



Conferences At The Burlington 2011

Here at The Burlington we offer the professionalism we know conferences command. We provide free event co-ordination service to ensure the smooth running of your event no matter what the size. We can cater for small, informal meetings or large scale presentations and team-building days. We can offer packages for events running from a couple of hours, to all day and night, our events team will be happy to work out a package to suit you.

We offer a range of delegate packages with a selection of refreshment ideas to keep your team well looked after during your stay. We also offer a number of function rooms to accommodate any size team and can layout the room as you wish.

Conference Rooms

Gio's Lounge:

This comfortable room boasts several comfy armchairs to sink into should your event be quite informal, or alternatively we can layout meeting tables however you wish. Gio's Lounge can hold up to 20 delegates depending on layout.

Room Hire Up to 4 Hours £80
more than 4 hours £110 per day includes the following:

- Tea and coffee all day*
- Water
- Flipchart
- Stationary
- Overhead projector screen

Gio's Restaurant:

This beautiful function room offers you and your delegates elegant surroundings for your event. We can also provide a privately staffed bar in here (may involve an extra charge) and can hold up to 100 delegates depending on layout.

Room Hire Up to 4 hours £150
Up to 8 hours £250 includes the following:

- Tea and coffee all day*
- Water
- Flipchart
- Stationary
- Overhead projector screen

Refreshments

With in-house catering we can offer a variety of food options to refresh your delegates during the day. Please choose from the following options:

Gold Buffet

Assortment of sandwiches
Meat & Cheese Platter
Selection of Pizzas
Marinated Chicken Wings
Marinated Olives
Roasted Vegetable Pasta Salad
Nuts and Crisps
Fruit Salad

£9.25 per delegate
Minimum 10 people

Hot Buffet

Choose 2 mains and 2 sides:

Mains

Chilli Con Carne
Chicken Curry
Lasagne
Beef Stroganoff
Wild Mushroom Stroganoff

Sides

Chips Mixed
Salad Rice
Bread Rolls

£13.75 per delegate
10 People Minimum

Afternoon Tea

A Selection of cakes and biscuits served
with fresh tea and coffee

£3.25 per delegate

Refreshments

Selection of Sandwiches

Freshly made sandwiches on brown and white bread with our selection of fillings:

Egg Mayonnaise
Tuna Mayonnaise
Ham & Mustard
Cheese & Pickle
(Including crisps)

or

Salmon & Cream Cheese
Roast Beef & Horseradish
Roast Chicken & Cranberry
Cheddar & Caramelised Onion Chutney
(Including crisps)

£4.50 per delegate

Selection of Focaccias Freshly baked focaccia bread with our selection of fillings:

Chicken & Pesto
Salmon & Mascarpone
Mozarella & Tomato
Tuna, Rocket & Roasted Peppers

£4.75 per delegate

Including a selection of crisps

Selection of Desserts

A Selection of seasonal desserts

£4.50 per delegate

Selection Of Fresh Fruits

A selection of fruit or fruit salad

£2.00 per delegate

Breakfast Meetings

If your meeting falls between 7am and 9am please add one of the following options to your conference:

Continental Breakfast

Muesli Various
Cereals selection of
Yoghurts Toast
Preserves
Fruit Salad
Tea and Coffee*

**£6.95 per delegate
minimum 10 people**

Cooked Breakfast

Bacon
Sausages
Mushrooms
Eggs
Tomatoes
Toast
Hash Browns
Baked Beans
Coffee and Tea*

**£6.95 per delegate
up to 12 delegates, cooked to order
more than 12 delegates will be served buffet style**

Full Continental and Cooked Breakfast

Both of the above options served to all

£8.50 per delegate

Selection of Breakfast Pastries

£2.95 per delegate

Additional Extras

Additional Equipment Hire

| | |
|------------------------------------|-----------------|
| - Flipchar with 1 pad and pens | Free |
| - Wireless Internet | Free |
| - Additional Flip chart pad | £10 |
| - Projector screen | Free |
| - Computer Projector | £60 per day |
| - Photocopying | £0.10 per sheet |
| - Fascimile transmissions | £0.20 per sheet |
| - Printing Word, Excel. Powerpoint | £0.15 per sheet |

Room Information

Room Layouts (please specify)

Theatre Style
Boardroom
Classroom
U shaped
Square
Cabaret

Gio's Restaurant and Gio's Lounge both have excellent natural daylight from large windows

To discuss your conference needs and check availability please do not hesitate to contact our Conferencing Team on **01903 211 222**
Pavol Babjak info@theburlingtonworthing.co.uk

Payments can be made via Cash, Cheque, Credit Card or BACS (details available on request)
The Burlington may require a deposit in order to secure your booking
Please state any dietary requirements beforehand
All items are subject to availability

We cannot guarantee that any of our food may not contain traces of nuts

*Please note that premium coffees such as lattes or cappuccinos are not inclusive in the price
Full Terms and Conditions are available at www.theburlingtonworthing.co.uk

The Burlington Worthing, Marine Parade, Worthing, BN11 3QL

Conference Enquiry Form

If you would like to make an enquiry into holding a conference with us please fill in the form below and we will come back to you with a quote. Please provide as many details as possible. Once completed please return to us via email, fax or post:

FAO: Pavol Babjak
events@theburlingtonworthing.co.uk
The Burlington, Marine Parade, BN11 3QL
Fax: 01903 209 561

| | |
|---------------------------------|--|
| Contact Name | |
| Company Name | |
| Telephone Number | |
| Email Address | |
| Fax Number | |
| Conference date(s) | |
| Number of delegates | |
| Start Time | |
| End Time | |
| Type of Event | |
| Preferred Room(s) | |
| Set up required | |
| Equipment required | |
| Number of breaks | |
| Refreshments required | |
| Accommodation | |
| Any special requirements | |