



THE CROFT  
HOTEL

CONFERENCES  
AND MEETINGS

# WELCOME

The Grade-II listed Croft Hotel is a distinctive venue and perfect for your next business meeting, conference, exhibition or event. Our range of suites cater for any number of delegates from a small board meeting for 3 to a larger presentation for up to 200 delegates. Located close to Darlington on the boarder of North Yorkshire, the hotel has easy access to the A1 & A19 and is only a few miles from Teesside Airport.

Here at The Croft Hotel, we pride ourselves on excellent service, attention to detail and our willingness to help. We offer a full range of audio visual and other conference equipment for hire, including digital projector, projector screens and flip charts.

This information has been put together to provide event organisers with all the information they should require. However, should you need any further information, or to arrange an appointment to discuss options and view our facilities, then please contact us on: 01325 720319 or email: [info@crofthotel.net](mailto:info@crofthotel.net) and we will be happy to help.



# ROOM LAYOUTS AND CAPACITIES

To enable event organisers to gauge the size of our conference suites a plan has been provided below. Please note that this is not to scale.

Our capacities vary based upon the layout you wish to have our popular styles are detailed on the following page.



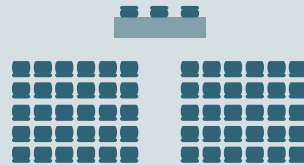
# ROOM LAYOUTS AND CAPACITIES

## CLASSROOM STYLE



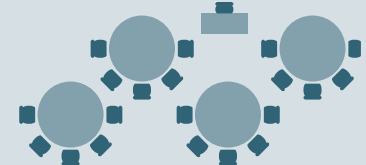
Popular configuration for conference and educational sessions; for note taking and for engaging in interactive exchange with the front of the room

## THEATRE STYLE



Preferred arrangement for presentations, and events where maximum seating capacity is desired

## CABARET STYLE



Ideal for special events suited for round table seating, as well as training sessions and workshops that involve group breakouts

## U SHAPE STYLE



Ideal for training, presentations and general training

## BOARDROOM STYLE



Ideal for board meetings, brainstorming and external meetings

These suggested layouts are our most popular, however we will be pleased to accommodate your specific requirements on request.

To view our facilities or to discuss our requirements further simply contact a member of our Team.

# ROOM LAYOUTS AND CAPACITIES

## CAPACITIES

	Left Chaytor Suite	Right Chaytor Suite	All Chaytor Suite	PDR	Boardroom
Theatre Style	100	100	125	20	N/A
Classroom Style	50	50	100	N/A	N/A
Boardroom	70	70	140	14	4
Lunch/Dinner	100	100	200	16	4
Dinner Dance	80	80	160	N/A	N/A
Reception (Standing)	200	200	400	20	10

# HIRE CHARGES

## HIRE CHARGES

	Left Chaytor Suite	Right Chaytor Suite	All Chaytor Suite	PDR	Boardroom
Full Day (9-5)	£295.00	£295.00	£495.00	£200.00	£100.00
Half Day (am/pm)	£195.00	£195.00	£295.00	£150.00	£75.00
Evening	£200.00	£200.00	£295.00	£150.00	£75.00
Room hire charges include pads, pens and iced water					
	Rate	Description			
Day Delegate	£25.00	3 x servings of coffee, tea and biscuits, buffet lunch, paper and pens, flip chart, projector screen and room hire – Minimum numbers 8/10			
24 Hour Delegate	£125.00	3 x servings of coffee, tea and biscuits, buffet lunch, paper and pens, flip chart, projector screen and room hire, evening meal, accommodation and breakfast			

## EQUIPMENT

A full range of audio-visual equipment is available on request at a nominal charge. Such equipment must be booked in advance.



Flip Chart (including paper and pens)	£20.00
Portable Tripod Projector Screen	£30.00
Multimedia Digital Projector	£60.00
Projector & Screen Combined Price	£70.00
26" Flat Screen TV	£50.00
Lap Top	£80.00

# CATERING & REFRESHMENTS

## REFRESHMENTS

Iced tap water complimentary	£0.00
Bottled mineral water (330 ml bottle)	£2.50
Tea, coffee and biscuits	£2.95
Coffee, tea and cakes	£4.95
Coffee, tea and Danish pastries	£4.95
Orange or apple juice 1 ltr jug	£4.50

Catering for any event can be provided and tailored to suit your needs. These menus have been put together to take the hassle out of your event and to ensure everything runs as smoothly as possible.

If these menus are not suitable then please do not hesitate to ask, as we can cater for all your needs. Special dietary requirements can also be catered for, please ask for details



# CATERING & REFRESHMENTS

## CATERING

Breakfast rolls	Bacon / sausage rolls	£4.50
Continental	Juice, fresh fruit, pastries, tea / coffee	£7.50
Working lunch	Sandwiches, crisps, scones and fruit bowl	£8.50
Soup and sandwiches	Soup of the day and a selection of sandwiches	£8.50
Classic finger buffet	Selection of sandwiches & wraps, chicken and vegetable skewers and salads	£10.50
Cold fork buffet	Cold meats, salads, quiche and new potatoes	£12.50
Hot fork buffet	2 hot items and sides	£14.50

# ACCOMMODATION

## Accommodation

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We provide a variety of modern en-suite bedrooms many of which overlook the river, offering a range of amenities including free Wi-Fi, Freeview TV, heated towel rail, hairdryer and complimentary toiletries, and an iron with ironing board.



## **1.1 booking and confirmation:**

A provisional booking will be held by The Croft Hotel for 7 (seven) days, on bookings made in advance of 2 (two) weeks of the event date, unless agreed otherwise with the hotel management. Confirmation of the booking is required in writing from the client within this 7 (seven) day period otherwise the management reserve the right to release the booking without further notice to the customer. Such written confirmation acknowledges agreement of terms and conditions.

## **1.2 cancellation and postponement**

Cancellation or postponement by the client must be in writing and may result in the charges at the discretion of the management.

## **1.3 prices**

All rates quoted include VAT at the current rate. Prices quoted are valid at the time of printing and are subject to change without prior notice.

## **1.4 availability**

All rooms, facilities and rates offered by The Croft Hotel are subject to availability at the time of booking at the discretion of the management.

## **1.5 payment**

Where credit card terms are agreed, payment to the hotel is strictly within 30 days of the invoice date, otherwise payment is due 1 week prior. Failure to receive payment within this period may result in the cancellation of subsequent bookings at the discretion of the management.

## **1.6 changes and cancellation by the hotel**

The hotel may, without prior notice, change the clients assigned room(s) for one(s) of equal suitability without affecting any minimum or another charge.

## **1.7 external purchase**

Consumption of food and drink, other than that supplied by the hotel, is not permitted to be consumed on the premises. We do not allow catering by others in any circumstances.

## **1.8 general**

The client is subject the general terms and conditions of the hotel. The use of adhesive materials such as Blu Tack and tape is not permitted on painted wall surfaces and associated damages/cleaning charges will be applied.



THE CROFT  
HOTEL

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