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Meetings at the Langham 2023

We are delighted that you are considering using the Langham Hotel to host your meeting.

Our Meeting facilities are as follows:

**The West Dean Suite** with over 1200 feet of meeting space accommodating 70 delegates theatre style or up to 20 delegates Boardroom style or U Shape. This room also hosts a private lounge facility.

**The Sovereign Suite** seats up to 12 delegates boardroom style and up to 30 people theatre style. (U shape is not available) This suite also hosts a 42 inch HD TV.

Meeting Rooms & Equipment Price (Ex VAT)

* West Dean Suite (9am to 530pm or ½ day) 195.00 (120.00)
* Sovereign suite (9am to 530pm or ½ day) 125.00 (90.00)
* Flipchart, Screen, Pads & Pencils 0.00
* Projector 0.00

Refreshments

* Tea & coffee and biscuits/flapjack 3.75 per person
* Bacon or Sausage Rolls 6.50 per person
* Croissants & Danish Pastries 5.50 per person
* 2 course Restaurant lunch 25.00 per person
* 3 course Restaurant lunch 35.00 per person
* Traditional Working buffet lunch 26.00 per person
* Sandwich selection and Chips 11.00 per person
* Still or Sparkling bottled Mineral Water 4.75 per bottle

Office Services \_\_\_\_\_\_

* WIFI access 0.00
* Black & White Photocopying/printing 0.15 per page
* Colour Photocopying/printing 0.25 per page
* Word Processing 3.00 per page

Day Delegate Rate £60 per person (minimum 15 people)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Room Hire & Equipment for 1 day
* Bottled Mineral Water
* Tea, Coffee, Orange juice and Danish pastries and Croissants on arrival
* Tea, Coffee and Flapjack mid-morning
* Two course Lunch or Working buffet
* Tea, Coffee and Cake in the Afternoon

*A 24hr delegate package is also available upon request.*