

Room hire rates

Room name	Approx. size	Daily rate	Morning 9.00am-12.30pm	Afternoon 1.30-5.00pm	Evening 6.00-10.00pm
The Auditorium	34m x 22m	£2,750	£1,500	£1,500	£1,500
The Atrium / Reception*	21m x 20m	£150†	£85†	£85†	£85†
Seymour Suite	18m x 16m	£550	£400	£400	£400
Spurgeon Room	15m x 8m	£340	£250	£250	£250
Lake Room	12m x 8m	£190	£170	£170	£170
Lewis Room	12m x 8m	£190	£170	£170	£170
Luther Room	12m x 8m	£190	£170	£170	£170
Murray Room	14m x 8m	£190	£170	£170	£170
Wesley Room	11m x 8m	£190	£170	£170	£170
Whitefield Room	8m x 8m	£190	£170	£170	£170
Wilberforce Room	12m x 8m	£190	£170	£170	£170

*The Atrium is available for displays or exhibitions at a cost of £150 for full day or £85 for half day. Please note that exclusive use of the Atrium cannot be granted

Drinks and refreshments

Please note that food cannot be brought into the centre

Option 1 Drinks and refreshments for Lake, Lewis, Luther, Murray, Wesley, Whitefield and Wilberforce rooms

Unlimited tea, fresh coffee, apple juice, orange juice, water, biscuits and table mints

£2.25 per delegate per morning, afternoon or evening booking

£3.50 per delegate for an all day booking

Please note that the charges for these rooms are per delegate per day.

We do not charge per drink or per serving.

Option 2 Drinks and refreshments for Seymour Suite and Auditorium bookings

Unlimited tea, fresh coffee, apple juice, orange juice, water, biscuits and table mints

£1.90 per delegate, per serving

Equipment hire rates

Equipment	Half day rate	Full day rate
Flip chart, paper and pens	£7	£10
42" Plasma TV with DVD player	£29	£49
Video projector	£29	£49
Laptop PC	£29	£39
Audio visual system in Seymour Suite* (Package 1)	£150	£200**
** AV Technician	£150	£200
Audio visual system in Seymour Suite*** (Package 2)	£85	£95
Hearing loop (only available in the Seymour Suite with Package 1)	-	-
Audio visual technician in Seymour Suite (dedicated to your conference)	£125	£200
Full audio visual and lighting systems in the Auditorium, with packages to suit every budget	Please call	Please call
Wireless internet connection – please book this facility when placing your room booking	Free	Free
A dedicated ADSL line is available for the Auditorium	£200	£200
Table cloths – available for delegate's tables (4ft circular) or for exhibition or registration tables (6ft rectangular)	£3.50	£3.50

Audio Visual System in Seymour Suite (Package 1)

* Price includes: PA system, 2 x tie mics, 1 x handheld wireless mic, 1 x lectern mic, lectern, video projector, 8x6 projection screen, ability to load presentations onto our system, comfort monitor, wireless clicker (**AV technician must be booked with this package).

Audio Visual System in Seymour Suite (Package 2)

*** Price includes: PA system, 8*6 projection screen, lectern mic, lectern.
(please note that this system will be set up and ready to use)

Food menu

Menu 1 Finger buffet

Includes: • selection of sandwiches on white and wholemeal bread (egg mayonnaise, beef salad, cheese and pickle, plain cheese) • chicken wraps • Indian chicken on sticks • honey & rosemary sausages on sticks • garlic bread (with peppers and cheese) • cheese rolls • Doritos and salsa dip • fresh fruit platter

£7.50 per delegate

Menu 2 Finger buffet

Includes: • selection of sandwiches on white and wholemeal bread (egg mayonnaise, beef salad, cheese and pickle, plain cheese) • chicken wraps • king prawn & sweet chilli dip • cream cheese & tomato open rolls • honey & rosemary sausages on sticks • crispy chicken portions • Doritos and salsa dip • cheese rolls • fresh fruit platter • selection of cakes

£8.50 per delegate

Menu 3 Finger buffet

Includes: a selection of sandwiches (egg and cress, cheese and tomato, ham salad, beef salad) • vegetarian wraps • breaded chicken breast • vegetable scone toasties • cream cheese and cherry tomato open rolls • sausages drizzled with honey • vegetable bajis • samosas • pakoras • Indian chicken breast • pork pies • scotch eggs • selection of crisps • fresh fruit platter • selection of cakes

£10.50 per delegate

Menu 4 Knife and fork buffet

Includes: • ham off the bone • chicken breast • fresh salmon, selection of salads • hot new potatoes • vegetarian quiche • homemade bread • condiments • selection of desserts

£12.50 per delegate

Menu 5 Locally sourced finger buffet (environmentally friendly menu)

Includes: • selection of sandwiches (egg mayonnaise and watercress, gammon ham, beef salad, Cambridgeshire red cheese with tomato and watercress) • cocktail sausage rolls • honey and rosemary sausages • puff pastry cheese and onion rolls • open rolls with cherry tomatoes and cream cheese • marinated chicken breast with basil, thyme and tomato • asparagus and cucumber pin wheels • apple and bacon roll ups • broccoli and stilton quiche • local pork pie with homemade chutney • courgette, red onion and tomato tartlets • leek and asparagus tart

£12.50 per delegate

Please note that because this menu is sourced from local suppliers, some items may be seasonal and not available throughout the year. In which case, an alternative will be made available.

Alternative menus can be catered for.

KingsGate terms and conditions of booking and venue hire

Definitions 'KingsGate' refers to KingsGate Trading Ltd a subsidiary of KingsGate Community Church. Registered office 2 Staplee Way, Parnwell, Peterborough, PE14YT. Customer number 6069915, VAT number 906 7555 06. 'the client' refers to the individual, company or organisation with whom KingsGate have an agreement to provide facilities, catering or services based upon a KingsGate quotation and any additional requirements or services subsequently requested and agreed. 'organiser' refers to the client or a designated third party employed by the client to organise the event on their behalf. 'venue' refers to a room (or space) or combination of rooms (or spaces) designated by KingsGate for external hire. 'event' refers to the function or use for which the venue is hired.

Terms of Booking KingsGate facilities are let on the basis of agreed quoted rates and the terms & conditions of booking and venue hire described below.

Conditions of Acceptance of Booking For provisional bookings, rooms will be held for 14 days or up to 14 days prior to the event, whichever is sooner. KingsGate will only consider a booking confirmed when the booking confirmation agreement section of this document is signed by the client and is received by KingsGate. If the above timescales are not met it will be assumed by KingsGate that the dates can be offered to other interested parties.

KingsGate Quotation & Event Details KingsGate quotations will be issued to the client or organiser following an event enquiry. KingsGate quotations will remain valid for 28 days. KingsGate quotations will detail agreed event dates, number of delegates, rooms booked, catering services, additional staff and equipment required. If any details of the event change then a revised quotation will be issued and agreed. Final numbers of delegates must be confirmed no later than five working days before the event. Standard KingsGate room hire rates include (unless otherwise agreed and confirmed in writing) room hire from 8.30am-5.30pm and standard set up. The KingsGate quotation will list in detail room hire, catering, and any additional staff & equipment.

Payment Upon successful completion of event KingsGate will issue invoice for full and final amount, which should be paid in full within 14 days of invoice date. Any challenge or objection to any part of the invoice must be made in writing within five working days of receipt of invoice otherwise invoice should be paid in full. Any event booked within 7 days of required event date should be paid for in full no later than 48hrs prior to the event for confirmation.

Commission KingsGate operate a commission policy. Commission will be paid to event management companies and third parties who introduce clients to KingsGate.

Cancellation Policy All cancellations must be given in writing (by letter, fax or email). Cancellations made between 31 and 60 days will result in a 25% charge of the full booking*. Cancellations made between 15 and 30 days will result in a 50% charge of the full booking*. Cancellations made between within 14 days will result in a 100% charge of the full booking*. (*room hire, refreshments, food, equipment, technicians).

Running Time Should an event exceed the hours stated and agreed in the event quotation there may be additional charges for every hour or part thereof. KingsGate generally have clearance teams organised for agreed event finish times to prepare for following events and the client will be liable for any costs incurred by KingsGate due to overrunning of agreed times.

Safety & Fire Regulations All events are subject to compliance with current Health & Safety and Fire Safety Regulations and to the requirements of any other relevant authorities. Organisers are responsible for carrying out all necessary risk assessments prior to the event and issuing copies to KingsGate at least 30 days prior to the event for review. KingsGate requires notice in advance of any aspects of the event which may necessitate special safety or security arrangements. The organiser will be responsible for all consequential costs. Organisers should ensure provision of adequate First Aid personnel. All electrical appliances brought to site by the client should be tested in accordance with current electrical safety legislation, damage or injury caused by faulty appliances or equipment will be the sole responsibility of the client.

Entertainment & Alcohol Licenses Any proposed entertainment is subject to the terms of the current or any Temporary Event Notices in place. Any entertainment provided by the client must comply with current noise regulations and requirements. The client should notify KingsGate of intention to make alcohol available for sale a minimum of 30 days prior to the event date to enable temporary license to be obtained. No alcohol will be served after 12 midnight under any circumstances. Persons under 18 will not be served or supplied with alcohol.

Loss and Damage The client is responsible for taking all reasonable precautions to protect the venue, equipment, facilities or any other KingsGate property. Any costs incurred by KingsGate for repairs following accidental or negligent damage caused at the event will be chargeable to the client. This includes any necessary cleaning required over and above reasonable wear & tear. KingsGate will take all reasonable care to protect and maintain security for client property and staff but will not take responsibility for any damage or loss of client property or items before, during or after an event. The client must accept responsibility at all times. KingsGate management reserves the right to terminate any event where it is satisfied that continuation will jeopardise the safety and security of staff, delegates, property or the reputation of KingsGate.

Special Conditions KingsGate is a no smoking venue, smoking is not permitted anywhere on site. KingsGate will provide designated external areas for smokers only if agreed in writing. The client is not permitted to use any part of KingsGate to carry out illegal activity. KingsGate management reserve the right to refuse admission or expel any person for illegal or inappropriate behaviour.

If KingsGate Conference Centre is rendered unable wholly, or in part, to fulfil its obligations due to Force Majeure, Acts of God, industrial dispute, government regulation or intervention, restrictions on travel, acts of terrorism, delivery equipment or utilities failure or for any other reason beyond the control of KingsGate Conference Centre, in no event will KingsGate Conference Centre be liable for loss of profit or consequential damage from any of these matters.