



## *Your Key to a Successful Event*

*The Imperial Hotel has established an excellent reputation catering for business meetings, seminars and a wide variety of private functions. Ranging from formal meetings and dinners, to more intimate functions*

*Situated in the centre of Barnstaple, overlooking the River Taw, we offer a wealth of modern facilities for the conference or function organiser with the assurance of personal service and a choice of superb cuisine.*

*We are able to offer assistance with audiovisual equipment, secretarial services, toastmaster and almost any other service you require.*

*With three private function rooms with seating for 12 to 60 persons we can cater for any occasion and individual. And of course, with 63 bedrooms, accommodation is comfortable and luxurious. All rooms are en-suite and offer satellite television. If more flexible accommodation is required, we are able to offer intercommunicating family rooms and suites.*

*Should you have any particular requirements which you would like to discuss personally, please do not hesitate to contact us.*

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## *Facilities for Every Occasion*

### *The Kingsley Suite*

*The Kingsley Suite is available for private meetings, conferences and dinners for up to 60 people. The suite boasts the luxury of refrigerated air conditioning and a dance floor.*

### *The Arlington Restaurant*

*The Arlington Restaurant is perfectly suited for Lunchtime Functions of up to 110 people. A stunning, spacious room, with air conditioning, and excellent décor.*

### *The Tower Suite*

*The Tower Suite is both comfortable and luxuriously decorated and is the ideal location for informal gatherings*

### *The Litchdon Suite*

*The Litchdon Suite accommodates up to 12 people Boardroom Style and is a perfect venue for private dinner parties and more formal meetings*

### *Seating Capacities*

<i>Style</i>	<i>Arlington Restaurant</i>	<i>Kingsley Suite</i>	<i>Tower Suite</i>	<i>Litchdon Suite</i>
<i>Theatre</i>	-	60	-	12
<i>U-Shape</i>	-	30	-	-
<i>Boardroom</i>	-	30	15	12
<i>Classroom</i>	-	30	-	-
<i>Reception/ Cocktails</i>	-	100	40	-
<i>Banquet / Wedding</i>	110	60	-	12
<i>Dinner Dance</i>	N/A	50	-	-



## *Room Hire Charges*

Are as follows, including VAT at 20%

### *PRICES PER DAY*

<i>ARLINGTON SUITE</i>	<i>£350.00</i>
<i>KINGSLEY SUITE</i>	<i>£200.00</i>
<i>TOWER SUITE</i>	<i>£190.00</i>
<i>LITCHDON SUITE</i>	<i>£100.00</i>

### *PRICES PER HALF DAY*

<i>ARLINGTON SUITE</i>	<i>£300.00</i>
<i>KINGSLEY SUITE</i>	<i>£150.00</i>
<i>TOWER SUITE</i>	<i>£120.00</i>
<i>LITCHDON SUITE</i>	<i>£85.00</i>

## *Equipment*

*ALL AVAILABLE AT EXTRA DAILY CHARGE*

*Inclusive of VAT at 20%*

<i>OVERHEAD PROJECTOR &amp; SCREEN</i>	<i>£45.00</i>
<i>POWER POINT PROJECTOR &amp; SCREEN</i>	<i>£80.00</i>
<i>VIDEO &amp; MONITOR</i>	<i>£40.00</i>
<i>FLIP CHART STAND, 1ST PAD &amp; PEN</i>	<i>£15.00</i>
<i>EXTRA FLIP CHART PAD</i>	<i>£10.00</i>
<i>BT OPENZONE WIRELESS BROADBAND</i>	<i>£6.00 For 1 Hour</i>
	<i>£10.00 For 24 Hours</i>

## *Business Services*

*PHOTOCOPYING*    *25p PER A4 SHEET (UP TO 50)*  
*15p PER A4 SHEET (50 +)*

*FAXES*                    *£2.00 PER SHEET IN THE UK*  
*£4.00 PER SHEET OVERSEAS*



## *Refreshments*

<i>Full English Breakfast</i> <i>(Available between 7.30am and 9.30am)</i>	<i>£12.50 per person</i>
<i>Morning Coffee and Danish Pastries</i>	<i>£4.50 per person</i>
<i>Morning Coffee and Bacon Sandwiches</i>	<i>£7.25 per person</i>
<i>Morning Coffee and Biscuits</i>	<i>£3.25 per person</i>
<i>Afternoon Tea and Biscuits</i>	<i>£3.25 per person</i>
<i>Afternoon Cream Tea</i>	<i>£7.25 per person</i>
<i>*Finger Buffet Lunch</i>	<i>£12.50 per person</i>
<i>To Include:</i>	
<i>A Selection of Sandwiches</i>	
<i>Cocktail Sausages Wrapped in Bacon</i>	
<i>Assorted Savoury Pastries</i>	
<i>Julienne of Fresh Vegetables with Dips</i>	
<i>Breaded Chicken Drumsticks</i>	
<i>Vegetable Samosa's</i>	
<i>Whole Peeled King Prawns</i>	
<i>Mushroom &amp; Vegetable Skewers</i>	
<i>Hot Cocktail Pasties</i>	
<b><i>*Please Note a Minimum number of 20 guests are required for the Finger Buffet</i></b>	
<i>Jug of Orange Juice</i>	<i>£5.00</i>
<i>Bowl of Fresh Fruit</i>	<i>£1.50 per person</i>
<i>2 Course Lunch</i> <i>(Main Course, Sweet &amp; Coffee)</i>	<i>£14.50 per person</i>
<i>Full Afternoon Tea</i> <i>(Tea, Biscuits, Sandwiches &amp; Scones)</i>	<i>£11.95 per person</i>



## *Notes*



THE  
IMPERIAL HOTEL

CONFERENCES  
&  
FUNCTIONS  
2011/2012



### *Conference Facilities*

*The following Suites are available for conferences:*

*The Kingsley, Tower and Litchdon Suites all have internal lighting control, full blackout facilities, water, mints and a selection of cordials, ample power sockets and telephone point. Comfortable chairs and tables are pleasantly dressed.*

### *Booking Requirements*

*Should you wish to make a Provisional Booking of one or more of our Function Rooms please contact the Duty Manager. A written Confirmation will always be required to confirm your booking and should be emailed, faxed or posted as soon as is possible.*

*Where there are Refreshments being served, final numbers are required 7 days prior to your function/meeting. These numbers will be the minimum charged to your account.*

*Please note that all payments are required on the day.*

## THE IMPERIAL HOTEL

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