

# *Conference and Business Package*

## *At Ashlar House*

We have a number of different-sized meeting and conference rooms, ranging from the elegant Bridges Library to the light and airy Blue Room, the ceremonial Temple Room and, of course, our main function room, which divides into three self-contained spaces. Therefore, we can offer complete flexibility for events of all kinds, including facilities for break-out or seminar sessions, receptions and banquets. We can provide LCD projectors, screens, microphones and a full audio/visual technician service if required as well as free wireless internet access for your delegates. We have free parking for upto 150 cars and are conveniently situated for both the A14 and the local railway station. Bury St Edmunds given its central position is the ideal venue to hold a conference or meeting in East Anglia.

### *Day Delegate Package*

(Minimum 14 Covers)

Includes

Room Hire

Free on Site Car Parking

Iced Water and Cordials

Coffee and Tea on arrival and mid morning

Buffet Lunch with Fruit Juice and Mineral water

Coffee and Tea for afternoon break

Flipchart and Easel

Mints, Pencils and Notepads

Use of LCD projector.

Free Wi-Fi Access

Microphone with stand

**£39.00 per head inclusive of VAT**

### *Additional Items*

Prices on application

Staging and Lecterns

PA system and additional microphones manned or unmanned

Auditorium Projector and Screen with Black Box Draping

Additional Flipcharts and Easels

Administration and Reception Staff