

# RISING BROOK CONFERENCE & MEETINGS 2017



Rising Brook Baptist Church, Burton Square, Stafford ST17 9LT

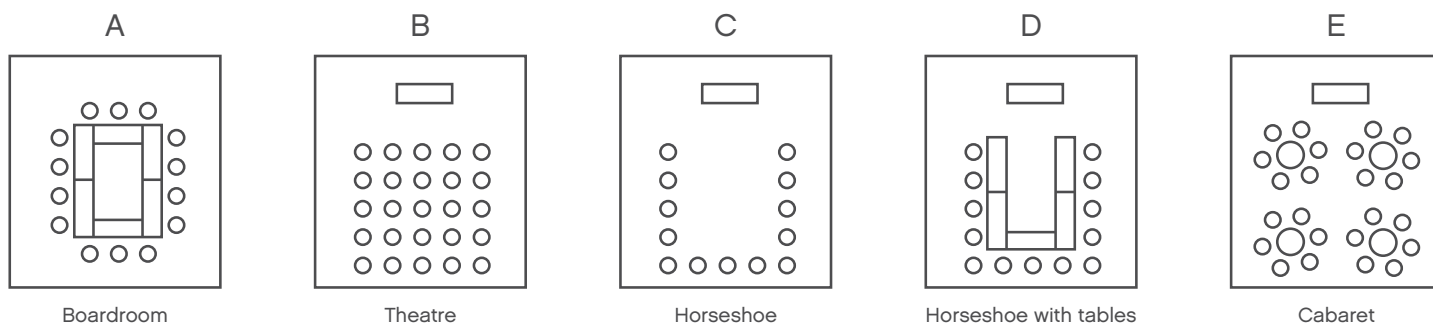
Office: 01785 214750

Email: [conferences@risingbrook.org](mailto:conferences@risingbrook.org)

[www.risingbrook.org](http://www.risingbrook.org)



# Venue Capacities



Room	Boardroom	Theatre	Horseshoe	Horseshoe with tables	Cabaret
Main Hall		200			80
Garden Room	24	30	30	24	32
Upper Meeting Room	30	40	30	24	30
Boardroom	10				
Office 1 & 2	4				

## Day Delegate Rate

**Day Delegate Rate: £20 per person**

Includes exclusive use of conference room, mid morning tea/coffee/biscuits, 2-course lunch, mid afternoon tea/coffee/biscuits, use of projector, screen, flipchart and pens.

## Venue Hire Only

Room	Full Day	Half Day	Hourly
Main Hall	£250	£150	
Garden Room	£175	£100	
Upper Meeting Room	£200	£125	
Boardroom	£100	£75	£20
Office 1 & 2	£60	£40	£15

## Additional equipment available for hire

Data Projector	£25 per day	Flipchart/pen/paper	£10 per day
Laptop	£15 per day	TV & Video/DVD	£10 per day
PA System (for Main Hall inc. 2 wireless mics)	£30 per day	Screen	£5 per day

*Please note:*

*Car parking facilities are available at Rising Brook Methodist Church at £42 per day with prior arrangement.*

# RISING BROOK CONFERENCE CATERING 2017

## Refreshments

Tea/coffee + biscuits	£1.30 per serving
Flask tea/coffee	£12 per flask
Free flow tea/coffee	£4.50 per person
Fruit juice	£3.00 per jug
Fruit squash	£1.50 per jug
Herbal tea/decaf station	£8.00 per station
Plate of biscuits	£1.75 per plate



## Catering

Option A	Selection of sandwiches + crisps	£3.50 per person
Option B	Selection of meats & cheese crusty bread, pickles, crisps and salad	£6.00 per person
Option C	Buffet lunch <i>Selection of sandwiches/wraps, crudités + dip, savoury bites, crisps cakes &amp; fruit plate</i>	£7.00 per person
Option D	Breakfast baps <i>Bacon/sausage/vegetarian</i>	£2.25 per person
Option E	Croissant & jam Muffin	£1.95 per person



If you wish to order directly from Brook Café (and your group is between 6 and 12) we require this to be pre-booked. Please ask for a menu and booking form.

If you have any special requests or dietary requirements, please do not hesitate to speak to any one on the conference team.

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