

CONFERENCES AND EVENTS

AT

PASSFORD HOUSE HOTEL

At Passford House Hotel, your happiness is our business. We understand that little things can make a big difference and are committed to delivering a personal, efficient and consistent service, you, your colleagues and employees will never forget.

A successful meeting is one that adds value to your business and improves the bottom line. That's why we like to do the thinking so you can focus on the day's objectives. Every great conference needs the right setting, good access and a great atmosphere. At Passford, we're close to Southampton, a stone's throw from London and offer a tranquil environment to help ensure the decisions you make are the right ones.

Each event space at Passford House – like each of our guests – has its own personality. We like it when things are flexible, and we don't want you to have to compromise in any way. The Passford experience is about helping you find an environment that best suits your taste and budget. Why settle for less?

Of course, while they may be different, each space still offers the same great quality features and standard of service. Each has direct access to our extensive gardens – perfect if you're in need of inspiration or a quick breath of fresh air – and benefits from natural daylight (although we can shut out the sun should you wish to be free of distractions).

Our event spaces can be arranged in boardroom, class room, cabaret or theatre style formations and accommodate conferences of up to 60 delegates.

What's included?

A day delegate package includes:

- Meeting room hire
- Flipchart and pens
- Mineral water and cordial
- Two servings of tea, coffee and biscuits
- Lunch with coffee
- Unlimited access to on-site leisure facilities

A 24-hour delegate package is also available, with a three-course dinner with coffee, overnight accommodation and full English breakfast.

Alternatively we can create a be-spoke package to meet your exact requirements.



The Rooms

The Boardroom

The boardroom is a wonderfully light and airy space situated at the heart of the house. At one end of this long, well-furnished room there is also a delightful garden room – ideal for those looking to bask in the sunshine or spill out onto the terrace. The boardroom is the perfect setting for intimate informal gatherings, conferences and meetings, cocktail receptions and private dining. The space can hold up to 40 guests for receptions buffets and banquets.

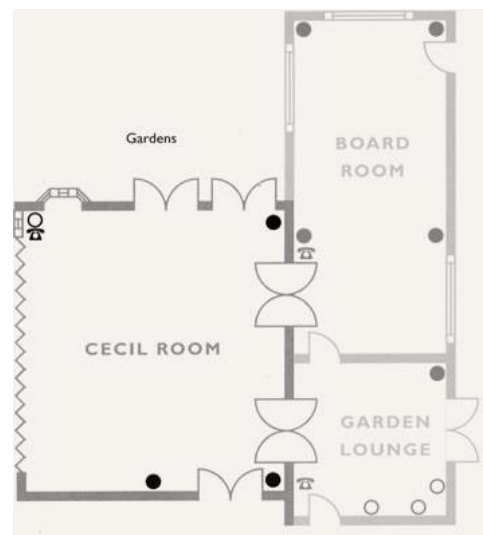
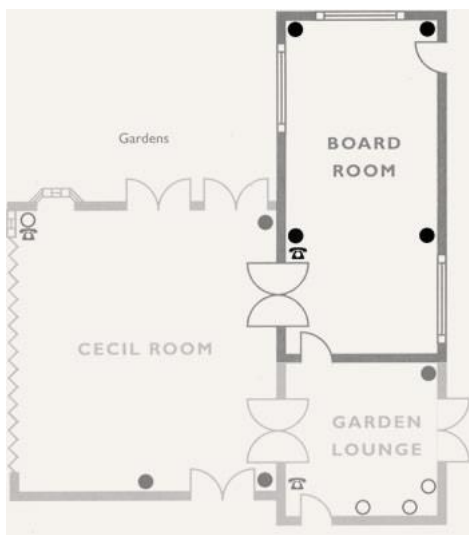
Lord Cecil Room

The lord Cecil room, named after the late Lord Arthur Cecil, is the jewel in Passford’s crown. Situated adjacent to the main restaurant, this spacious and elegant room is ideal for conferences or private dining. Lord Cecil himself would have been proud of the events we’ve held in this delightful space. With large windows overlooking the terrace and gardens, the Cecil room is a great choice for receptions, private functions and conferences where getting the country house experience is a top priority.



Room Capacities and Floor Plans

Room capacities...	Theatre Style	Board Room	U Shape	Cabaret
<u>Board Room</u>	40	24	-	-
<u>Cecil Room</u>	60	32	26	30
<u>Oak Syndicate Suite</u>	16	14	-	-



Delegate Packages and Room Hire Charges

Day Delegate Rate

From £48.50 per delegate per day

A day delegate package includes:

- Meeting room hire
- Flipchart and pens
- Mineral water and cordial
- Two servings of tea, coffee and biscuits
- Sandwich buffet lunch with coffee
- Unlimited access to on-site leisure facilities

24-Hour Delegate Rate

From £180.00 per delegate per 24 Hours

A 24-hour delegate package includes:

- Meeting room hire
- Flipchart and pens
- Mineral water and cordial
- Two servings of tea, coffee and biscuits
- Sandwich buffet lunch with coffee
- Three course evening dinner with coffee
- Overnight accommodation (single occupancy)
- Full English breakfast
- Unlimited access to on-site leisure facilities

Daily Room Hire Charges

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| • Syndicate Room | £100 |
| • The Boardroom | £250 |
| • Lord Cecil Room | £400 |

All rates are quoted are including VAT

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