



Conferences

By Lakeside Leisure





Conferences with Lakeside Leisure

We understand the needs of our clients whether it's a small meeting for 4 or a large seminar or exhibition for 1600 delegates we can accommodate you in various locations within our portfolio.

In the group we are proud to have 3 hotels, an Iconic Music & Sports venue, Family Restaurant and in excess of 100 acres of surrey parkland for team building and outdoor pursuits.

Consisting of 18 meeting and event rooms which can easily cater to the ever changing needs of the market. We pride ourselves on being adaptable and exceeding client's expectation at every opportunity.

We offer the standard day and residential packages, however we are more than happy to design a package around your needs and budgets to ensure you get the most from your event. From team building in the Surrey countryside to a drinks reception cruising down the Basingstoke canal.

Venues:

Lakeside International Hotel – Frimley Green, Surrey www.lakesideinternationalhotel.com

Lakeside Country Club – Frimley Green, Surrey www.lakesidecomplex.com

Continental Hotel – Frimley Green, Surrey www.lakesidecontinentalhotel.com

Potters International Hotel - Aldershot, Hampshire www.pottersinternationalhotel.com

Group Conference & Events Sales

t: 01252 838000 ext 422 or e: conferences@lakesideinthotel.com



Lakeside International Hotel

Sitting on a picturesque and idyllic lake in the heart of Frimley Green, Surrey is the three-star business-class and vacation hotel, Lakeside International, all 98 en-suite rooms have been fully renovated and we now offer Executive, Suite, Family and Standard rooms.

A preferred hotel for business traveller with a high level of repeat clients, it is minutes away from Farnborough Airport, train stations, Ascot races, museums of the Aldershot Military, Windsor Castle and The Watercress Line heritage steam railway.



Potters International Hotel - Aldershot

A much-preferred hotel with a high-repeat clientele, Potter's International, is perfectly situated between Farnborough and the military town of Aldershot on the Hampshire, Surrey and Berkshire borders. This business-class hotel occupies the premises of the former Royal Aldershot Officer's Club and offers a range of conferences and banqueting rooms.



Lakeside Country Club

As one of Britain's premier entertainment centres. It is part of the Lakeside group of companies owned by Bob Potter Leisure Limited in Frimley Green, Surrey, England. Lakeside is renowned as the home of world darts. It is one of the UK's top venues for international Cabaret



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Conference Packages

Day Delegate Rate

Main meeting room hire

Mid-morning coffee

Wireless Internet

Cordials and mineral water (in main meeting room)

Finger buffet lunch

Flipchart

Afternoon tea and coffee

24hr Residential Package

Early bird coffee and tea on arrival

Main meeting room hire

Delegate stationery (place cards, pads and pens)

Conference refreshment sweets

Cordials and mineral water (in main meeting room)

Mid-morning coffee and tea break with biscuits

Chef's cold buffet or a two course set meal

Afternoon tea and coffee with biscuits

Three course evening meal

Overnight accommodation

Full English breakfast

Flipchart and marker pens

LCD projector and screen

Delegate Extras:

Tea & Coffee with Biscuits £2.50per person

Bacon Roll on Arrival £3.50per person

Orange Juice £7.50per jug

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Lakeside International

	Peninsular	Boardroom	Ascot	Windsor	Henley
Classroom	60	N/A	36	36	N/A
Boardroom	50	12	38	34	8
Theatre	100	N/A	80	80	N/A
Cabaret	100	N/A	60	60	N/A
U-Shape	70	N/A	32	32	N/A

Potters International

	Royal Ballroom	Queen Victoria	Prince Albert	Wellington	Churchill 1 & 2	Churchill 3	Churchill 5 & 6	Churchill 4 & 7
Classroom	100	50	50	--	6	4	12	--
Boardroom	--	--	--	12	14	12	22	6
Theatre	400	250	250	--	20	--	100	--
Cabaret	150	75	75	--	--	--	40	--
U-Shape	--	60	60	--	30	--	30	--

Lakeside Country Club

	Main Suite	Canal Suite
Theatre	1600	400
Cabaret	800+	250+

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Team Building & Corporate Fun Days

Within the portfolio we also have access to over 100 acres of land suitable for just about any type of activity.....

And working with our preferred supplier we can make anything possible



Equipment

Flipchart	£ 14.00
42" Plasma on 5' Mobile Stand	£130.00
Carousel Projector, Stand and Screen	£ 46.00
P.A. System, including 2 speakers and wired Microphone	£ 98.00
<u>as above</u> with radio lapel Mike	£125.00
6' Tripod Screen	£ 14.00
8' Tripod Screen	£22.00
LCD Projector & Screen	£130.00
Role-play Kit (Camcorder, Tripod, Monitor)	£150.00
21" TV/VHS/DVD Combi Unit	£60.00
Laptop	£150.00

Should your equipment requirements be more extensive, please provide a detailed list of requirements and we will be happy to provide a quote from our AV specialist

*All prices are quoted on a daily basis and inclusive of Vat at the current rate, the Hotel reserves the right to amend these prices without notice

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Health & Fitness



All of our venues have access to extensive gym facilities which can be included in packages if required.

- 2 swimming Pools
- Jacuzzis
- Steam rooms
- 5 Squash Courts
- Health & Beauty
- Fitness Studio & Classes

Group Conference & Events Sales

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Terms & Conditions

All bookings made by customers in respect of accommodation, meetings or events at any Lakeside Leisure Property hereinafter called 'the Company' are accepted upon the following terms and conditions.

Payment

A deposit of 25% of the total booking fee must be paid upon confirmation (unless credit has been approved prior to booking). The outstanding balance of the account is payable 14 days prior to arrival as cleared funds, unless alternative arrangements have been agreed by the property. Completed credit application forms are required at least 21 days prior to the event for all customers requesting credit. If credit is granted, notification will be made in writing. Settlement must be made in full within 21 days of receipt of the appropriate invoice. Credit agreements will not be offered to private individuals. Under no circumstance will credit be considered for any event under £1000 in value. All payment must be paid prior to the event. Payment of any deposit is deemed as acceptance of these terms and conditions

Cancellation Policy

- No cancellation charge shall be payable in the following circumstances: -
 - 1)Notice of cancellation has been received more than six weeks prior to the event.
 - 2)The accommodation/Meeting Rooms are subsequently resold for the relevant days

N.B. Where a Manager judges that the degree of protection afforded by this policy is insufficient for the degree of risk he undertakes when contacting a specific piece of business, he may seek agreement in writing to different terms at the outset of the contract.

- Where cancellation is advised less than six weeks prior to the event the amount of any cancellation charge will be calculated in relation to the 'value of the business lost' and will be charged as follows

1)Residential Bookings. The sum of the number of vacant rooms of each type up to the total number reserved each night at the agreed daily rate (including meals and Room Hire).

2)Non Residential Bookings. The number of persons booked or guaranteed each day at the agreed daily rate (or the Room Hire payable where this is alternatively specified).

- The actual charge to the client will be calculated as a percentage of the 'value of business lost' on the following basis: -

Amount of notice given to hotel to resell accommodation % of the value of the business lost	
Over 6 weeks	nil
Over 4 weeks and up to 6 weeks	50%
Over 2 weeks and up to 4 weeks	75%
Up to 2 weeks	100%

Should the client be able to rebook the event at a time acceptable to the hotel manager- 25% of any cancellation charge shall be credited to the rebooked event.

- The company reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage or destruction of the Lakeside International Hotel by fire or other cause, any shortage of labour or food supplies, strikes, lockouts or industrial unrest or any other cause beyond the control of the Company that shall prevent it from performing its obligations in connection with any booking. In these circumstances reasonable steps will be taken to accommodate the booking in another Company establishment.

- The Client will be held responsible for any damage caused to Furnishings, Equipment and Fittings by himself or his guests and shall pay on demand the amount required to make good or remedy and damage.

- The Company can accept no responsibility for loss or damage to client's property.

- The client shall be responsible for the orderly conduct of the function and shall ensure that nothing shall be done which will constitute a breach of the law or in any way cause a nuisance or be an infringement of or occasion or render possible a forfeiture or endorsement of the licenses for the sale of wine, beer, spirits or for music and dancing. In particular it shall ensure there is no illegal betting or gaming.

I have Read and accept these Terms & Conditions

Name: _____ (printed) Signature: _____

Company: _____ Date: _____

Position: _____ Date of Event: _____