

# Hinchingsbrooke

## HOUSE & PERFORMING ARTS CENTRE

### Conferences at Hinchingsbrooke House

Hinchingsbrooke House is a Tudor Country House built around an early 13<sup>th</sup> Century Nunnery. With its beautiful setting Hinchingsbrooke House makes the perfect venue for meetings and seminars with a varied choice of rooms for both the small business meeting and larger conference.

#### Our Rooms

The Assembly Room, originally the Yellow Drawing Room of the House is ideal for conferences and seminars holding a maximum of 120 delegates theatre style. This light, airy room gives an atmosphere conducive to lecturing and working.

The Assembly Suite can be used as a complete unit, comprising the Assembly Room, Inner Hall and Pedigree Room. The Inner Hall is a large open room, which is often used for registration of delegates but can also be used as a lecture hall, syndicate room, display area or for catering. The interconnecting doors to the Assembly Room and Inner Hall make the Pedigree Room an ideal syndicate room.



**Assembly Room-Theatre Style**



**Inner Hall-Theatre Style**



**Pedigree Room-Boardroom Style**

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The Library, the oldest part of the House is bursting with charm and character and overlooks the grounds. This versatile room can cater for both small meetings and large conferences.

The Chapter House boasts a lot of natural light and is a very popular choice for groups of up to 20 delegates theatre

The Library Suite, comprising the Library and Chapter House offers an attractive alternative to the Assembly Suite, holding up to 100 delegates theatre style. The Chapter House offers a great breakout area.



**Library-Café Style**



**Chapter House-Horseshoe Style**

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### Conference Room Tariff

Please note that these charges apply daytime Monday to Friday during school holidays only and DO NOT include use of equipment.

Room	Style	Numbers	Style
Pedigree	Boardroom	14	Basic £35.00 plus £10.00/hr. Minimum fee £55.00
Chapter House	Theatre Horseshoe Boardroom Café	30 12 15 15	Basic £45.00 plus £20.00/hr. Minimum fee £85.00
Assembly	Boardroom Theatre Café Horseshoe	40 120 50 30	Basic £55.00 plus £30.00/hr. Minimum fee £115.00
Library	Boardroom Theatre Café Horseshoe	30 100 40 25	Basic £55.00 plus £25.00/hr. Minimum fee £105.00
The Assembly Suite (to include Assembly Room, Pedigree Room and Inner Hall)	Boardroom Theatre Café Horseshoe	As above	Basic £105.00 plus £50.00/hr. Minimum fee £205.00
The Library Suite (to include Library and Chapter House)	Boardroom Theatre Café Horseshoe	As above	Basic £85.00 plus £30.00/hr. Minimum fee £145.00

During school holidays, the House ground floor is available to hire between 9am-5pm for a charge of £750.00-please contact the Lettings Office on 01480 375678 for further details.

### Equipment Hire

TV, Video & DVD Player	£10.00 per day
Projection Screen	£4.50 per day
Flip Chart, Paper & Pens	£5.00 per day
Data Projector	£50.00 per day
Laptop	£30.00 per day
Extension Lead	No Charge
Data Projector Stand	No Charge

Prices until April 2011

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## Conference Buffet Menus

### Menu 'A'

**£8.00 per head**

Assorted sandwiches (1 ½ rounds pp)  
Selection of finger fruits (2 pieces pp)  
Mini cocktail pâtisserie (2 pieces pp)

### Menu 'B'

**£10.00 per head**

Assorted bridge rolls (1pp)  
Homemade vegetable quiche bites (2pp)  
Stone-baked mini pizza selection (2pp)  
Chilli & ginger chicken strips (2pp)  
Fresh crudité vegetables with dips (2pp)  
Lincolnshire cocktail sausages (2pp)

### Menu 'C'

**£13.00 per head**

#### **Cold**

Selection of topped ciabatta (1pp)  
Fresh crudités vegetables with dips (2pp)  
Roasted chicken wings with tomato dip (1pp)

#### **Hot**

Butterfly breaded prawns with sweet chilli dip (2pp)  
Spicy breaded baby corn with sour cream & chive dip (1pp)  
Mixed vegetable spring roll with sweet & sour sauce (2pp)  
Mini Yorkshire pudding with beef & horseradish (1pp)

## Conference Incidentals

Tea / coffee	-	£1.30 per person
Tea / coffee & biscuits (2pp)	-	£1.60 per person
Fruit Juice	-	£1.10 per person
Danish pastries	-	£2.35 per person
Croissants/ Pain au Chocolat	-	£2.35 per person
Yoghurt	-	£1.10 per person
Fresh Fruit Fingers (2pp)	-	£1.00 per person
American style muffins	-	£2.35 per person
Breakfast rolls (bacon, sausage or egg)	-	£3.95 per person

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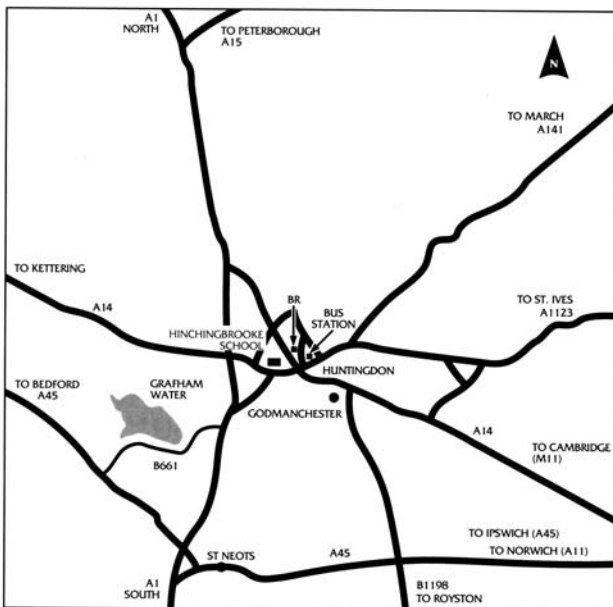
### How to find Hinchingsbrooke House & Performing Arts Centre

#### From the A1 North

Pass the first signpost for A14 (Landmark: **Alconbury**). Exit the A1 at the next A14 junction (**Brampton Hut**). At the roundabout below turn left onto the A14 East. Take the next turning for **Brampton and Huntingdon racecourse**. Turn right at the first mini roundabout back over the A14. Go straight over the next mini roundabout, follow signs for Brampton. Go straight over the next roundabout; follow signs for **Huntingdon Railway Station** and **Hinchingsbrooke Hospital** on the Brampton Road.

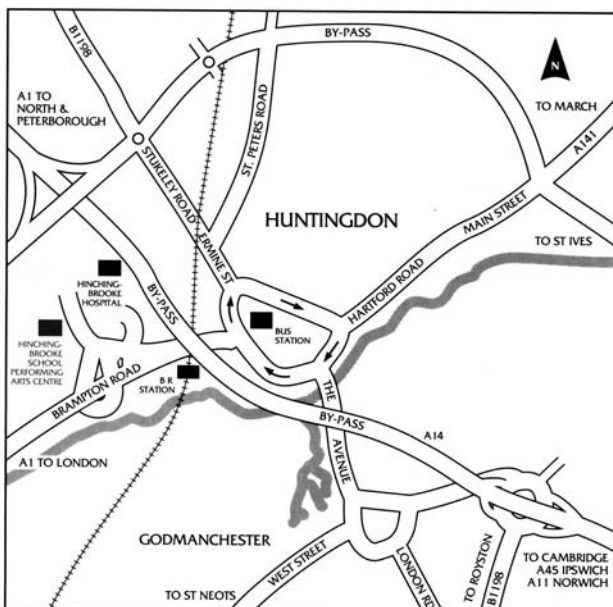
#### From the A1 South

Go straight across the roundabout at Buckden (Landmark: **Shell Garage**) and take the next exit signpost Brampton. Drive under the A1 and filter onto Buckden Road. Pass **Brampton Park Golf Course** on your right and straight over the next mini roundabout (**RAF Brampton**). At the next roundabout turn right into Brampton Road, follow signs for **Huntingdon Railway Station** and **Hospital**.



#### ALL

You will pass on your right **The Brampton Mill Restaurant**, take the next left after the stone wall, following the signs for the Hospital. The **Police Headquarters** will be on your right, take the left turning just before the pelican crossing for Hinchingsbrooke House. Follow the gravelled drive to the medieval gates. Park in the car park and walk through the gates to the house. Please do not park in the bus bays before 4.00 pm.



# Hinchingbrooke

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### **Summary of Terms and Conditions of Hire of Facilities at Hinchingbrooke House**

- All Bookings must be made through the Lettings Office, Hinchingbrooke House, Brampton Road, Huntingdon, Cambridgeshire, PE29 3BN. Telephone Number 01480 375678.
- A booking will not be confirmed until a Booking Form has been completed, signed and returned to the Lettings Office.
- All cancellations should be made in writing. Hinchingbrooke reserves the right to charge a cancellation fee.
- Hinchingbrooke reserves the right to require full hire payment (which will be determined by Hinchingbrooke) at the time of booking.
- Catering can only be provided by Hinchingbrooke Catering Services and for certain functions (i.e. Weddings, Dinners and Balls) a minimum number of guests may be stipulated.
- No intoxicating liquor or food shall be sold, supplied or brought on the Premises except under license held by the Catering Manager.
- Hinchingbrooke House is governed by County Council Regulations. Cambridge County Council is a non-smoking authority.
- Smoking, naked flames, candles and fireworks are not permitted within Hinchingbrooke House.
- The Hirer is liable for any damage caused to the premises by themselves or their party. It is a necessity that all hirers take out Third Party Public Liability Insurance to the sum of £5,000,000.

**FULL TERMS & CONDITIONS OF HIRE WILL BE SUPPLIED WITH A BOOKING FORM.**