

ESTIMATE OF EXPENDITURE CORPORATE MEETING

	Qty	Amount (£)	Total (£)
DAY DELEGATE RATE* (per person)	20	39.00	780.00

Subtotal 780.00

VAT @ 17.5% 136.50

TOTAL INCLUDING VAT 916.50

* Rate includes; Hire of main meeting room and catering area, 3 x servings of tea/coffee with biscuits/cake/Danish, hot or cold lunch (finger or fork buffet), water & orange juice with lunch, 2 x flipcharts & 1 x screen, event management

NB: All prices are subject to annual increase on 1st January 2011.

If you would like an estimate of expenditure based on your specific requirements, please contact us.

ESTIMATE OF EXPENDITURE DRINKS RECEPTION

All prices exclude VAT where applicable

	Qty	Amount (£)	Total (£)
ROOM HIRE			
Great Hall	1	297.00	297.00
DRINKS & CATERING			
Simple canapés (8 items per person)	80	12.00	960.00
Orange juice/cranberry juice (per litre)	3	5.33	15.99
Bin 8 Hardy's Riddle Chardonnay Semillon	15	13.10	196.50
Bin 19 Hardy's Riddle Shiraz Cabernet Sauvignon	15	13.10	196.50
EVENT MANAGEMENT CHARGE			166.60
Subtotal			1,832.59
VAT@ 17.5%			320.70
TOTAL INCLUDING VAT			2,153.29

NB: All prices are subject to annual increase on 1st January 2011.

If you would like an estimate of expenditure based on your specific requirements, please contact us.

ESTIMATE OF EXPENDITURE BREAKFAST MEETING

All prices exclude VAT where applicable

	Qty	Amount (£)	Total (£)
ROOM HIRE			
Morning Room	1	371.00	371.00
DRINKS			
Tea/coffee on arrival	20	1.50	30.00
CATERING			
Bacon rolls	20	3.20	64.00

Subtotal 465.00

VAT @ 17.5% 81.38

TOTAL INCLUDING VAT 546.38

NB: All prices are subject to annual increase on 1st January 2011