F: 01424 846142 [thecoodenbeachhotel.co.uk](http://thecoodenbeachhotel.co.uk)

Registered Office as above. Company Number 05341915 Vat No. 850 9279 03



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### CONFERENCE PACKAGE RATES

#### **8 HOUR DELEGATE RATE\***

Day delegate package £35.00 per delegate

This includes:

Hire of conference room

Unlimited tea, coffee and biscuits

hot and cold working buffet lunch in the room

Pads and pens

Flip chart and pens

Projector and screen

Speakers

Extension leads

PA system and roaming mic

Other stationery available on request

Free car parking

Experienced co-ordinator on the day to oversee your event from start to finish

Use of the leisure club – gym, swimming pool, sauna, steam room and spa bath

#### **24 HOUR DELEGATE RATE\***

Overnight package £135.00 per delegate

Overnight accommodation in a single, twin or double room (room type subject to availability)

Preferential upgrades will be given where available

3 course set dinner menu in our Brasserie on the Beach

Full English or continental breakfast

Free use of the leisure club

24 hour room service available for guests

\*minimum numbers per conference room apply for our delegate rates

**Rates include VAT at 20%**

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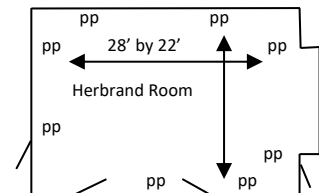
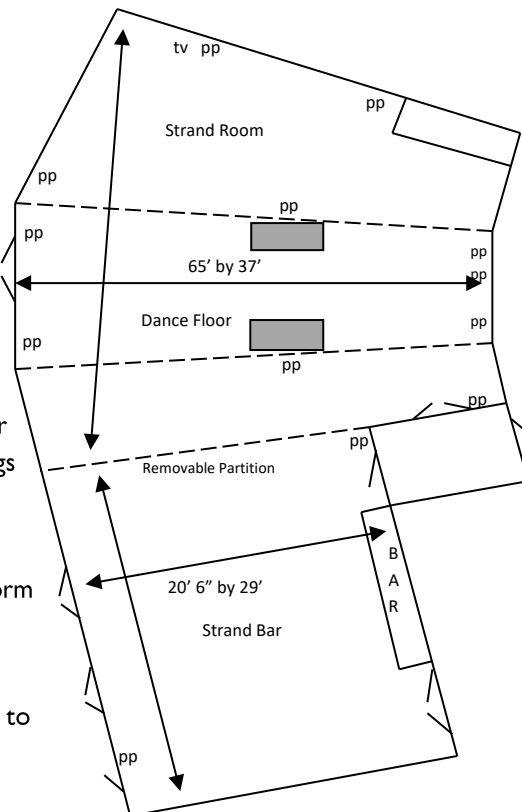
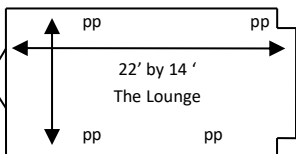
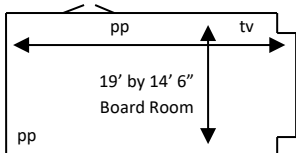
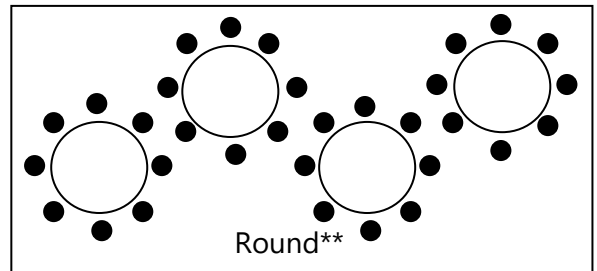
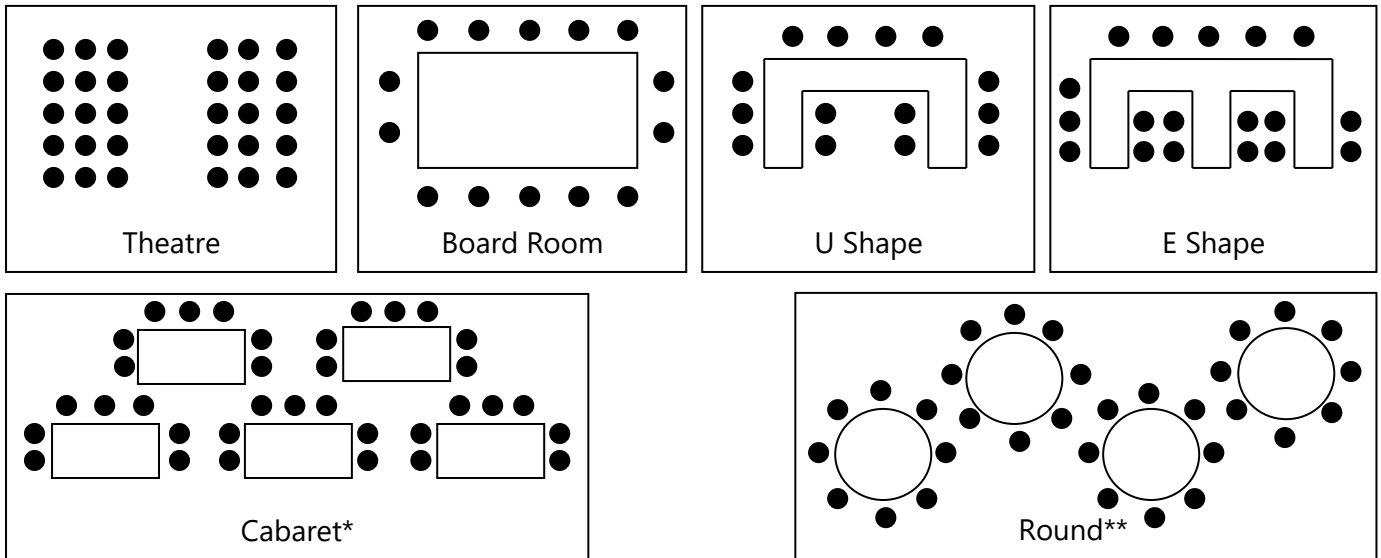
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ROOM LAYOUTS

With a choice of 5 different rooms, there's a place to suit your event whatever your requirements.  
To give you an idea of what is available, please view potential room layouts and sizes below.



These table layouts are examples for the different rooms available. Settings vary with delegate totals. Please discuss your needs with us

\*Tables may not always be in a uniform layout – table shapes and sizes are dependent on delegate numbers.

\*\*Round tables comfortably hold up to 8 delegates – 9 maximum

pp – Powerpoint  
tv – Television & Video Socket

DIRECTLY ON THE BEACH

## ROOM CAPACITIES AND LAYOUTS

	Strand Room	Strand Bar
Theatre	120	40
Cabaret	80*	25
Board Room	40	24
U Shape	35	30
E Shape	40	40
Reception/Buffer	150	35
Round	80	30

\*80 cabaret layout possible with some delegates not all facing the same way, should it be required that all delegates face the same way, this reduces to 60.

	Herbrand Room	Lounge	Board Room
Theatre	50	20	20
Cabaret	26	NA	12
Board Room	25	12	12**
U Shape	25	NA	17
E Shape	40	NA	NA
Reception/Buffer	40	25	NA
Round	40	NA	NA

\*\* CAN INCREASE TO 15 DELEGATES WITHOUT ANY EQUIPMENT IN THE ROOM.

Layouts above are most frequently requested, however should you require something different for your function, please do not hesitate to ask as we can bespoke to suit your needs.

As well as 7 different conference rooms on site, the hotel offers a wonderful beach location with relaxing sea views, 41 bedrooms, leisure club, Brasserie on the Beach, Gin Palace, Tavern Kitchen and Beach Terrace.

From your first contact with us, you will be dealing with a small, dedicated team of experienced event co-ordinators who have previously dealt with functions of all sizes and requirements.

Using our wealth of knowledge, we are more than happy to guide you through what you may need for your event and listen to your individual ideas for what you would like for your event.

On the day, one of the conference team will be on hand from start to finish, ensuring everything runs smoothly and meets every expectation.

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