



THE CROFT
HOTEL

CONFERENCES
AND MEETINGS

WELCOME

The Grade-II listed Croft Hotel is a distinctive venue and perfect for your next business meeting, conference, exhibition or event. Our range of suites cater for any number of delegates from a small board meeting for 3 to a larger presentation for up to 200 delegates. Located close to Darlington on the boarder of North Yorkshire, the hotel has easy access to the A1 & A19 and is only a few miles from Teesside Airport.

Here at The Croft Hotel, we pride ourselves on excellent service, attention to detail and our willingness to help. We offer a full range of audio visual and other conference equipment for hire, including digital projector, projector screens and flip charts.

This information has been put together to provide event organisers with all the information they should require. However, should you need any further information, or to arrange an appointment to discuss options and view our facilities, then please contact us on: 01325 720319 or email: info@crofthotel.net and we will be happy to help.



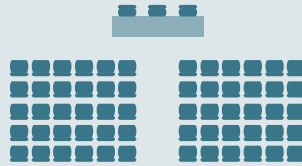
ROOM LAYOUTS AND CAPACITIES

CLASSROOM STYLE



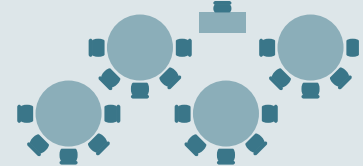
Popular configuration for conference and educational sessions; for note taking and for engaging in interactive exchange with the front of the room

THEATRE STYLE



Preferred arrangement for presentations, and events where maximum seating capacity is desired

CABARET STYLE



Ideal for special events suited for round table seating, as well as training sessions and workshops that involve group breakouts

U SHAPE STYLE



Ideal for training, presentations and general training

BOARDROOM STYLE



Ideal for board meetings, brainstorming and external meetings

These suggested layouts are our most popular, however we will be pleased to accommodate your specific requirements on request.

To view our facilities or to discuss our requirements further simply contact a member of our Team.

ROOM LAYOUTS AND CAPACITIES

CAPACITIES

	Left Chaytor Suite	Right Chaytor Suite	All Chaytor Suite	Conference Room
Theatre Style	100	100	125	20
Classroom Style	50	50	100	N/A
Boardroom	70	70	140	14
Lunch/Dinner	100	100	200	16
Dinner Dance	80	80	160	N/A
Reception (Standing)	200	200	400	20

HIRE CHARGES

	Left Chaytor Suite	Right Chaytor Suite	All Chaytor Suite	Conference Room
Full Day (9-5)	£295.00	£295.00	£495.00	£200.00
Half Day (am/pm)	£195.00	£195.00	£295.00	£150.00
Evening	£200.00	£200.00	£295.00	£150.00
Room hire charges include pads, pens and iced water				
	Rate	Description		
Day Delegate	£35.00	3 x servings of coffee, tea and biscuits, buffet lunch, paper and pens, flip chart, projector screen and room hire – Minimum numbers 8/10		
24 Hour Delegate	£155.00	3 x servings of coffee, tea and biscuits, buffet lunch, paper and pens, flip chart, projector screen and room hire, evening meal, accommodation and breakfast		

EQUIPMENT

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A full range of audio-visual equipment is available on request at a nominal charge. Such equipment must be booked in advance.



Flip Chart (including paper and pens)	£30.00
Portable Tripod Projector Screen	£40.00
Multimedia Digital Projector	£100.00
Projector & Screen Combined Price	£120.00
26" Flat Screen TV	£100.00
Lap Top	£120.00

REFRESHMENTS

Iced tap water complimentary	£0.00
Bottled mineral water (330 ml bottle)	£3.00
Tea, coffee and biscuits	£3.25
Coffee, tea and cakes	£6.95
Coffee, tea and Danish pastries	£6.95
Orange or apple juice 1 ltr jug	£5.50

Catering for any event can be provided and tailored to suit your needs. These menus have been put together to take the hassle out of your event and to ensure everything runs as smoothly as possible.

If these menus are not suitable then please do not hesitate to ask, as we can cater for all your needs. Special dietary requirements can also be catered for, please ask for details

CATERING & REFRESHMENTS

CATERING

Breakfast rolls	Bacon / sausage rolls	£6.95
Continental	Juice, fresh fruit, pastries, tea / coffee	£9.95
Working lunch	Sandwiches, crisps, scones and fruit bowl	£12.95
Soup and sandwiches	Soup of the day and a selection of sandwiches	£12.95
Classic finger buffet	Selection of sandwiches & wraps, chicken and vegetable skewers and salads	£15.95
Cold fork buffet	Cold meats, salads, quiche and new potatoes	£18.95

Accommodation

We provide a variety of modern en-suite bedrooms many of which overlook the river, offering a range of amenities including free Wi-Fi, Freeview TV, heated towel rail, hairdryer and complimentary toiletries, and an iron with ironing board.



TERMS AND CONDITIONS

1.1 booking and confirmation:

A provisional booking will be held by The Croft Hotel for 7 (seven) days, on bookings made in advance of 2 (two) weeks of the event date, unless agreed otherwise with the hotel management. Confirmation of the booking is required in writing from the client within this 7 (seven) day period otherwise the management reserve the right to release the booking without further notice to the customer. Such written confirmation acknowledges agreement of terms and conditions.

1.2 cancellation and postponement

Cancellation or postponement by the client must be in writing and may result in the charges at the discretion of the management.

1.3 prices

All rates quoted include VAT at the current rate. Prices quoted are valid at the time of printing and are subject to change without prior notice.

1.4 availability

All rooms, facilities and rates offered by The Croft Hotel are subject to availability at the time of booking at the discretion of the management.

1.5 payment

Where credit card terms are agreed, payment to the hotel is strictly within 30 days of the invoice date, otherwise payment is due 1 week prior. Failure to receive payment within this period may result in the cancellation of subsequent bookings at the discretion of the management.

1.6 changes and cancellation by the hotel

The hotel may, without prior notice, change the clients assigned room(s) for one(s) of equal suitability without affecting any minimum or another charge.

1.7 external purchase

Consumption of food and drink, other than that supplied by the hotel, is not permitted to be consumed on the premises. We do not allow catering by others in any circumstances.

1.8 general

The client is subject the general terms and conditions of the hotel. The use of adhesive materials such as Blu Tack and tape is not permitted on painted wall surfaces and associated damages/cleaning charges will be applied.



THE CROFT
HOTEL

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