

# Conferencing

Imber Court understands that budgets are there for a reason and that is why we offer a highly competitive delegate rate and exceptional value for money.



If there is not the need for catering, we also offer room hire at a reasonable price. All room hire charges include hire of audio visual equipment.

For more information or help please do not hesitate in contacting a member of staff who will happily help you plan your conference and give you ideas.

## Room Hire Charges

Inclusive of VAT

Function Room	Full Day	Half Day
Ballroom & Dining Room ( McDowall Suite )	£500	£350
Dinning Room	£250	£175
Conference Room	£200	£150
Esher Suite 1	£200	£150
Esher Suite 1 & 2	£250	£175
Esher Suite 1, 2 & 3	£385	£285

## Syndicate Rooms

Full Day	Half Day
£75	£40



“ Great value for money and exceptional service. A great place to hold your meeting.”

## INCLUSIVE DAILY DELEGATE RATE

£36 Per Person

Exclusive of VAT

( minimum of 10 delegates )

This package includes:

**Main meeting room**

Screens, Televisions, DVD,  
Flipcharts , Projectors and Pens

Tea, Coffee, Pastries or Bacon Sandwiches on Arrival

Mid Morning Tea, Coffee and Biscuits

Choice of Finger Buffet or Fork Buffet Lunch

Afternoon Tea, Coffee and Cakes

Still and Sparkling Water

Car Parking

Telephone: 020 8398 1267

Website: [www.imbercourt.com](http://www.imbercourt.com)



# Conferencing

No conference is too big or too small for us here at Imber Court, and that is why you can be rest assured that you will receive a professional and first class service to suit all your needs.

From board meetings to outdoor team building, Imber Court will have the room and grounds for your business, whatever the requirement.

With a variety of audio and visual equipment, you can be satisfied that your conference will run smoothly.

Imber Court offers a highly competitive delegate rate, which is certainly value for money.

With all the hard work you 'll be doing, we understand the need for breaks, that 's why we offer great buffet menus and a selection of drinks and snacks. So why not refuel your minds so you 're raring to go!

## FINGER BUFFET MENU

Selection Assorted Sandwiches  
( i includes a variety of vegetarian options )

Chinese Chicken Sate

Crunchy Crudite with Dips

Lamb & Vegetable Samosas

Mini Spring Rolls with Sweet Chilli Dip

Scampi Bites

Ciabatta fingers with Smoked Salmon

Baby Mozzarella Balls with Cherry Tomatoes

Spicy Potato Wedges with Citrus Crème Fraiche

( minimum of 10 delegates )

## FORK BUFFET MENU

Selection of Cold meats and Salads  
With a Vegetarian selection

or

Chicken Supreme with Mushroom Sauce  
Served with Vegetables & Potatoes

or

Salmon with Dill Sauce  
Served with Vegetables & Potatoes

( minimum of 12 delegates )

Imber Court offers a variety of different catering options, so if there is anything else you 'd prefer, we will do everything in our power to cater for your needs.

Please ask a member of staff for more information about catering requirements.

*Telephone: 020 8398 1267*

*Website: [www.embercourt.com](http://www.embercourt.com)*



# Conferencing

We have a number of function rooms here at Imber Court, each unique to itself and can cater for almost anything.

## CONFERENCE ROOM

Style	No. of people
Theatre	40
Classroom	20
Boardroom	26
Cabaret	N/A
Dinner Dance	N/A

## ESHER SUITE

Esher Suite:	1	1 & 2	1, 2 & 3
Theatre	40	60	90
Classroom	20	30	50
Boardroom	24	40	N/A
Cabaret	18	30	50
Dinner Dance	N/A	50	70

## BALLROOM

Style	No. of people
Theatre	220
Classroom	100
Boardroom	70
Cabaret	140
Dinner Dance	200

## DINING ROOM

Style	No. of people
Theatre	70
Classroom	50
Boardroom	50
Cabaret	50
Dinner Dance	80

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# Terms and Conditions

## Confirmation of Booking

You will receive a letter of confirmation setting out the details of your booking and the prices payable for the facilities and services. This will be sent out within 5 working days of the date you make your booking.

The terms and conditions must be returned no later than 10 working days after receipt. If confirmation is not received within this period, Imber Court reserves the right to cancel the booking without further notice.

The booking will be considered as provisional and not binding on either party until the confirmation has been signed and returned to Imber Court.

## Deposit and Payment

A 50% deposit of the quoted price is required and should be returned with the Terms & Conditions. Please note that deposits are not refundable.

The balance of your final charges will be invoiced at the end of the month in which your function is held. Payment is due within 14 days of the date of the invoice.

## Cancellation

Cancellations must be notified to Imber Court in writing. The hirer must agree to reimburse Imber Court for any expenditure incurred, including any costs, charges or penalties, as a result of having to cancel arrangements with third parties.

## Amendments and Final Numbers

Final numbers must be advised to us no later than 3 working days before your event. Charges are made on the final numbers given or the numbers actually attending, whichever is greater.

To secure your booking, please sign and date your acceptance of these Terms and Conditions and return one copy to Imber Court with your deposit.

Name.....

Date.....

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