



DUXFORD LODGE

HOTEL AND RESTAURANT

ICKLETON ROAD, DUXFORD, CAMBRIDGE, CB22 4RT

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MEETINGS & CONFERENCES

The Duxford Lodge Hotel, is ideal for quieter, away from it all style meetings set in its own well-tended informal gardens with ample car parking, yet in close proximity to Cambridge City Centre / Science Park, M11 (two minutes to J10), Stansted Airport (approx 20 minutes).

We understand the changing needs of the corporate market and offer the room and expertise to help you accomplish your objectives.

Your ideal location for:

- **Conferences**
- **Meetings**
- **Training Courses and Team Building**
- **Corporate Dinners and Product Launches**
- **Private parties and Celebrations**
- **Civil Wedding and Naming Ceremonies**
- **Wedding Receptions**

Duxford Lodge can provide a choice of three main rooms:



Le Paradis Room – Ground Floor

From 20 delegates "U" shape layout,
Classroom style upto 20 delegates,
Boardroom style upto 26 delegates, or
45 delegates theatre-style.

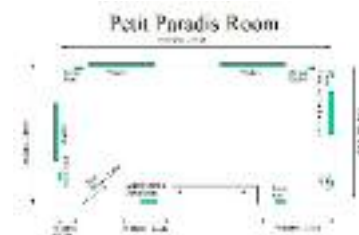
*Fully air conditioned, panoramic views
of grounds. Minimum 20 delegates.*



Petit Paradis Room – 1st Floor

Upto 15 delegates "U" shape,
30 delegates theatre-style or
20 Boardroom

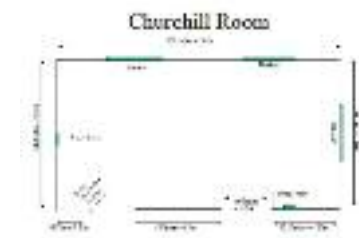
*Fully air conditioned, plenty of natural
daylight with blackouts if required.*



Churchill Room – Ground Floor

Upto 8 delegates boardroom layout or
12 delegates theatre-style.

*Natural daylight on two aspects.
Ideal for breakfast meetings*



BREAKFAST MEETINGS

Breakfast meetings are available from 7.00am.

Breakfast Meeting £16.50 per delegate (Full English Breakfast, to include Vegetarian option, fruit juices, croissants, toast, preserves, tea/coffee, room hire, flipchart, pens, paper, pencils, free internet. Morning papers can be ordered day before at an additional cost.

Wireless Broadband Internet access is provided FREE for all guests and corporate customers. Use your own laptop or one of our PCs.

We offer half day, full day and 24 hour conference facilities plus the flexibility to provide tailor-made arrangements for your delegates.

DAILY CONFERENCE TARIFF

Daily Conference Tariff : £35.00 per delegate (Minimum 10 delegates)

Meetings include:

Morning Tea/Coffee and Danish Pastry. £1 supplement Bacon Bap
Tea/coffee with lunch
Finger buffet or two* course Restaurant lunch (supplement £5 per delegate)
Afternoon tea/coffee & biscuits
Conference Room Hire
Free Internet Access and complimentary use of computer
Screen, flipchart, pens
Fruit cordials and boiled sweets
Pencils, paper, tent cards
Ample free on site parking

24 Hour Conference Tariff : £140.00 per delegate

This includes the Daily Delegate Rate plus sole occupancy en suite accommodation, a 3 course dinner with coffee and full English breakfast. Dinner may be taken in a private dining room if 10 or more delegates. If an executive room is required, a supplement will be added.

CONFERENCE ROOM HIRE CHARGES

VENUE	FULL DAY HIRE RATE	HALF DAY HIRE RATE
Le Paradis Room	£165.00	£100.00
Petit Paradis Room	£125.00	£85.00
Churchill Room	£85.00	£50.00
Room Hire Timings £18.00 per hour or part hour will be charged for longer than booked (Dependent upon availability)	9.00 am to 5.00 pm	9.00am to 1.00pm 2.00pm to 6.00pm 7.00pm to 11.00pm

CONFERENCE SUPPLEMENTS PER DELEGATE

Freshly Brewed Coffee or Selection of Teas	£2.50
Freshly Brewed Coffee or Selection of Teas and Breakfast Roll (Bacon and/or Egg)	£4.50
Freshly Brewed Coffee or Selection of Teas and Danish Pastry	£4.75
Jug of Orange Juice	£5.95
Bottle Mineral Water – Still or Carbonated	£2.50
Bowl of Fresh Fruit from	£5.95
11/2 rounds of Sandwiches with Crisps and Salad Garnish	£6.50
Glass House Red or White Wine from –	£4.00

A screen & flipchart are free of charge but other equipment hire is extra

All the above rates are inclusive of VAT @ 17.5%

AUDIO VISUAL HIRE

Per day

Tripod Screens up to 6'	£17.00
Flipchart Easels, Pads and Pens	£15.00
Sony 27" Monitor, VHS VCR tri std or DVD Player & Unicol stand	£58.75
OHP	£24.00
Role-play Kit 21" Sony Monitor, VHS Video Recorder, Stand Video Camera, Tripod, Microphone	£125.00
DVD Player multi format multi regional (professional standard)	£38.00
Toshiba Satellite Laptops Dual Core NVidia Graphics Wireless fully loaded	£124.00

All prices inclusive of VAT. Other items of equipment may be ordered on your behalf
At least 7 days notice of all equipment required. Please ask for prices if equipment
required for more than a day.

CONDITIONS OF BOOKING

Cancellation Policy for Meeting Rooms. As we have only 3 meeting rooms we reserve the right to charge for any booking cancelled within 7 (seven) full working days before the confirmed date unless we can re-sell the date.