



BEST WESTERN Guide Post Hotel
 Common Road, Low Moor, Bradford, BD12 0ST
 Tel: 01274 607866 Fax: 01274 671085
 Website: www.guideposthotel.net
 Email: sales@guideposthotel.net

ROOM DIMENSIONS & CAPACITIES

Conference Room	Poppy Suite	Spa Bar
Level	Ground Floor	Basement
Air Conditioning	Yes	Yes
Natural Daylight	No	No
Floor Area	7.6m x 11.1m	7.5m x 21.1m
Height	2.4m	2.25m
Theatre	55	70
Classroom	36	45
Boardroom	35	40
Cabaret	38	56
U-Shape	30	40
Banquet	48	58

CONFERENCE CHARGES FOR ROOM HIRE ONLY AND EXTRAS

<u>Venue</u>	<u>Per Day 2012</u>	<u>Per Half Day 2012</u>
Poppy Suite/ Spa Bar	£200.00	£150.00
Syndicate Room (Converted Bedroom)	£63.00	£63.00
<u>Equipment Charges</u>	<u>Per Day 2012</u>	<u>Per Half Day 2012</u>
Flipchart/Paper/Pens	£10.00	£10.00
Overhead Projector & Screen	Free of Charge	Free of Charge
Water & Cordials	£0.50	£0.50
LCD Data Projector	£50.00	£50.00
PA & Microphone	£50.00	£50.00
Tea & Coffee	£2.00	£2.00
Tea/Coffee & Biscuits per person per serving	£2.50	£2.50
Cup Cakes	£2.95	£2.95
Danish Pastries	£2.95	£2.95
Bacon Rolls	£3.95	£3.95
Sandwiches & Chips	£6.25	£6.25
Working Finger Buffet Lunch (5 items)	£10.00	£10.00
2 Course Hot & Cold Buffet Lunch with dessert	£12.00	£12.00

Day Delegate Package 1
Minimum of 10 delegates
£20.00

- Hire of Conference Room
- Sandwich and Chips Lunch
- Unlimited Tea and Coffee
- Flipchart & Screen
- LCD Projector
- Water & Cordials
- Paper, Pens and Name Cards
- Free Car Parking
- Free Wi-Fi

Day Delegate Package 2
Minimum of 10 delegates
£25.00 - £30.00

- Hire of Conference Room
- Tea/Coffee & Biscuits on Arrival
- Mid Morning Tea/Coffee
- Working Finger Buffet
- Afternoon Tea/Coffee & Biscuits
- Flipchart & Screen
- LCD Projector
- Water & Cordials
- Paper, Pens and Name Cards
- Free Car Parking
- Free Wi-Fi

Day Delegate Package 3
Minimum of 10 delegates
£30.00 - £35.00

- Hire of Conference Room
- Tea/Coffee & Biscuits on Arrival
- Mid Morning Tea/Coffee
- Hot and Cold Buffet with Dessert
- Afternoon Tea/Coffee & Biscuits
- Flipchart & Screen
- LCD Projector
- Water & Cordials
- Paper, Pens and Name Cards
- Free Car Parking
- Free Wi-Fi

24 HOUR DELEGATE PACKAGE SAME AS PACKAGE 3 WITH OVERNIGHT ACCOMMODATION WITH SET CHOICE MEAL IN EVENING £116.50 - £121.50