

The Highfield Conference & Meetings

47 Highfield Road, Idle, Bradford, BD10 8QH

Tel: 01274 611111 Email: reception@thehighfield.com www.thehighfield.com

Private Meeting Standard Hire Charges

Meeting Space A	1 ~ 20 Delegates		
<i>Monday to Thursday ~ Per half day (4 hours)</i>		£	60.00
<i>Friday, Saturday & Sunday ~ Per half day (4 hours)</i>		£	80.00
Meeting Space B	20 ~ 40 Delegates		
<i>Monday to Thursday ~ Per half day (4 hours)</i>		£	80.00
<i>Friday, Saturday & Sunday ~ Per half day (4 hours)</i>		£	100.00
Meeting Space C	40 + Delegates		
<i>Monday to Thursday ~ Per half day (4 hours)</i>		£	120.00
<i>Friday, Saturday & Sunday ~ Per half day (4 hours)</i>		£	140.00

Our room hire charge is due, in full, to secure your booking and is non-refundable in any instance. Bank Holidays will be charged at the Saturday rate. Requirements and any outstanding balances to be agreed and settled a minimum of seven days prior to the event taking place

Please note that the allocated room will be dependant on the number of delegates attending and the seating arrangements and space you require for any training exercises. Please ensure this information is provided when making your bookings so that we can ensure the allocated space meets with all of your requirements

Hot Buffet ~ Prices start from (per person)	£	4.50
Cold Buffet ~ Prices start from (per person)	£	7.95
Catering Platters ~ Prices start from	£	10.00
Selection of Paninis or Wraps ~ Prices start from (per person)	£	3.50
<i>Please make your selection from the menus provided</i>		
Tea, Coffee & Biscuits ~ Per person	£	1.90
Tea & Coffee Airpots ~ Serves 25-30 people	£	30.00
Jug of Cordial ~ A choice of blackcurrant and orange	£	3.00
Jug of Water	£	2.00
Bottled Water 500ml ~ A choice of still or sparkling	£	1.50
Projector & Screen Hire	£	100.00
Projection Screen Hire	£	30.00
Easel / Whiteboard Hire	£	20.00

Unfortunately customers' cannot provide their own catering

Please inform us of any special dietary requirements you or your guests may have, 7 days prior to the event