

Quayside Exchange Meeting Rates 2017

Room Hire

Suite	Price (per hour) 7.00am until 6.00pm
Grand Room	£75.00
Alexandra Suite	£25.00
Wearmouth Suite	£25.00
Wylam Suite	£25.00
Vaulted Suite	£25.00

Refreshments

Refreshments	Price (per head)
Tea & Coffee	£1.75
Tea, Coffee & Biscuits	£2.00
Tea, Coffee & Bacon Roll / Pastry / Healthy Treat	£3.95
Bottled Still / Sparkling Water	£2.50
Jug of Cordial	£2.95
Jug of Juice	£4.95

Equipment Hire

Equipment	Hire Fee
Flip Chart	£20.00
Desktop LCD	£100.00
LCD, 8ft Screen (100 guests) or 10ft (100 +) Screen & Back Drop	£150.00 (8ft) / £200.00 (10ft)
PA system	£125.00
PA system with Technician	£175.00

Standard Delegate

£22.00 per head
20 guest minimum

Main meeting room hire
Dedicated conference coordinator
Freshly brewed coffee & tea on arrival
Mid morning freshly brewed coffee tea & biscuits
Working buffet lunch
Mid afternoon freshly brewed coffee & tea & biscuits
Iced water in meeting room
Mixed cordials
Conference stationery & mints

Healthy Delegate

£26.00 per head
20 guest minimum

Main meeting room hire
Dedicated conference coordinator
Fresh seasonal fruit basket to be consumed throughout the day
Freshly brewed coffee & tea, cereal bars / pan chocolate on arrival
Mid morning freshly brewed coffee & tea, healthy yogurts / chocolate bar
Two course hot & cold healthy buffet lunch
Mid afternoon freshly brewed coffee & tea, healthy treat
Iced water in meeting room
Mixed cordials
Conference stationery & mints
LCD projector and screen

Indulgence Delegate

£26.00 per head
20 guest minimum

Main meeting room hire
Dedicated conference coordinator
Fresh seasonal fruit basket to be consumed throughout the day
Freshly brewed coffee & tea, bacon roll on arrival
Mid morning freshly brewed coffee & tea, freshly baked cookie
Two course hot & cold buffet lunch
Mid afternoon freshly brewed coffee & tea, treat
Iced water in meeting room
Mixed cordials
Conference stationery & mints
LCD projector and screen