

Langham hotel

THE MEETINGS MENU 2020

We are delighted that you are considering using the Langham Hotel to host your meeting.

Our Meeting facilities are as follows:

The West Dean Suite with over 1200 feet of meeting space accommodating 70 delegate's theatre style or up to 20 delegates, boardroom style. This room also hosts a private lounge facility.

The Sovereign Suite seats up to 12 delegates boardroom style and up to 30 people theatre style. This suite also hosts a 42 inch HD TV.

The Devonshire Suite can accommodate 8 delegates boardroom style or can be used as a break out room from the West Dean Suite or Sovereign Suite.

Meeting Rooms & Equipment	Price (Ex VAT)
• West Dean Suite (9am to 530pm or ½ day)	150.00 (90.00)
• Sovereign suite (9am to 530pm or ½ day)	105.00 (70.00)
• Devonshire suite (9am to 530pm or ½ day)	80.00 (60.00)
• Flipchart, Screen, Pads & Pencils	0.00
• Projector	12.00 per day

Refreshments	
• Tea & coffee and biscuits/flapjack	2.80 per person
• Bacon/Sausage Rolls and Orange Juice	6.00 per person
• Croissants & Danish Pastries and Orange Juice	5.00 per person
• 2 course Restaurant lunch	18.00 per person
• 3 course Restaurant lunch	25.00 per person
• Traditional Working buffet lunch	18.00 per person
• Still or Sparkling bottled Mineral Water	4.50 per bottle

Office Services	
• WIFI access	0.00
• Black & White Photocopying/printing	0.15 per page
• Colour Photocopying/printing	0.25 per page
• Word Processing	1.50 per page

Day Delegate Rate £45 per person (minimum 15 people)

- Room Hire & Equipment for 1 day
- Bottled Mineral Water
- Tea, Coffee, Orange juice and Danish pastries and Croissants on arrival
- Tea, Coffee and Flapjack mid-morning
- Two course Lunch or Working buffet
- Tea, Coffee and Cake in the Afternoon

A 24hr delegate package is also available upon request.