



THE
OLD BRIDGE HOTEL
HUNTINGDON

THE OLD BRIDGE BUSINESS CENTRE 2019

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. 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; we will invoice you for whatever you choose to use.

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.

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	-	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 (8am-1pm; 1.30pm-5.30pm)
River Room	£195	£130
Swan	£195	£130
Kingfisher	£295	£195
Mallard Room	£100	£85
Dining Room	£295	£210

We provide free of charge screen, flipchart and coloured pens – please specify what you require. We also have a projector on site, available for hire, and we can arrange for hire of all other equipment – please give at least 2 working days' notice.

Complimentary tea or cafetière coffee, with homemade biscuits, are served once in the morning and once in the afternoon (max 20 people). 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. A half day is from 8am – 1pm or 1.30-5.30pm. (1-5pm in the Dining Room).

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. All charges include VAT and service.

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 5-10pm – assuming you are providing your guests with drinks and either canapés, finger buffet or a barbecue for up to 120 guests. The room-hire charge depends on the day and the numbers involved – please do enquire.

MENUS FOR BUSINESS MEETINGS

BUSINESS LUNCH MENU (in the Restaurant for 10+)

We can offer a set menu for groups of 10+, Monday to Friday, to include a choice of 3 starters, 3 main courses and 3 sweets priced at £19 for 2 courses and £24 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 groups up to 30. The menu is updated daily so we cannot specify the exact content in advance, but can show you previous examples to give you an idea.

Sandwich Selection - £14.95 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 homemade crisps
AND fresh fruit kebabs

‘Working Lunch’ menu - £18.95 per person

Stand-up parties in our Riverside Rooms, for groups of 20 or more.

Mixed round of mini sandwiches	Mushroom and gruyere quiche
Mini homemade Cornish pasty	Mini salmon & haddock fishcakes
Homemade crisps	Waldorf salad on endive leaf
Fresh fruit kebab	Mini chocolate cakes

Let us know how many vegetarians will be in your party and we will make more dishes for them as needed.

SEE OUR SEPARATE ‘PRIVATE PARTY’ INFORMATION FOR

Set menu options.
Summer barbecue options.
Cocktail and canapé parties.
Breakfast parties / options.

AND SEE OUR SEPARATE ‘PRIVATE WINE TASTINGS’ INFORMATION

The Old Bridge is unique in being able to offer wine tastings to suit all sorts, at any time!

THE OLD BRIDGE TERMS AND CONDITIONS FOR BOOKINGS 2019

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

For all bookings a credit card number is required on booking. The booking is not confirmed until you have received email confirmation from The Old Bridge.

Individual bookings Monday to Thursday: a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after 9am on the day prior to the arrival date.

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

Individual bookings, "paid in advance" - we sometimes offer special paid in advance rates. These rates or deposits once charged are non-refundable under any circumstances.

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 (6 or more rooms): if 6 or more bookings are made for one group, then we will require a £50 per room deposit for each room in order to secure the booking. These deposits are not refundable. A cancellation charge amounting to the balance of the full accommodation cost would be made for any cancellation received after four working weeks prior to arrival.

All rooms are non-smoking. Any evidence of smoke in the room automatically incurs an extra day's charge.

On arrival: we need to take a credit card authorization, even if a deposit or full payment has been made in advance. Sadly we have been victims of credit card fraud involving card payments made over the phone. Taking card details in person, authorised by pin, is our only genuine security.

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 – Please note we do not pay commission.

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 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.

Cancellations or reductions in numbers 48 hours prior would result in full charges being made for all pre-booked items.

On arrival: we have to take a credit card authorization, even if a deposit or full payment has been made in advance. Sadly we have been victims of credit card fraud involving card payments made over the phone. Taking card details in person, authorised by pin, is our only genuine security.

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.

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 £30 per person booked. We need to know final numbers 1 week 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, using a credit card on site, with pin number. 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 estimated final balance, 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 final deposit of the remaining balance. Sadly we have been 'let down' on several occasions and so do need payment in advance.

Prices are revised annually. We reserve the right to do this 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.