



ABBEY MANOR BUSINESS CENTRE

Abbey Manor Business and Conference Centre is set within an existing 15th-century Grade 1 Listed manor house in historic and delightful surroundings on the outskirts of Yeovil in South Somerset. The Centre is ideally situated 10 minutes from the A303 and is easily accessible.



The Conference Centre offers an ideal and prestigious venue for conferences, training, meetings and corporate functions. Facilities at the centre include:

- ◆ **Air-conditioned conference rooms for up to 60 delegates, and a range of meeting rooms (subject to availability)**
- ◆ **A range of food and refreshments freshly prepared by our catering team to suit your requirements**
- ◆ **Audio-visual presentation equipment**
- ◆ **Occasional Marquee hire during summer months for corporate functions or meetings**
- ◆ **Daily Delegate Packages available for 10 or more delegates**
- ◆ **Wi-Fi Broadband Internet Connection in our conference rooms**
- ◆ **A full range of business support services including colour and black-and-white photocopying, fax and secretarial services**
- ◆ **Ample free on-site parking**
- ◆ **Friendly and welcoming staff**
- ◆ **Disabled access (please ask for details)**

All of the facilities and services can be tailored to suit your individual requirements.

For more information or to check availability, please contact Jacintha Cooke:

**The Abbey Manor Business Centre
Preston Road, Yeovil, Somerset, BA20 2EN
Tel: 01935 848524**

Email: info@yeovilbusinesscentre.co.uk

www.yeovilbusinesscentre.co.uk

ROOM AND EQUIPMENT HIRE PRICES

MANDEVILLE ROOM

The Mandeville Room is our main conference room and is located on the ground floor of the main building. The room is air-conditioned, has stone walls, display boards, natural light and disabled access. The layout of the room can be adapted to suit your requirements.

Room Sizes: 9.55m x 6.35m (31' 5" x 20' 10")	
Boardroom Style	up to 20 people
Theatre Style	up to 60 people
Cabaret Style	up to 36 people
Workstation Training	up to 20 people
Conference Style (with 2 x Breakout tables)	up to 14 people up to 12 people
Buffet/Reception	up to 60 people
U Shaped	up to 20 People
Classroom	up to 20 People



Theatre Style Layout

ROOM HIRE RATES

The room rates include: one flipchart stand complete with pad and pens, complimentary jug(s) of tap water.

Monday – Friday

Hourly Rate.....	£ 40.00.....	(Ad-hoc occasions)
Half Day.....	£110.00.....	09.00 - 13.00 or 13.30 - 17.30
Full Day.....	£180.00.....	09.00 - 17.30
Evening.....	£110.00.....	18.00 - 21.30

PLUCKNETT SUITE

The Plucknett Suite is our executive boardroom, located on the first floor of the main building. The room is air-conditioned, has high ceilings and also features a fireplace. The Plucknett Suite does not have disabled access; please be aware of this when booking this room.

Room Sizes: 9.55m x 6.35m (31' 5" x 20' 10")	
Boardroom Style	up to 20 people

Other room layouts available; please enquire.



The Plucknett Suite

ROOM HIRE RATES

The room rates include: one flipchart stand complete with pad and pens, complimentary jug(s) of tap water.

Monday – Friday

Hourly Rate.....	£ 40.00.....	(Ad-hoc occasions)
Half Day.....	£110.00.....	09.00 - 13.00 or 13.30 - 17.30
Full Day.....	£180.00.....	09.00 - 17.30
Evening.....	£110.00.....	18.00 - 21.30

OTHER MEETING ROOMS

As a business centre we have a wide range of rooms available throughout the site. Each room is different in size and character. Please contact us to discuss your requirements.

SYNDICATE ROOMS

We have alternative meeting rooms, syndicate rooms and breakout areas available, subject to availability. Please enquire for prices.

DAILY DELEGATE PACKAGES

Daily Delegate Packages are available which are priced depending on number of delegates. Prices include room hire, all equipment including audio visual equipment and a choice of menu and refreshments – full details are outlined in this pack.

ROOM AND EQUIPMENT HIRE PRICES

EQUIPMENT

The centre is able to provide a range of equipment and services for your delegates during your event.

Audio Visual Equipment

Projection Screen Only:.....	Free of Charge
Projector/Monitor:-	
Half Day Hire.....	£38.00
Full Day Hire.....	£65.00

IT Equipment (please see the notes at the bottom of this page)

Internet Access (Wi-Fi Access):.....	Free of Charge
Laptop Hire.....	£40.00 per session

Other Equipment

Flipchart Stand, Pad and Pen.....	Free of Charge
Notepads and Pens.....	£1.00 per person
Whiteboard.....	Free of Charge

If you have any additional equipment requirements, please enquire and we will do our best to accommodate your request.

PLEASE NOTE:

- *While most PCs will work with our equipment, provided that they have a VGA connector, we cannot guarantee compatibility. Therefore we recommend that you arrange a test in advance of your presentation to avoid any complications on the day of your event. If this is not practical we advise that you test your PC with an external monitor connected to the VGA connector to ensure that you can produce a duplicate display, and that you bring a second (different) PC as a backup where possible.*
- *If you are planning to hire our laptop for your presentation, we would again recommend that you arrange a test in advance of your presentation to ensure compatibility of the software. You are welcome to discuss your requirements with our IT department who will be happy to assist you.*
- *All equipment is supplied subject to availability and as required.*

CAFÉ @ INFORMATION AND PRICES

The Abbey Manor Business Centre has an on site Café @ which is exclusively for Business Centre users. The café is run by Claire's Catering who have been providing high-quality food and refreshments since 1990. Claire's Catering specialise in corporate events and weddings and take pride in producing high-quality food using local ingredients where possible.



The Café is open 8.30am - 2pm on weekdays to serve a variety of drinks and snacks; outside these hours, refreshments and snacks are available by prior arrangement only.

The Café @ provides a wide range of freshly-prepared home-made snacks, buffets, and executive buffet lunches. Please use the booking form to indicate your choices. Should you have any special requests please let us know, as our Café staff can offer great flexibility in meeting your specific requirements and budget.

Drinks Menu

◆ Dorset Tea and Lavazza Filter Coffee.....	£1.60 per person
◆ Dorset Tea and Lavazza Filter Coffee served with a Biscuits.....	£2.00 per person
◆ Dorset Tea and Lavazza Filter Coffee served with Home Made Cakes.....	£2.85 per person
◆ Jug of Fruit Juice.....	£3.50 per jug
◆ Mineral Water(330 ml).....	£1.30 per bottle
◆ Canned Drinks.....	£1.60 per can
◆ Sparkling Elderflower Presse.....	£2.00 per bottle

Breakfast Menu

◆ Bacon Roll.....	£3.00 per person
◆ Bacon and Sausage Roll.....	£3.50 per person
◆ Mini Pastries served with Tea and Coffee.....	£3.75 per person

CAFÉ @ INFORMATION AND PRICES

Buffet Menus

Menu A - £4.95 per person

- ◆ A selection of freshly-prepared Sandwiches
 - ◆ Crisps
 - ◆ Fruit Juice

Menu B - £5.95 per person

- ◆ A selection of freshly-prepared Sandwiches
- ◆ One Option from our Buffet Menu Selection
 - ◆ Fruit Juice

Menu C - £6.95 per person

- ◆ A selection of freshly-prepared Sandwiches
- ◆ Two Options from our Buffet Menus Selection
 - ◆ Fruit Juice

Menu D - £7.95 per person

- ◆ A selection of freshly-prepared Sandwiches
- ◆ Three Options from our Buffet Menus Selection
 - ◆ Fruit Juice

Menu E - £8.95 per person

- ◆ A selection of freshly-prepared Sandwiches
- ◆ Four Options from our Buffet Menus Selection
 - ◆ Fruit Juice

Buffet Menu Options

- Spring Rolls with Plum/Sweet Chilli Dip
- Crudités and Dips
- Cheese and Pineapple Kebabs
- Sausage Rolls
- Hot Potatoes with Rosemary and Garlic
- Chicken Bites with selection of Dips
- Mini Home-made Quiches
- Vol au vents
- Honey & Mustard Glazed Cocktail Sausages
- Fresh Fruit Platter
- Assorted Home made Cakes
- Tortillas and Dips
- Mini Pizza
- Pork Pies

DELEGATE PACKAGE RATES

Our Half Day Delegate Rate Includes:

- ◆ Hire of Conference Room or your choice (subject to availability)
- ◆ Audio Visual Equipment (including monitor or projector and screen)
- ◆ Hire of Laptop
- ◆ Wireless Internet Access
- ◆ Flipchart/Pens
- ◆ Whiteboard and Pens
- ◆ Pens and Notepads for Delegates
- ◆ Jugs of Tap Water
- ◆ Tea, Coffee served with a selection of Biscuits on arrival
- ◆ Mid Morning Tea, Coffee served with a selection of Biscuits
- ◆ Freshly Prepared Home-made Lunch (Menu E) served with Tap Water and Fruit Juice

Our Full Day Delegate Rate Includes: -

- ◆ All items listed for the Half Day Rate
- ◆ Afternoon Tea and Coffee served with Home-made Cakes

Daily Delegate Lunches

The Lunch consists of a selection of freshly-prepared Sandwiches, four Options from our Buffet Menu Selection (below) and Orange Juice.

- Spring Rolls with Plum/Sweet Chilli Dip
- Crudités and Dips
- Cheese and Pineapple Kebabs
- Sausage Rolls
- Hot Potatoes with Rosemary and Garlic
- Chicken Bites with selection of Dips
- Mini Home-made Quiches
- Vol au vents
- Honey & Mustard Glazed Cocktail Sausages
- Fresh Fruit Platter
- Assorted Home-made Cakes
- Tortillas and Dips
- Mini Pizza
- Pork Pies

PRICES

No of Delegates	Full Day Rate (per person)	Half Day Rate (per person)
10-15 Delegates	£31.00	£22.75
16-20 Delegates	£28.00	£21.50
21-30 Delegates	£24.25	£18.00
31-40 Delegates	£22.00	£16.50
41-50 Delegates	£20.45	£16.00
51-60 Delegates	£19.00	£15.00

CONFERENCE CENTRE INFORMATION

Centre Opening Times

The centre is open every weekday between 8.30am and 5.30pm. Bookings can be made outside of these hours and we will arrange for staff to open up for you. If your presenter/organiser would like to arrive early to set up the room, let us know and we will make the necessary arrangements to allow them access to their room.

Room Set Ups

The room layouts stated on the room information are a guide; some of our room layouts can not be changed but most of the rooms are flexible, and the tables and chairs can be set out to suit your event.

Please note that we reserve the right to move any conference to an alternative appropriate size room with or without giving prior notice if necessary.

Syndicate Rooms and other Meeting Rooms

We have syndicate rooms and some alternative meeting rooms available. Please enquire for availability.

Receptions and Buffets

Our Café @, which is located within our Conference Centre, is able to offer catering for buffets and receptions. The Café @ Catering Manager will discuss your requirements upon your request and is flexible to your individual needs. Please contact Claire on 01935 848570 or email cafe@abbeymanor.com.

Café and Garden Area

We have a Café with a garden (incorporating a smoking area) available for snacks and drinks throughout the day. During evening bookings, the café can be utilised as a breakout area.

How to Find Us

Please see location map attached.

Car Parking

We have up to 120 complimentary car parking spaces available.

CONFERENCE CENTRE INFORMATION

Business and Conference Centre Office Services

We are able to offer office services to include colour and black & white photocopying, fax, telephone, a computer station with Internet access, e-mail facility and secretarial services which are charged as per our business services price list (copy enclosed).

Conference/Meeting Bookings

To make a booking, please telephone 01935 848524 to confirm dates required and availability. A booking form will then be sent, once returned and completed, a confirmation letter will be issued.

Attendee List

It is the responsibility of each organisation booking a meeting room to keep a record of all delegates attending on the day of the booking. This is for fire and safety regulations and should be available on the day of the booking in case of a fire.

Fire Exits and Amenities

The Ladies' and Gents' Cloakrooms, Fire Exits and Fire Assembly Point locations will be indicated to you on your arrival.

Prices

All prices quoted are exclusive of VAT. We reserve to right to update and change prices as required.

Further Information

If you wish to discuss your booking and requirements, or need to request any further details, please contact our bookings co-ordinator Jacintha Cooke on Tel: 01935 848524 or email: jcooke@abbeymanor.com

We hope to have the opportunity of welcoming you to the Abbey Manor Business and Conference Centre and taking care of your individual requirements.

BUSINESS CENTRE SERVICES PRICELIST

Fax

Fax Charges

Outgoing UK	£1.00 first page, 50p subsequent pages
Outgoing Europe	£1.50 first page, 75p subsequent pages
Outgoing N America	£2.50 first page, £1.50 subsequent pages
Outgoing Other Countries	£2.75 first page, £1.75 subsequent pages
Fax Incoming	50p first page, 30p subsequent pages

Lamination and Binding

A4 Laminating	£1.00 first page, 75p subsequent pages
A3 Laminating	£2.00 first page, £1.50 subsequent pages

Comb Binding

6 mm - 22 mm	£1.50 per document
25 mm - 50 mm	£2.00 per document
Velo Binding	£1.50 per document
Acetate Covers	30p each
Backing Board	30p each

Photocopying and/or Printing

A4 Black & White Photocopying	10p per sheet
.....	50 copies or more 8p per sheet
.....	100 copies or more 6p per sheet
A3 Black & White Photocopying	20p per sheet
.....	50 copies or more 16p per sheet
.....	100 copies or more 12p per sheet
A4 Colour Copying	75p per sheet
.....	50 copies or more 60p per sheet
.....	100 copies or more 40p per sheet
.....	A3 Colour copy £1.50 per sheet
.....	50 copies or more £1.20 per sheet
.....	100 copies or more 80p per sheet