



THE OLD BRIDGE BUSINESS CENTRE 2010

The Old Bridge Business Centre is within the hotel and yet fully independent of it. Our team are on hand throughout the day to ensure the smooth running of all meetings and conferences. All rooms have both natural and artificial light. The meeting rooms are all air-conditioned. The atmosphere of the Centre is such that it is equally popular for wedding ceremonies, receptions and drinks parties.

In the main hotel we also have The Dining Room, a luxurious room with private lounge, available for use as a private meeting room.

Our meeting rooms are normally available from 8am. All rooms are set with pencils, organic cordials and mineral water. Tea, coffee and homemade biscuits are provided free of charge. Direct dial telephone, screen, flip chart and markers are also available free of charge – but please order these items in advance. We can hire in other audio-visual equipment given two working days' notice.

Any rates can be supplemented to include syndicate rooms. Photocopying and faxing are available at reasonable cost. All rooms have free-of-charge WIFI broadband access and there is a PC in the area also providing free-of-charge broadband access.

Most of our meeting rooms open directly onto a large patio overlooking the River Ouse. This allows the opportunity to break out into the fresh air as the weather allows – and revive those flagging brain cells ! See the pictures on www.huntsbridge.com.

MEETING ROOM CAPACITIES

ROOM	THEATRE STYLE	BOARD ROOM	CLASS ROOM	DIMENSIONS	SOCKETS
River Room	-	14/16	-	20' x 20' x 8'	6
Swan	20	14	10	21' x 20' x 7'	10
Kingfisher	50	24	18	34' x 18' x 8'	6
Mallard Room	-	8	-	13' x 13' x 11'	6
Dining Room	40	22	15	25' x 14' x 10' + lounge area	1

THE OLD BRIDGE ROOM HIRE CHARGES

ROOM	FULL DAY	HALF DAY
River Room	£195	£125
Swan	£160	£95
Kingfisher	£275	£180
Mallard Room	£85	£65
Dining Room	£250	£170

We provide free of charge screen, flipchart and coloured pens – please specify what you require. We can arrange for hire of all other equipment – please give at least 5 working days' notice.

Complimentary tea or cafetiere coffee with homemade biscuits are served once in the morning and once in the afternoon. Mineral water is also provided on arrival.

The Business Centre's normal hours are from 8.00am until 5.30pm. Evening meetings are also available; special rates for weekends.

Please contact the Business Centre direct to discuss your exact requirements on 01480 424300 between 9am and 5pm. Please see separate sheet for Terms and Conditions of booking.

24 Hour Delegate Rate - £190 per person (minimum 10)

Inclusive of:

Bedroom with early morning tea or coffee, daily newspaper and full English breakfast.

Hire of Meeting Room.

Cafetiere coffee and biscuits on arrival; morning coffee with biscuits.

Two course Business Lunch

Afternoon tea or coffee with biscuits.

Three course dinner with coffee (*parties of 10 or more will need to pre-arrange their menu*)

Non-Residential 8 Hour Delegate Rate - £38 per person (minimum 10)

Inclusive of:

Cafetiere coffee or tea with homemade biscuits on arrival and in the afternoon.

Two Course Business Lunch with coffee.

Hire of Meeting Room.

Early Evening Drinks and Nibbles Parties

Our beautiful Business Centre / Riverside Patio is also a great venue for more informal business gatherings.

You can have the Riverside Bar and Lounge area, leading into the Swan Room, with exclusive use of the Garden, from 6-9pm (Sunday to Thursday), for just £100 – assuming you are providing your guests with drinks and either canapés, finger buffet or a barbecue. For 40-100 guests.

MENUS

FOR BUSINESS MEETINGS

BUSINESS LUNCH MENU (in the Terrace Restaurant)

Every day our menu includes a lunch option – a choice of 3 starters, 4 main courses and 3 puddings priced at **£15.50 for 2 courses and £19.50 for 3 courses**

Our A LA CARTE MENU is available for small groups of up to 10. A slightly reduced version can be made available for larger groups. The menu is updated daily so we can not specify the exact content in advance but can show you previous examples to give you an idea.

Alternatively see our separate private party information for set menus options.

SANDWICH SELECTION £11.50 per person

We serve one and a half rounds per person, with a mix of the following.

Our sandwiches are on medium-thick bread, crusts on, unless requested otherwise.

Chicken and avocado

Roast beef, horseradish and watercress

Cheese and chutney

Poached salmon with cucumber and tarragon mayonnaise

PLUS *Olives and homemade crisps*

AND *Fresh fruit kebabs*

FINGER BUFFET MENU - £15 per person

Mixed round of mini sandwiches

Spinach and goat's cheese quiche-

Merguez Sausage rolls

Goujons of plaice with tartare sauce

Chicken drumsticks with thyme, lemon & garlic

Endive with Waldorf salad & Dijon dressing

Thai spiced fishcake with lime mayonnaise

Homemade crisps

Fresh fruit kebabs

TAPAS MENU - £19.50 per person

Sourdough bread with olive oil

Ham and potato croquettes

Tortilla (Spanish omelette, with spinach)

Squid, merguez and chickpea salad

Mini paella (with rabbit, chorizo and prawns).

Tuna, manchego and red onion with harissa

Feta and watermelon salad

Cured hams and salami

Marinated olives

Roast cherry tomatoes and aubergine

Fresh fruit kebabs

FORK BUFFET MENUS – from £17.50 per person

We can create a 'fork buffet' in discussion with you. We offer a choice of two main dishes (the most popular options are beef stroganoff and salmon 'Wellington'), with appropriate vegetables and salad. The base price for just a main course is £17.50 and we can add puddings, coffee or nibbles as you wish. Minimum numbers 20.

We can also prepare with any menu a selection of the following for £5 per person:

Lemon tart; Pear and almond tart; Chocolate tart; all served with crème fraîche

OTHER MENU OPTIONS

For business groups of 30 or more, served from our barbecue kitchen on the Riverside patio. Please note these aren't formal meals... A uniformed Chef will cook the barbecues in the riverside garden, and in all cases service staff will be on hand. But there is only seating for a limited number, inside or out; tables are not 'laid'; drinks are normally served from the bar rather than at the table. These are informal events, ideal for guests to circulate. And weather dependent, of course.

BARBECUE MENU A - £13.75 per person

Home-made Aberdeenshire beefburgers
Pork and leek sausages (from a local Farm)
Free-range chicken drumsticks
Mediterranean vegetable kebabs
Served with bread rolls, fried onions, mixed salad and choice of sauces.
This is very much a 'snack' menu, rather than a proper meal. Minimum 30 guests

BARBECUE MENU B - £19.75 per person

6oz Aberdeenshire rump steaks
Spiced pork brochettes; Or: Marinated lamb kebabs
Whole sardines marinated in garlic and chilli
Mediterranean vegetable kebabs
Served with garlic bread, choice of sauces and four salads. Minimum 30 guests
A more substantial informal meal. Minimum 30 guests

We can also prepare with any menu a selection of the following for £5 per person:

Lemon tart; Pear and almond tart; Chocolate tart; all served with crème fraîche
Or fruit kebabs £3 per person.

BREAKFAST MENUS

Breakfast business meetings are increasingly popular.
Continental at £8.00 includes tea or coffee; freshly squeezed orange juice; cereals, fresh fruit and yoghurt; toast and croissants.

The £12.95 option includes tea or coffee, freshly squeezed orange juice, toast and marmalade and a full English breakfast.

We can offer private use of the Dining Room (until 10am) for groups of 20-60 or more having the full menu option. Room hire charge of £95

We can offer exclusive use of the Terrace (until 10am) for groups of 60-110 having the full menu option. Room hire charge £195

For early morning meetings or for mid morning breaks in your meeting room you can also order bacon / bacon and egg rolls or croissants or our homemade healthy carrot muffins.

THE OLD BRIDGE TERMS AND CONDITIONS FOR BOOKINGS

THE OLD BRIDGE HOTEL, 1 HIGH ST, HUNTINGDON PE29 3TQ
Tel 01480 424300 / 451591 Fax 01480 411017
Email: oldbridge@huntsbridge.co.uk www.huntsbridge.com

BEDROOMS

We take a 25% non-refundable deposit as confirmation for all bookings. In the event of cancellation of the booking (assuming more than 24 hours in advance), we can transfer this deposit to a booking made at the hotel for arrival within the subsequent 4 weeks.

Individual bookings Monday to Thursday: a cancellation charge amounting to the full accommodation cost will be made for any cancellation received within 24 hours prior to 12 noon on the arrival date.

Individual bookings Friday, Saturday, Sunday: a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after one week prior to arrival.

Group bookings (3 or more rooms): a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after two working weeks prior to arrival.

Group bookings (8 or more rooms): a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after two calendar months prior to arrival

All our rooms are non-smoking. Any evidence of smoke in the room will automatically incur an extra night's charge.

Settlement of the final account: we require all parties / meetings to settle the bill in full before departure. At this time any deposit will be deducted. We do not offer account facilities.

BOOKING AGENCIES - We will only pay commission if the agency identifies itself when first making the enquiry as to availability; and if the agency takes responsibility for payment, including for cancellation charges. Failure to pay cancellation charges will inevitably result in legal proceedings.

BUSINESS CENTRE

A credit card number is required to confirm all reservations. A cancellation charge amounting to the full value of all pre-booked facilities will be made for any cancellation received within two working weeks of the arrival date. This will also apply to any bedrooms booked at the same time and 50% of the value of all meals booked.

Settlement of the final account: we require all parties / meetings to settle the bill in full before departure. At this time any deposit will be deducted. We do not offer account facilities. We do not pay commission to agencies for meeting room bookings.

(TERMS AND CONDITIONS CONTINUED....)

MEALS FOR GROUPS OF 10 +

We require a credit card number to confirm your reservation. In the event of cancellation within a month of the booking, we will charge the credit card the room hire charge plus £20 per person booked

We need to know final numbers 2 weeks prior to arrival. Any drop in numbers from that time will be billed at the full menu price.

Settlement of the final account: we require all parties / meetings to settle the bill in full before departure. At this time any deposit will be deducted. We do not offer account facilities.

WEDDINGS OR OTHER PARTIES OF 30 OR MORE

For all weddings or large parties, we require

a) A deposit of £500 to confirm your reservation. Your booking is only confirmed once we have advised you in writing that we have received your deposit. That deposit is not returnable within 12 months of the event.

b) We will meet with you 10-12 weeks prior to the function, to go through final details. We will then give you a pro forma invoice for 50% of the total food, wine and room hire invoice, to be paid eight weeks prior. At this point any related bedroom reservations are also considered to be finally confirmed and cancellations would be chargeable.

c) Two weeks prior we will need to take a 'pre-authorization' on your credit card for the estimated total invoice (including drinks). We will not process this payment until the day, it is simply to ensure that the relevant funds are available. Sadly we have been 'let down' on several occasions and so do need to check all those holding a party with us.

Settlement of the final account: we require all parties / meetings to settle the bill in full before departure. At this time any deposit will be deducted. We do not offer account facilities for weddings or private parties.

Our prices are revised twice a year. We reserve the right to alter prices at any time, but not within 8 weeks of the event.

GENERAL

Only food or drink supplied by The Old Bridge Hotel is permitted for consumption on the premises. We also reserve the right to object to the employment of any photographer, toastmaster, band or any entertainer in connection with any function. We will of course be pleased to give advice or recommendations.

Very occasionally, certain ingredients or wines may become unavailable at the last minute. In the event we would contact you to propose an alternative for your consideration.

Damage and behaviour: we reserve the right to charge in full for anything removed from any room and for any damage sustained to any room or furnishings. We also reserve the right to charge for labour involved in cleaning or clearing of any debris or mess that we may consider excessive. For evening functions we do insist that all guests stay in the Function area and do not use the main hotel. Although high spirits are to be expected, we will react quickly to stop offensive language or behaviour.