

## Conference rates and technical information

The Apollo Hotel offers extensive conference packages including 24hr Residential Rates, and Day Delegate Rates. Competitively priced half day and full day room hire rates are also available and our Team would be pleased to discuss your specific requirements with you.

### Day Delegate Rate includes:

- Complimentary Wifi
- Complimentary car parking for 200+ cars
- Complimentary use of the Business Centre
- Main meeting room hire
- Complimentary syndicate room, subject to availability
- Notepads, pens, sweets, mineral water and ice
- Unlimited tea and coffee
- Morning pastries and afternoon cakes
- 2 course working buffet lunch
- Equipment includes data projector, screen and flipchart

**From £29.00 inc VAT**

### 24 hour Residential Rate includes:

- Complimentary Wifi
- Complimentary car parking for 200+ cars
- Complimentary use of the Business Centre
- Main meeting room hire
- Complimentary syndicate room, subject to availability
- Notepads, pens, sweets, mineral water and ice
- Unlimited tea and coffee
- Morning pastries and afternoon cakes
- 2 course working buffet lunch
- Equipment includes data projector, screen and flipchart
- 3 course dinner in the Brasserie Restaurant
- Overnight accommodation with Full English Breakfast (complimentary upgrade for trainer/facilitator, subject to availability)
- Complimentary use of Horizons Health Club, including gym, indoor pool, sauna, steam room and spa pool

**From £130.00 inc VAT**

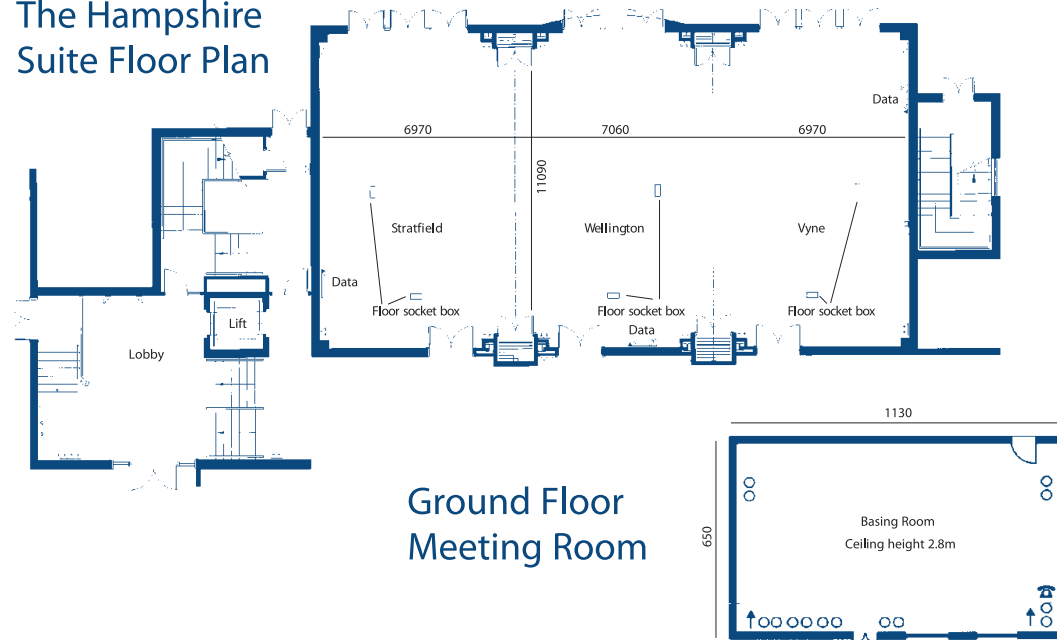
*Prices quoted above are per person, per day inclusive of VAT. Minimum numbers apply.  
The Apollo Hotel offers an extensive range of equipment at competitive rates; please contact our Team for further details.*

# Technical information

Room Name	Dimensions					Technical Information (Lighting, power, sound, access and miscellaneous)													
	Length (metres)	Width (metres)	Sq. Metre Area	Max. Height Metres	Min. Height Metres	Tungsten Fluorescent Halogen	Controls in room	Dimmers	Blackout	Windows	13 AMP Sockets	3 Phase available	Sound System Fitted	Door Height	Door Width	TV Aerial	Telephone Points	Air Conditioning	
<b>Hampshire Suite</b>	21.0	11.3	237.3	3.5	3.0	T,F,H	Yes	T. Yes FH. No	Yes	9	42	Yes	Yes	2.62	3.5	3	9	Yes	
<b>Vyne</b>	6.9	11.3	78.0	3.5	3.0	T,F,H	Yes	T. Yes FH. No	Yes	3	14	Yes	Yes	2.62	3.5	1	3	Yes	
<b>Wellington</b>	6.9	11.3	78.0	3.5	3.0	T,F,H	Yes	T. Yes FH. No	Yes	3	14	Yes	Yes	2.62	3.5	1	3	Yes	
<b>Stratfield</b>	6.9	11.3	78.0	3.5	3.0	T,F,H	Yes	T. Yes FH. No	Yes	3	14	No	No	2.62	3.5	1	3	Yes	
<b>Oakley Room</b>	6.85	4.65	31.85	2.5	2.5	T,H	Yes	No	Yes	2	10	No	No	2	0.78	2	2 x Tel/fax	Yes	
<b>Oakley 1</b>	4.65	3.4	15.8	2.5	2.5	T,H	Yes	No	Yes	1	6	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Oakley 2</b>	4.65	3.4	15.8	2.5	2.5	T,H	Yes	No	Yes	1	4	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Chineham Room</b>	6.85	4.65	31.85	2.5	2.5	T,H	Yes	No	Yes	2	10	No	No	2	0.78	2	2 x Tel/fax	Yes	
<b>Chineham 1</b>	4.65	3.4	15.8	2.5	2.5	T,H	Yes	No	Yes	1	4	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Chineham 2</b>	4.65	3.4	15.8	2.5	2.5	T,H	Yes	No	Yes	1	6	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>AuDeo Room</b>	8.2	4.65	38.0	2.8	2.5	T,F,H	Yes	No	Yes	2	14	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Loddon Room</b>	8.1	4.65	37.7	2.8	2.5	T,F,H	Yes	No	Yes	2	14	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Boardroom 1</b>	4.65	3.35	15.6	2.5	2.5	H	Yes	No	Yes	1	4	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Boardroom 2</b>	4.65	3.35	15.6	2.5	2.5	H	Yes	No	Yes	1	4	No	No	2	0.78	1	1 x Tel/fax	Yes	
<b>Basing Room</b>	11.3	6.5	73.45	2.8	2.5	T,H	Yes	No	Yes	2	4	No	No	2.1	1.4	1	1 x Tel/fax	Yes	

# Floor plans and capacities

The Hampshire Suite Floor Plan



First Floor Meeting Room



Drawings not to scale

Room Name	Sit down dinner	Theatre	Classroom	U-shape	Board Room	Cocktail Reception
	Nos	Nos	Nos	Nos	Nos	Nos
<b>Hampshire Suite</b>	204	255	140	-	-	300
<b>Vyne</b>	48	70	30	30	30	100
<b>Wellington</b>	48	70	30	30	30	100
<b>Stratfield</b>	48	70	30	30	30	100
<b>Basing Room</b>	-	60	20	30	30	75
<b>Oakley Room</b>	-	20	-	18	16	-
<b>Oakley 1</b>	-	10	-	8	8	-
<b>Oakley 2</b>	-	10	-	8	8	-
<b>Chineham Room</b>	-	20	-	16	16	-
<b>Chineham 1</b>	-	10	-	8	8	-
<b>Chineham 2</b>	-	10	-	8	8	-
<b>AuDeo Room</b>	-	30	17	16	16	-
<b>Loddon Room</b>	-	30	17	16	16	-
<b>Boardroom 1</b>	-	-	-	-	8	-
<b>Boardroom 2</b>	-	-	-	-	8	-

# Conditions of Sale

1. The contract and its contents form an agreement between the client and the Hotel and should be returned to the Hotel within 7 days of receipt together with any deposit stated.
2. Providing you are an approved credit account customer with Mount Pleasant Holdings Ltd. t/a the Apollo Hotel the invoice must be paid within 7 days of its receipt.  
If the client is not an approved credit account customer with Mount Pleasant Holdings Ltd. t/a Apollo Hotel not withstanding any other provisions in this agreement, the following shall apply.
  - **Full payment of the known cost must be received no later than 14 days before the date of the function.**
  - **Any additional costs incurred by the Hotel and not taken into account in the calculation of the total charge must be paid by the client not later than 7 days after the date of the function.**
3. Day Delegate and 24 Hour Conference Rates are only applicable if there are more than 8 delegates attending the function. This is also the minimum number of delegates chargeable if the numbers drop below the agreed amount.
4. The final number of delegates or function guests attending the special event will be confirmed to the Hotel no later than 7 days prior to the date of the event or no later than the date shown overleaf and this is the number that will be charged for. If the number of guests attending reduces from the original booking the Hotel reserves the right to move the event into an alternative room.
5. The final number of bedrooms for the special event will be confirmed to the Hotel no later than 30 days prior to the date of the event or no later than the date shown overleaf and this is the number that will be charged for. The rooming list for guests staying will be confirmed to the Hotel no later than 14 days prior to the date of arrival or as shown overleaf.
6. The Hotel grants a licence to the client to use the Hotel's premises strictly for the purpose of the functions and at the times set out.
7. No food or beverages of any kind are permitted to be brought into the Hotel by the client or by their guests without the consent given by the Hotel in writing. Any such consent will involve an additional charge.
8. All quotations are guaranteed for 60 days from the date of this agreement.
9. If the conditions concerning pre-payment of deposits, interim payments or full payments are not upheld by the client the Hotel reserves the right to cancel the event by informing the client in writing or by email or facsimile to the address indicated.
10. Please note that in the event of cancellation, the following charges in relation to loss of revenue will apply.

<i>Cancellation received with 20 weeks or more notice</i>	<i>NO CHARGE</i>
<i>Cancellation received with 16 - 19 weeks notice</i>	<i>10% OF CONTRACT PRICE</i>
<i>Cancellation received with 12 - 15 weeks notice</i>	<i>20% OF CONTRACT PRICE</i>
<i>Cancellation received with 8 - 11 weeks notice</i>	<i>50% OF CONTRACT PRICE</i>
<i>Cancellation received with 4 - 7 weeks notice</i>	<i>75% OF CONTRACT PRICE</i>
<i>Cancellation received with under 4 weeks notice</i>	<i>90% OF CONTRACT PRICE</i>
<i>Cancellation received with under 1 week notice</i>	<i>100% OF CONTRACT PRICE</i>
11. The Hotel shall not be liable for any loss or damage to the property of the client or any such person as may so occur except within the constraints of the Hotel Properties Act 1956. In the case of loss or damage to the property, it shall be reported and noted by the Duty Manager at the time of discovery thereof and reported to the Police within 24 hours.
12. The client shall indemnify the Hotel from any loss or damage caused to any part of the Hotel premises or to any fixtures and equipment in the situation which may arise as a result of the special event or property introduced to the Hotel premises by the client or any such persons.
13. The client will always comply with the statutory laws concerning licensing and entertainment provisions relevant to the event.
14. The client's event shall terminate at the time stated. An additional charge may be made at the discretion of the Hotel, for any overrun.
15. Any deposit paid is non-refundable and non-transferable.
16. VAT at the current rate is included in the prices quoted where appropriate.