



Elliott Lane, Grenoside
Sheffield, S35 8NR

t: +44 (0)114 245 4444
f: +44 (0)114 245 5414

e: reservations@whitleyhall.com
www.whitleyhall.com



Whitley Hall Hotel

Conferencing at Whitley Hall Hotel

Where better to hold a training session, senior management or full-scale conference than where city meets countryside? Choose from one of our six adapted rooms and suites to suit your exact requirements. Our dedicated, experienced conferencing team will work with you in great detail to ensure your event is perfectly organised and successful.

Whitley Hall Hotel is the ideal venue, offering boardroom accommodation for 12 to 30 people or a larger suite where more than 80 can confer comfortably. The building has free wireless internet access and has a range of audio visual equipment to support your needs.

Half Day Rate - £19.00 Including VAT

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Room Hire
2 Servings of Tea and Coffee & homemade biscuits
Sandwiches & Chips
One Flip Chart and one OHP and Screen
Complimentary Paper and Pencils
Cordials and Mints
Apples

Delegate Rate - £29.50 Including VAT

Room Hire
3 Servings of Tea and Coffee & homemade biscuits
Hot and Cold Conference Buffet or Restaurant & Bar menu Business Lunch*
One Flip Chart and one OHP and Screen
Complimentary Paper and Pencils
Cordials and Mints
Apples

24 Hour Rate - £139.00 Including VAT

Room Hire
3 Servings of Tea and Coffee & homemade biscuits
Hot and Cold Conference Buffet or Restaurant & Bar menu Business Lunch*
One Flip Chart and one OHP and Screen
Complimentary Paper and Pencils
Cordials and Mints
3 course table d'hôte dinner in our award winning restaurant**
Bedroom for single occupancy
Full cooked breakfast
Apples

All our conference prices are quoted excluding VAT
Enquiries to conferenceandevents@whitleyhall.com
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*** Please note for Restaurant Business Lunch & Bar menu there is an extra charge of £3.00 per head.**

**** Surcharge on certain dishes may apply; this includes a £30.00 per person dinner allowance.**

Room Hire Rates

Room	Max. Capacity	Half Day	Full Day
Whitley & Elliott	100	£250.00	£500.00
Whitley Suite	60	£250.00	£250.00
Elliott Suite	40	£250.00	£250.00
Parker	60	£250.00	£400.00
Wordsworth	14	£125.00	£200.00
Picture	12	£125.00	£200.00

Optional Extras

Tea, coffee & biscuits £3.50 - per serving per delegate

Bottled water still or sparkling £3.95 - per delegate

Danish pastries £3.25 - per delegate

Bacon sandwiches £4.50 - per delegate

Afternoon scones etc. £3.95 - per delegate

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CONFERENCE BOOKING FORM

COMPANY DETAILS	
Contact Name:	
Company Name:	
Address:	
Telephone:	Fax:
E Mail Address:	
MEETING DETAILS	
Meeting Title:	
Meeting Date:	
Start Time:	Room:
Finish Time:	Room Style:
Delegate Rate:	Number of Delegates:
Buffet Option:	Time Required:
Restaurant Option: Is an extra £3.00 per head on top of the delegate rate.	Time Required:
Refreshments:	Time Required :
Please note the hotel cannot be held responsible for the quality of the food if it is not served at the scheduled time due to late arrival, the food will only be served when everyone has arrived.	
Any dietary, vegetarian or optional extras:	
EQUIPMENT HIRE: (Please specify if you require any of the equipment)	

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Overhead Projector Inclusive: Yes/No	6ft Screen Inclusive: Yes/No
Flip Chart Inclusive: Yes/No	LCD Projector £25.00: Yes/No
TV £50.00: Yes/No	DVD Player price on application: Yes/No
BUSINESS CENTRE SERVICES:	
Lamination A4 75p per sheet Photocopying A4 25p per sheet Faxing UK £1.00 per sheet Faxing Europe £1.50 per sheet Faxing International £2.00 per sheet	
BREAKDOWN OF COSTS FOR YOUR CONFERENCE	
QTY	DESCRIPTION
NET	
VAT	
GROSS	
PAYMENT METHOD	
Please state if you will be settling the bill on the day or if you would like an invoice sending to company please complete our credit application form. Completed applications should be received by the hotel no less than 2 weeks prior to your event taking place.	

TERMS AND CONDITIONS

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Please read carefully

1. All prices are correct at the time of print and are exclusive of VAT and subject to change without notice 30 days prior to the event, unless previously confirmed in writing. Prices may be adjusted to allow for changes in either VAT or other Government taxes and currency fluctuations.
2. Where the booking includes accommodation, full details of the number of people staying, together with the type of accommodation and the length of stay must be confirmed at least 14 days before the date of your event.
3. Any cancellations made within 14 -30 days of your booking will be charged at 35% of the total anticipated revenue and will include any accommodation held at the hotel.
Cancellations made within 14 days of your event will be charged 70% of the total anticipated revenue and will include any accommodation held at the hotel.
4. The hotel cannot be held responsible for the quality of the food if not served at the scheduled time due to late arrival.
5. Prior consent of the hotel must be sought for any entertainment or service contracted for the function by the client. The hotel reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary steps to correct. In the event of failure to comply with Management requests the hotel reserves the right to terminate the contract and stop the event without being liable for any refund or compensation.
6. No wine, other beverages or food may be brought into the hotel or grounds by the client or guests for consumption on the premises, unless pre-agreed by the hotel Management in writing.
7. Whilst every effort is made to safeguard clients' property Whitley Hall Hotel does not accept any liability for any loss or damage caused.
8. Hotel reputation. At the absolute discretion of the hotel any function may be cancelled by the hotel even if paid in full, if the hotel has reasonable grounds for believing that the holding of such function would prejudice the reputation, good name or standing of the hotel.
9. Liability. The hotel accepts no responsibility for death, injury or disease, howsoever arising to clients or their guests excepting only such as arises due to the negligence of the hotel, its servants or agents acting strictly in accordance with the terms of their employment, sub-contract or other agreement between such servants and agents at the hotel. The hotel is not liable for any frustration of this contract caused by strikes, labour disputes, accidents or any other cause beyond the hotel's control and outside the ordinary and reasonable contemplation of the parties at the time of this contract. In such an event, the hotel will endeavour to offer the client alternative accommodation facilities and services, if such can be found and are acceptable to the client (such acceptance not to be unreasonably withheld). In the event that is not possible, however, the hotel's obligation to the client extends up to and is limited to, the full refund of any deposit held.

I the undersigned confirm that I have read and accept the terms and conditions of booking.

Signature:

Print name:

Date:

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