



Conference
Facilities
at the
Imperial Hotel



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IMPERIAL HOTEL

Conference facilities

Our objective at the Imperial Hotel
is to ensure your event is
Successful at an **affordable** rate.

We recognise the importance,
not only of choosing the right venue
and finalising the agenda, but also all those little details
and finishing touches
which can make all the difference.

The details to be found on the following pages
are designed to supply as much information as possible to
help your event run smoothly.

We have a range of rooms
suitable for executive board meetings, training seminars,
conferences and a number of room layouts to suit your
exact requirements.

Further, we are able to offer “flex back” chairs
as standard which are designed for long-period sitting.

If you would like to view our excellent conference facilities or
you require further information
please contact our Conferences office on 01273 777320
who will be more than happy to help
and provide you with a bespoke quotation.

Package Rates

Day Delegate Rate

which includes the following:

Conference room hire
3 Servings of tea/coffee with biscuits
2-Course luncheon in Hamilton's restaurant or a working finger buffet
Flipchart & Marker pens
OHP & Screen
Free Wi-Fi access
Service & VAT

£27.00-£35.00
(Minimum of 10 delegates)



24-Hour Residential Delegate Rate:

which includes the following

Day delegate plus:

Single room with en-suite facilities
Or
Twin room with en-suite facilities (sharing)
Free Wi-Fi access
3-Course dinner
Full English breakfast

from £75.00 - £125.00
(Minimum of 10 delegates)



The room layout

Conference pads and pencils, Ice Water and Orange Squash

Room hire rates

Palmeria suite

Full day - £200.00 - £250.00

Half day - £150.00 - £200.00

Stafford & Rutland suite

Full day - £130.00 - £180.00

Half day - £100.00 - 150.00

Yorke suite

Full day - £130.00 - £180.00

Half day - £100.00 - £150.00

Adelaide suite

Full day - £90.00 - £150.00

Half day - £50.00—£100.00

Brunswick suite

Full day - £90.00 - £140.00

Half day - £ 50.00 - £100.00



2 course conference buffet @ £14.95 per person

Tea/coffee/biscuits @ £2.25 per person

Tea/coffee and danishes/cakes @£4.25 per person

Orange juice @ £5.75 per jug

Bottled mineral water @ £3.20 per bottle

Working finger buffets also available
From £9.95 per person (minimum number)

The 2 course conference buffet is served in the restaurant and consists of 2 hot dishes (including a vegetarian option) cold meats, cheeses and salads, choice of dessert.

Technical

Variable lighting on dimmers in Palmeira Suite
Black-out facilities in all suites
Natural lighting in all suites
Air conditioning in Palmeira Suite
Telephone points in all suites
Free Wireless Internet Connection for in house conference



Equipment hire

LCD Projector @ £50.00
OHP & screen @ £25.00
TV & video @ £30.00

Any other equipment required can be hired on your behalf at the prevailing rate.



Extra facilities

Photocopying:
10p per sheet

Facsimile:

Inland - £1.00 per sheet

Overseas - £1.50 per sheet

Incoming -25p per sheet



Telephone calls - 25p per unit

Capacities

Palmeria suite

Dimensions (metres) - 12.5 x 6

Theatre style	120
Classroom style	40
Boardroom	40
U Shape	40

Stafford & Rutland suite

Dimensions (metres) - 11.5 x 5

Theatre style	50
Classroom style	20
Boardroom	32
U Shape	20

Yorke suite

Dimensions (metres) - 11.5 x 5.25

Theatre style	50
Classroom style	20
Boardroom	25
U Shape	20

Adelaide suite

Dimensions (metres) - 5.25 x 4.15

Theatre style	18
Classroom style	10
Boardroom	12
U Shape	10

Brunswick suite

Dimensions (metres) - 5.25 x 4.8

Theatre style	20
Classroom style	10
Boardroom	12
U Shape	12

General hotel information

Breakfast is served:

Mon - Fri 7.00am - 9.30am
Sat - Sun 8.00am - 10.30am

Dinner is served:

7.00pm - 9.30pm

*Private dining is available please ask for details.

Tates Bar is open from 12pm to 11pm

Smoking areas in the hotel

All public areas of the hotel are non-smoking

Toilets

Toilet facilities can be found close to the main hotel reception.
function rooms also have toilets close by.

Checkout

The hotel checkout time is 11.00am. For guests staying beyond this time a luggage storage can be provided.

Taxi service

Taxis may be ordered at our reception desk.

On street parking

Parking Vouchers can be purchased at our Reception Desk
at a cost of £4.00.

Vouchers are valid 24h in bays displaying "Permit Holders Only" sign.

Internal communications

Should you have any requirements during your time at the hotel. You may contact switchboard by dialling "0" on any internal telephone and they will connect/page the relevant member of staff.