

WELCOME TO TAPTON HALL

To motivate and encourage new ideas this is the ideal setting in which to conduct all types of business meetings, conferences, presentations and exhibitions.

There are eight conference and meeting rooms to accommodate a wide range of functions varying from confidential interviews to a national conference.

Some of the rooms can be combined to form two linked exhibition suites.

How to find us: _

THE DELEGATE PACKAGE

OUR CONFERENCE SERVICE IS DESIGNED:

- To meet your needs from single room hire to a fixed price package and to provide a wide range of equipment, with
- Conference staff always available to assist in any way we can help the efficiency of your arrangements.

WE PROVIDE:-

- Your meeting room which can be available for your use between 9.00 am and 5.00 pm (later by arrangement) and for a full day meeting 'refreshed' at lunchtime.
- Syndicate rooms are available at an extra cost. (see Room Tariff for numbers)
- Refreshments on arrival morning coffee, and/or afternoon tea with biscuits together with a two course lunch or buffet of your choice.
- Presentation aids including flip chart and display board, slide and/or overhead projector and screen. (see Equipment Hire Tariff for list of items available)
- Use of the Centre's services.

EQUIPMENT AND FACILITIES

AUDIO-VISUAL AIDS

The centre offers the use of an overhead or slide projector, screens, blackboards, flipchart and can also provide, at short notice, cine projection facilities together with video and television recording/playback arrangements to meet specific requirements. There are inbuilt sound/public address facilities in the Hallam and Endcliffe Rooms and amplification can be provided on request in other rooms in the centre.

OFFICE FACILITIES

The centre can provide modern photocopying facilities both before and during meetings. A facsimile service is available. In addition to the complimentary stationary provided, the staff can meet specific requests for further facilities.

BAR & CATERING FACILITIES

The centre is fully licensed, with two bars, and a wide range of catering is available by way of either hot traditional English dishes or a finger/fork buffet in a pleasant relaxed atmosphere. Our conference Staff and Function Manager are always available to assist in the selection of a menu. Complimentary soft drinks and mineral waters are provided in all meeting rooms.

EQUIPMENT HIRE CHARGES

The following list is a sample of equipment available for hire-
Please enquire for other items required.
All costs are per day (minimum hire period)

Video Equipment

	£
Video Cassette Recorders	
VHS Player/Recorder w/out Monitor.....	35
With Colour Monitor(27").....	60
Monitor Stand.....	10
VHS Camcorder with 7" Monitor Tripod.....	65
Lighting Kit.....	from 25
Slide Projector	
Basic Slide Projector.....	20
Kodak Carousel 35mm Slide Projector with appropriate lens and Extension Remote Control.....	30
Extra for Infra Red Remote.....	10
Overhead Projector	
A4 Basic OHP.....	15
Tripod Screen 6'.....	12
Tripod Screen 8'.....	27

Flipchart, Lecterns, Pointers & Microphones

Flip Chart Stand (pads and markers extra).....	8
Illuminated Table Top Lectern.....	12
Floor Standing Lectern.....	22
Laser Pointer.....	15
Conference Microphone.....	10
Lapel Microphone.....	18

All equipment is hired subject to the full terms and conditions of hiring,
copies of which will be provided on request.

CONFERENCE LUNCH MENU

PLEASE SELECT ONE ITEM FROM EACH OF THE FOLLOWING COURSE FOR EACH OF THE DELEGATES

(Vegetarian meals are available with 24 hours notice)

MAIN COURSE

Steak and Mushroom Pie
Breast of Chicken Chasseur
Braised Ham with Sherry Sauce
Roast Lamb
Roast Loin of Pork with Stuffing and Apple Sauce

.....

(all main courses include a choice of one potato and two vegetables in season)

.....

DESSERT

Fruit Salad with Cream
Hot Apple Pie & cream
Crème Caramel with Orange Segments
Cheese & Biscuits

.....

Coffee

.....

(Should you wish to choose from our full selector menus please ask for copies from our office staff who will be pleased to assist you)

CONFERENCE BUFFETS

FINGER BUFFET A

.....
Selection of Sandwiches
(salmon, beef, turkey, cheese)
Mixed Salad Bowls
Breaded Mushrooms
Sausage Rolls
Pork Pie
Vegetarian Flan
Hot Chicken Drumsticks
Nuts, Crisps and Pickles
.....
Selection of Sweets
.....
Coffee
.....

FINGER BUFFET B

.....
Selection of Sandwiches
(ham, cheese, tuna mayonnaise)
Savory Vol au Vonts
(Various)
Pizza Slices
Farmhouse Pie
Sausage Rolls
Chicken Goujons with a Spicy Dip
Nuts, Crisps and Pickles
.....
Selection of Sweets
.....
Coffee
.....

FORK BUFFET (MINIMUM 40 DELEGATES)

Please choose a maximum of TWO hot dishes, plus one vegetarian dish

HOT DISHES

.....
Curried Beef
Turkey a la Crème
Chili Con Carne
Pork and Mushroom Stroganoff
Chicken Goujons with Spicy Dip
.....

Vegetarian Dishes

.....
Vegetable Goulash
Cheese and Tomato Flan
Vegetable Tikka Masala
.....
Chips
Savoury Rice
.....

Mixed Salad Bowls
.....
Selection of Sweets
.....
Coffee
.....

