

Meetings & Conferences

TWE have two dedicated meeting rooms being great locations for your meeting, training or presentation event. Below we list some details but would be pleased to discuss the details for your event and tailor a package to meet your needs.

The Conference Room

Located on the ground floor of the main bedroom block, our meeting room can be arranged to suit your needs – accommodating comfortably 12-16 people in a boardroom layout, or up to 30 in a theatre style.

The room has natural daylight, with blinds, plenty of power points and space for your refreshments. We have for your use flip charts, projector screen and lay the room with pencils, paper and mineral waters. There is level access to the car park and to the restaurant area and nearby cloakrooms.

The Cellar Room

Our second meeting room is the unique cellar room, with its entrance through the main building, or directly from our decking area outside. The room is slightly smaller than the conference room, still has natural daylight, and will comfortably accommodate 16 in a boardroom style or 20 in a theatre style.

The room leads through to the cellar bar, great for informal breakouts, teas and coffees or end of meeting celebrations.

Room Hire and Rates

We can offer our rooms on a variety of charging methods, on a room only hire rate or one of our popular inclusive delegate rates. Our delegate rates give you fixed price per person to include room hire and refreshments.

Room Hire Only Rates

	Day Rate
Conference	£65.00
Cellar	£65.00

Daily Delegate Rate (Sandwich Lunch)

£19.50

Minimum of six guests, rates are per person per day

- A full days room hire of one of our rooms with the layout of your choice with pencils, paper, and mineral water
- Tea, Coffee and biscuits on your arrival (additional service may be arranged)
- Assorted specialty sandwiches, home cooked chips with dips served in our bar area or in the room if you prefer
- Tea, Coffee served in the afternoon

Day Delegate Rate (Restaurant Lunch)

£29.50

As above but with a three course restaurant lunch, not sandwiches, chosen from a special lunchtime menu which we will give to your delegates on arrival, so we can be ready to serve when you break.

Other Charges

Tea, Coffee and Biscuits per person per serving	£2.00
Bacon Sandwiches	£4.95
Danish Pastries	£2.00
Other refreshments available on request	

Flip Chart Stand with one pad	£12.50
Projection Screen	£12.50
Other equipment may be arranged with local hire companies	

Bedroom Accommodation

We have 20 bedrooms, including twins, doubles and a room specifically adapted for the needs of our disabled guests. All rooms enjoy double glazing and controllable under floor heating. Features include LCD flat screen TV, tea and coffee tray and wired broadband.

Rooms are charged at a discounted rate for conference guests of just £70.00 a night to include full breakfast

Booking

Please call us at TWE to check the availability of the room on the required date. We will make a provisional booking and take the basic details. If you would like to discuss your booking further, please make an appointment with one of our managers, who will confirm all the details with you. We then ask that you confirm back and arrange the method of payment. We accept all major credit cards.

If for any reason you cancel the meeting room, or numbers reduce, we may charge a cancellation fee based on the amount of notice given and our ability to re-let the room to a similar value.

All our rates quoted are inclusive of VAT and are valid at time of printing.