



## CONFERENCES, MEETINGS & TRAINING ROOMS

*Professional  
Spaces for Every  
Occasion*

Hotel, Leisure Centre,  
Public Bar & Events Venue

47 Highfield Road,  
Idle, Bradford, BD10 8QH

01274 611 111

[reception@thehighfield.com](mailto:reception@thehighfield.com)

[www.thehighfield.online](http://www.thehighfield.online)

**2026**



## INTRODUCTION

Located in Idle, Bradford, The Highfield offers versatile and professional spaces ideal for conferences, corporate meetings, training sessions, networking events, business presentations and team building away days.

Our dedicated team understands the needs of businesses and provides a comfortable environment to ensure your meeting or event runs smoothly and efficiently.

Whether you're hosting a small team meeting or a corporate conference, we provide flexible spaces, excellent service and everything you need in one convenient location.

### Flexible Business Spaces Designed for Productivity

- Two private function rooms suitable for meetings, conferences and training sessions
  - Capacity from 10 to 200 delegates
- On-site hotel accommodation for travelling attendees
  - Free parking and Wi-Fi for all guests
  - Access to bar, restaurant and leisure facilities
- Professional and friendly events team to assist with planning

Everything you need for a successful business event — all under one roof.

## OUR VENUE

### Our Venue

The Highfield provides adaptable spaces:

- **Hotel Function Suite** – Suitable for 30 to 120 guests
- **Moo Bar** – A large suite for 60 to 200 guests
- **Public Bar** – Guests can enjoy free use of our Public Bar for more informal meetings and get-togethers

### Event Planning

Our experienced team will assist with planning every detail of your event, helping ensure your meeting runs smoothly and professionally.

### Catering Options

We offer a range of refreshments, working lunches and buffet packages to keep delegates energised throughout the day.

### Accommodation for Delegates

On-site hotel rooms are available for delegates travelling from further afield. Guests who book direct also enjoy FREE access to our leisure facilities including our saltwater pool, jacuzzi and gym.

# ROOM HIRE & TABLE OPTIONS



## ROOM HIRE

### Space A - 10-20 Delegates

- Monday-Thursday  
(Per half day 4.5 hours) £60.00
- Friday, Saturday & Sunday  
(Per half day 4.5 hours) £80.00

- Room hire is required in full to secure your date and is non-refundable
- Please note that we do not allow outside catering
- Bank Holidays will be charged at the Saturday rate
- Requirements and any outstanding balances are to be agreed and settled a minimum of 14 days prior to the event taking place
- Please note that the allocated room will depend on the number of delegates attending and the seating arrangements required. Please ensure this information is provided when making your booking so that we can allocate the most suitable space to meet all of your requirements

### Space B - 20-40 Delegates

- Monday- Thursday  
(Per half day 4.5 hours) £80.00
- Friday, Saturday & Sunday  
(Per half day 4.5 hours) £100.00

### Space C - 40 + Delegates

- Monday - Thursday(Per half day 4.5 hours) £120.00
- Friday, Saturday & Sunday ~ Per half day 4.5 hours) £140.00

### Cleaning & Breakages Security Deposit

- £50 cleaning & breakages deposit
- The clean & breakages deposit is refundable after 7 days if no excessive cleaning undertaken or damages occur

## DAY PACKAGES

Our Day Package provides everything you need for a productive and comfortable meeting or training session. Suitable for groups from 10 to 120 delegates, depending on room layout and space chosen. Our experienced team will ensure your meeting runs smoothly, allowing you to focus on your event.

### Package Includes:

- Private meeting room hire for up to 9 hours (typically 9am to 6pm)
- Projector & Screen
- Complimentary Wi-Fi access
- Notepads and pens for delegates
- Unlimited tea and coffee throughout the day
- Buffet Option 2 or 3 (see our Food Options page)
- Free on-site parking

### Optional Add-Ons - Extra Charges Apply

- Additional refreshments or upgraded catering
- Evening meals for delegates
- Overnight accommodation in our on-site hotel
- Use of leisure facilities including saltwater pool, sauna, jacuzzi and gym

### PRICING OPTIONS

#### BRONZE - Meeting Space A

For 10-20 Delegates £34.95pp

#### SILVER - Meeting Space B

For 25-40 Delegates £29.95pp

#### GOLD - Meeting Space C

For 45-80 Delegates £25.95pp

Discounted rates available for conferences of 85+ delegates, please enquire with a member of our team.

# Day Package

Capacity:  
Suitable for groups from 10 to 150 delegates depending on room layout.



## TABLES & SEATING

- 4ft Round Tables - Seat a maximum of 5 people
- 6ft Round Tables - Seat a maximum of 8 people
- 6ft Rectangular Table - Seats a maximum of 6 people

Please refer to the table layout chart (shown below) to choose your preferred table plan.



## INDIVIDUAL HIRE

- Black or White Tablecloth: £2.50
- Black or White Chair cover + sash: £3.00 - ask staff for colour options
- Flip Chart Easel: £5.00 each
- Note Pad & Pen: £3.00 per person

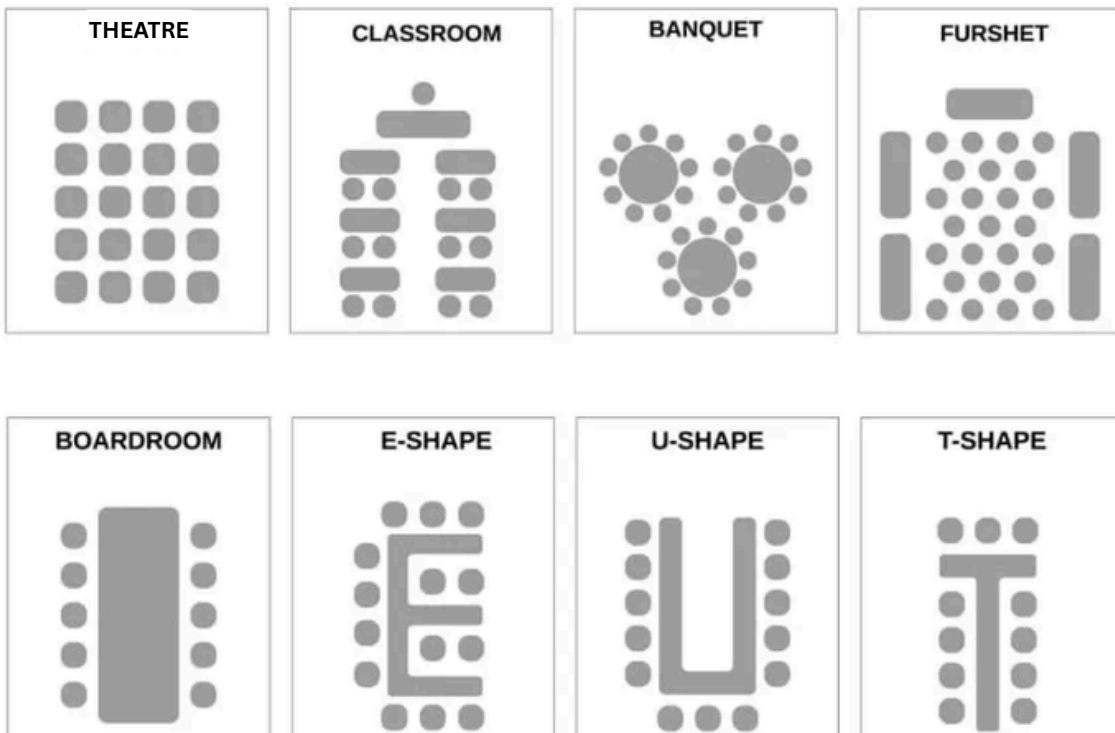


## PROJECTOR/SCREEN & SPEAKER HIRE

- We also offer a projector and screen for hire! All you have to do is provide the device you wish to play from. - Hire is £60.00 per day
- Speakers to play your own music during your event, along with a microphone for any speeches or announcements. - Hire is £30.00 per day

## TABLE LAYOUT

See below the various seating layouts available for your meeting, conference or training seminar. Please note that the maximum number of delegates will depend on the room selected and the chosen layout.



Other seating and table arrangements are available upon request.



# FOOD OPTIONS

We have an extensive choice of menus, catering to every taste and budget.

**Please be aware that we do not allow external catering for health and safety purposes, hygiene and insurance purposes.**

Minimum order requirements may apply depending on your party size.

## No 1 - Afternoon Tea

A choice of 3 Sandwich fillings:  
Roast Beef, Roast Ham, Roast Turkey, Tuna Mayo, Egg Mayo, Cheese & Spring Onion or Cheese & Branston

### Accompanied by:

- Scones with Jam & Cream
- Selection of finger desserts
- Gateaux
- Cheesecake

Including a cup of Tea or Coffee

**£7.95 per head**

## No 2 - Traditional Buffet

A choice of 3 Sandwich fillings:  
Roast Beef, Roast Ham, Roast Turkey, Tuna Mayo, Egg Mayo, Cheese & Spring Onion or Cheese & Branston

### Accompanied by:

- Sausage Rolls
- Cheese & Onion Rolls
- Sticky BBQ Sausages
- In-House Stone Baked Pizza
- Cheesy Garlic Bread
- Indian Selection
- Chicken Skewers
- Crisp Selection

**£7.95 per head**

## No 3 - Hot Sandwiches

Beef & Onion, Turkey & Stuffing, Pork & Apple, Bacon, Sausage or Beef Burgers

- Served with fries, chunky chips or wedges, gravy optional
- For **50 guests or fewer**, choose 1 Hot Sandwich and 1 side
- For **50 guests or more**, you can choose up to 2 Hot Sandwiches and 1 side.

**£7.95 per head**

## Allergens & Dietary Requirements

Please inform us in advance of any guests with allergens or dietary requirements, including their names and needs. While we take care to accommodate these, food is prepared in a shared kitchen so we cannot guarantee dishes are completely allergen-free.



## ADDITIONAL FOOD OPTIONS & REFRESHMENTS

We have an extensive choice of menus, catering to every taste and budget.

**Please be aware that we do not allow external catering for health and safety purposes, hygiene and insurance purposes.**

Minimum order requirements may apply depending on your party size.

### No 4 - Toasted Panini

One toasted per person. You have choose from the below options:

- Cheese, Onion & Tomato (v)
- Halloumi & Mushroom with Sweet Chilli Sauce
- Hunters Melt with Chicken, Bacon, Cheese & BBQ sauce
- Cajun Chicken & Cheese with Sweet Chilli Sauce
- Pulled Pork & Cheese
- Chorizo & Cheese
- Tuna, Red Onion & Cheese melt

**Only £4.50 per person**

### Sides

Why not add one of the below options to go with your Panini?

- Chunky chips **£3.00 each**
- Fries **£3.00 each**
- Potato Wedges **£3.00 each**

Why not go FULLY LOADED! A choice of fries, chunky chips or potato wedges, topped with your choice of:

- Chilli con Carne & Cheese
- Bacon & Cheese
- Chinese Style Salt & Pepper

**£4.50 per portion**

### Refreshments

We have an assortment of drink options for you and attending delegates.

- Tea, Coffee & Biscuits ~ Per person. **£2.00 each**
- Tea & Coffee Airpots ~ Each serves approx 25 cups. **£30.00 per Airpot**
- Platter of Biscuits ~ Served 10ppl. **£5.00 per platter**
- Jug of Cordial ~ A choice of orange or blackcurrant cordial. **£3.00 each**
- Bottled Still Water ~ **£1.50 per person**

**Pre-orders must be provided at least 14 days before your event.**

**If you book within 7 days of the event, we require orders for food and/or refreshments and payment made in full within 24 hours of booking.**

# TESTIMONIALS

Nothing speaks louder than the words of our guests. Below are just a few examples of the feedback we've received from people who have celebrated, met and made memories with us.

*"A huge thank you to all of the team for making our Golden Wedding Anniversary so special. Everyone enjoyed themselves, the room looked fabulous, and the food was delicious."*

— Pat & Paul, Wedding Anniversary

*"Our room was lovely, and the food was great as well. The service you provided was just amazing. Nothing was too much trouble, and I honestly can't thank you all enough. I will never forget the kindness and friendliness of everyone there"*

— Ameena, Celebration of Life

*"The venue was excellent! - The manager was really helpful, as were the staff. The party went really well, the food looked fantastic, and more than enough for the numbers. The chocolate cake was so tempting, but I resisted all night. All in all, a really good night!"*

— EPTA UK, Corporate Event

## OTHER SERVICES

### **Hotel Accommodation - from only £49.00**

If you or any of your friends, family or colleagues are travelling from afar, we offer exclusive discounts to those attending functions onsite or elsewhere.

### **Leisure Centre - from only £5 for a Day Pass or £25.00 for a monthly membership**

A relaxing and family-friendly facility with a saltwater pool, gym, jacuzzi and sauna. Hotel guests get FREE access when booking directly with us.

### **Pool Hire & Parties - Party Hire from £150.00**

At The Highfield, our on-site leisure centre offers a space for private hire, swimming lessons and pool parties. Guests can enjoy exclusive access to our saltwater pool, jacuzzi, sauna and gymnasium—perfect for celebrations, group bookings or regular sessions.

### **Function Room - Hire from £60.00**

Versatile spaces perfect for parties, celebrations, corporate events and special occasions. We'll help you plan every detail to ensure your event runs smoothly, with flexible layouts and catering options available.

### **Weddings - Hire from £200.00**

Elegant and personalised spaces with all-inclusive wedding packages and more! All designed to tell your unique love story.

**ENQUIRE WITH OUR TEAM FOR MORE DETAILS**

# ORDERFORM

PLEASE COMPLETE THE BELOW DETAILS IN BLOCK CAPITALS.  
TICK YOUR PREFERRED OPTIONS.

## CONTACT DETAILS

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**(MOBILE PREFERRED)**

## FUNCTION DETAILS

Date of Event \_\_\_\_\_

Number of Guests \_\_\_\_\_

Type of Event \_\_\_\_\_

Start Time \_\_\_\_\_

DAY PACKAGE?  BRONZE  SILVER  GOLD

## FOOD OPTIONS

Please be aware that minimum order requirements may apply depending on your party size, seek advice from our team before placing your order. Catering starts from orders for 30 people or more.

CHOOSE FROM	QTY	REFRESHMENTS	QTY
Buffet 1 - Afternoon Tea	_____	Individual Tea & Coffee	_____
Filling: _____		Tea Airport	_____
Buffet 2 - Traditional	_____	Coffee Airport	_____
Filling: _____		Jug Cordial - Blackcurrant	_____
Buffet 3 - Hot Sandwich	_____	Jug Cordial - Orange	_____
Meal: _____		Bottle of Still Water	_____
Buffet 4 - Toasted Panini	_____		
Option: _____		<ul style="list-style-type: none"><li>Are there any allergens or dietary requirements we need to be aware of &amp; how many guests does it affect? <i>if yes, please specify</i></li></ul>	
Sides	_____		
Option: _____			

## TABLE, LINEN & OTHER OPTIONS

Please tick your preferred option and state the total quantity required.

INDIVIDUAL	QTY		QTY	TABLE & SEATING PLAN
Chair Covers	_____	Table Linen	_____	Confirm your preferred
Chair Covers & Sash	_____	Centre Piece & Mirror	_____	seating arrangements _____
<input type="checkbox"/> Black Tablecloth		<input type="checkbox"/> Black Chair Cover		<input type="checkbox"/> Chair Sash Colour _____
<input type="checkbox"/> White Tablecloth		<input type="checkbox"/> White Chair Cover		<input type="checkbox"/> Table Runner Colour _____

Do you require the following:  Projector & Screen  Speakers & Microphone  Greeting/Sign-In Table

*I declare that I have read the brochure and completed this form thoroughly. I understand all questions asked and have provided accurate details regarding allergens and dietary requirements. To the best of my knowledge, all information provided is correct and true.*

*I further declare that I have read and understand The Highfield's Terms & Conditions and agree to abide by all rules, regulations, and applicable fees.*

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Staff Initials

\_\_\_\_\_  
Date Handed In & Signed