

# BEECHFIELD *house*

## Meetings



Beechfield House Hotel is a gem of a country house set in eight acres of gardens and woodland and the perfect venue to get your team together for an inspirational conference or business meeting. It is also an ideal venue for private meetings or celebrating in style with colleagues. Free Superfast dedicated Fibre Broadband Wifi is available throughout the hotel, terrace and walled garden. Complementary parking and EV car charging is offered.

Breakfast seminars, lunch meetings, all day conferences or 24 hour meetings are all easily and professionally accommodated.

Beechfield House Hotel is proud to have been awarded: AA 4 Red Stars Inspectors Choice 2023, 2 AA Rosettes and AA Breakfast Award.

Whatever your needs, we are here to help accommodate them. Should you have different requirements we would be delighted to tailor our packages to your needs.

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## **DAY DELEGATE PROGRAMME**

(Based on a minimum of 6)

Our day delegate programme offers the following:

- Meeting room hire including flipchart and projector screen
- Delegate stationery
- Jugs of iced water
- Arrival tea and coffee, biscuits
- Mid-morning tea and coffee, biscuits
- Afternoon tea and coffee, biscuits
  
- Sandwich lunch with jugs of iced water £50.00pp inc VAT  
or with
- 2 course hot and cold lunch with jugs of iced water £65.00pp inc VAT

## **HALF DAY DELEGATE PROGRAMME**

(Based on a minimum of 6)

Our half day delegate programme offers the following:

- Meeting room hire including flipchart and projector screen
- Delegate stationery
- Jugs of iced water
- Arrival tea and coffee, biscuits
- Breakout tea and coffee, biscuits
  
- Sandwich lunch with jugs of iced water £35.00pp inc VAT  
or with
- 2 course hot and cold lunch with jugs of iced water £50.00pp inc VAT

## **24 HOUR DELEGATE RATE**

(Based on a minimum of 6)

Price on request

Our 24-hour delegate programme, based on single occupancy offers the following:

- Full day delegate programme
- Accommodation
- A three-course dinner chosen from our dinner menu
- Full English breakfast following morning

## - OUR MEETING ROOMS -

### **The Garden room**

Ideal for a variety of conference needs, the versatile Garden room is a large, purpose built, rectangular conference room, situated in a peaceful area on the ground floor. This conference room has patio doors facing out onto the terrace and walled garden which make an ideal break out area.

### **The Music room**

A ground floor room in the older part of the house and opposite the main reception area, the Music room is full of character. Its delicate furnishings, large windows with natural light, open fire and wooden floor lend it a comfortable yet businesslike feel. The Music room creates the perfect environment for medium size executive meetings.

### **The Library**

Situated near reception and next to the Card room, the Library is a fine and elegant room also boasting a view over the terrace. Ideal for smaller executive meetings and interviewing, the Library can also be used, along with the Card room, Garden room or Music room, as a syndicate or breakout room.

### **The Card room**

Situated next to the Library, The Card room is a light and airy room which boasts a beautiful view over the terrace. Ideal for smaller executive meetings and interviewing, the Card room can also be used, along with the Library, Garden room or Music room, as a syndicate or breakout room.

### **The Orangery**

Situated near reception, with doors opening onto the walled garden, this delightful space is usually used as a break out room, for informal lunches or for pre-dinner drink receptions.

### **The Terrace**

The Terrace is situated within the walled garden, adjoining the Coach House and overlooking the outdoor swimming pool and garden. During the summer months it can be used as an alternative to meeting rooms, informal gatherings, afternoon teas and al fresco dining.

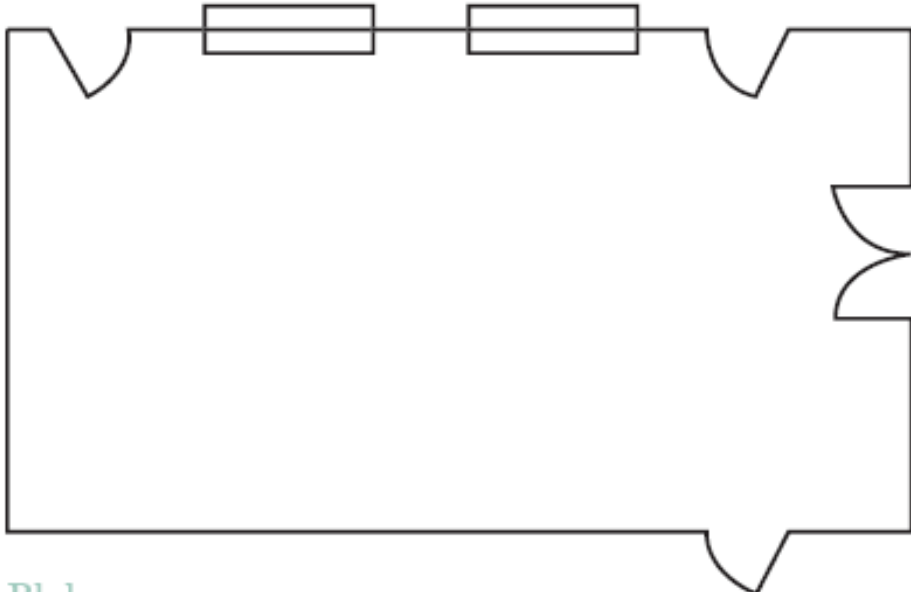
## **CAPACITIES**

	<b>BOARDROOM</b>	<b>RECEPTION</b>	<b>CABARET</b>
<b>Garden room</b>	30	40	50
<b>Music room</b>	20	N/A	N/A
<b>Library</b>	10	N/A	N/A
<b>Card room</b>	8	N/A	N/A

## - DIMENSIONS -

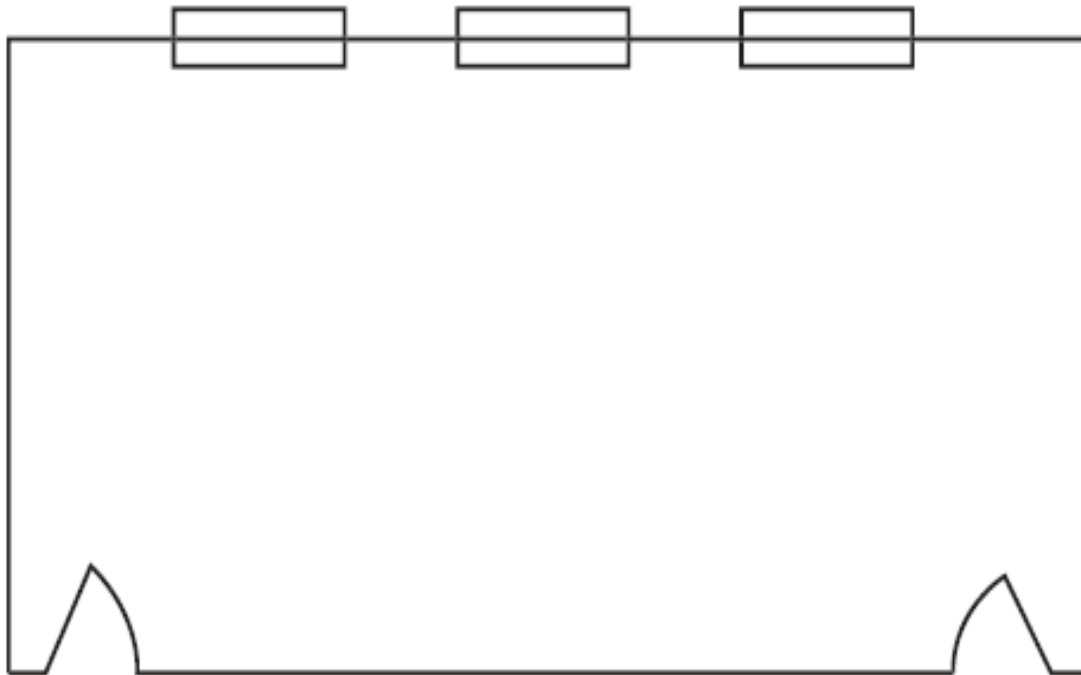
### Garden room

Facing	East
Width	6.6 Metres
Length	11.0 Metres
Electric Sockets	8 Double



## Music room

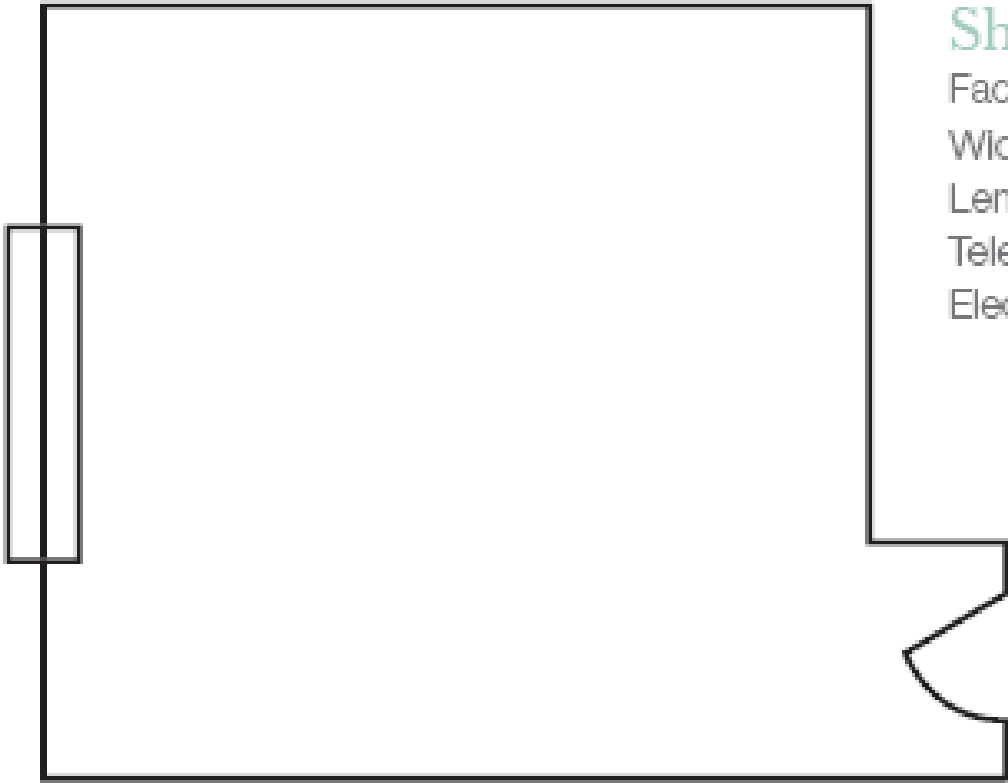
Facing	West
Width	4.3 Metres
Length	8.0 Metres
Electric Sockets	3 Double
Lights on dimmer	Yes
Telephone	Yes





**Library**

Facing	East
Width	5.0 Metres
Length	4.8 Metres
Electric Sockets	3 Double
Lights on dimmer	Yes
Telephone	Yes
TV Point	Yes



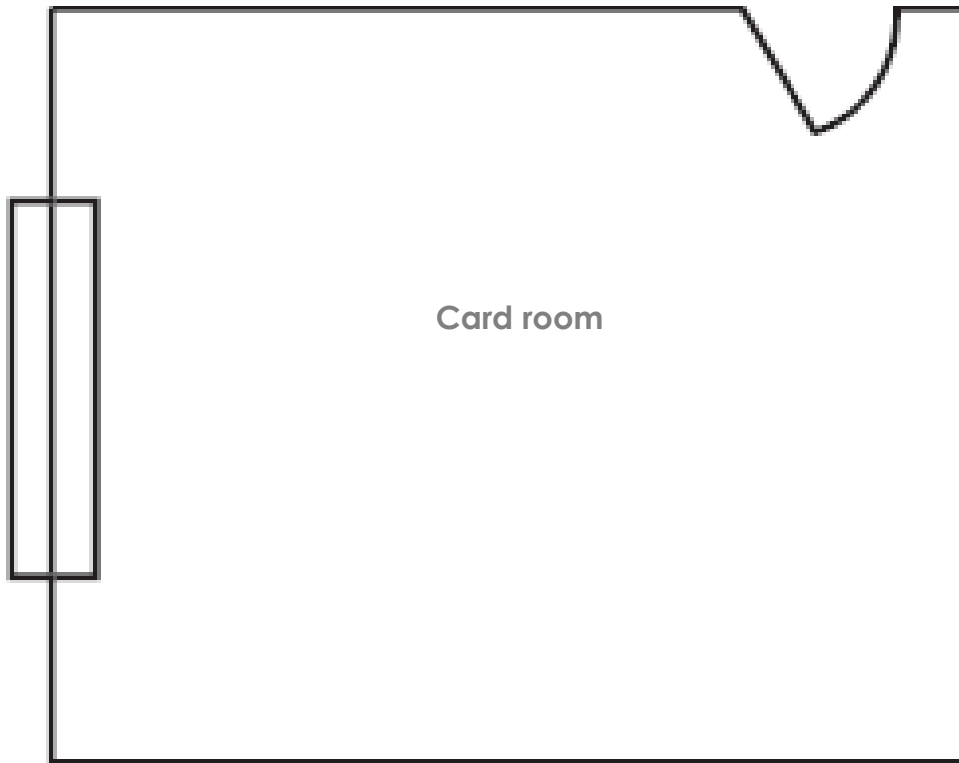
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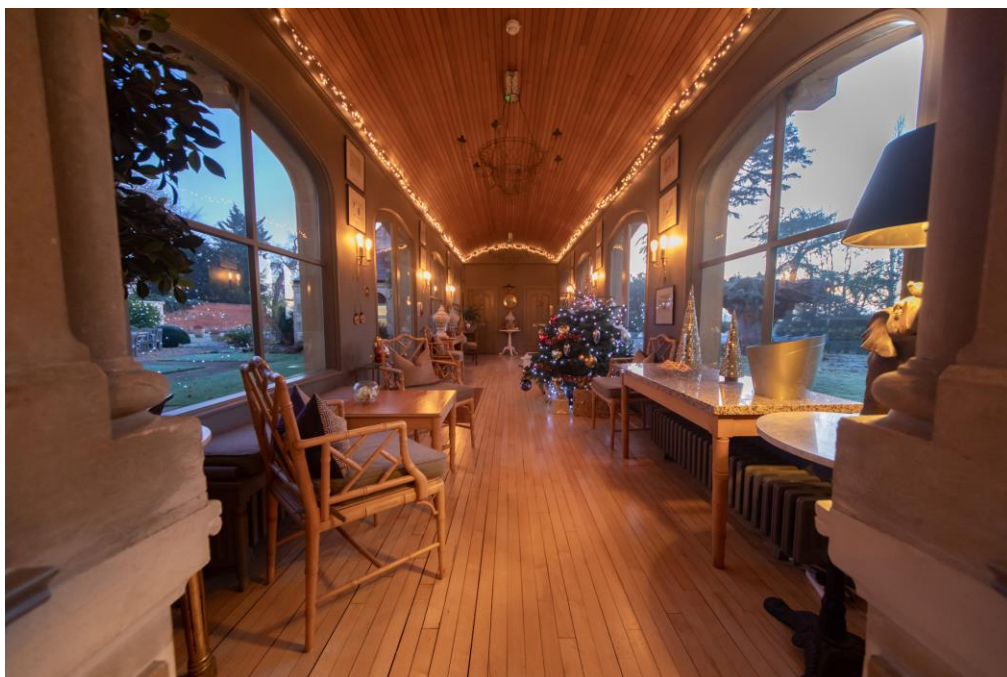
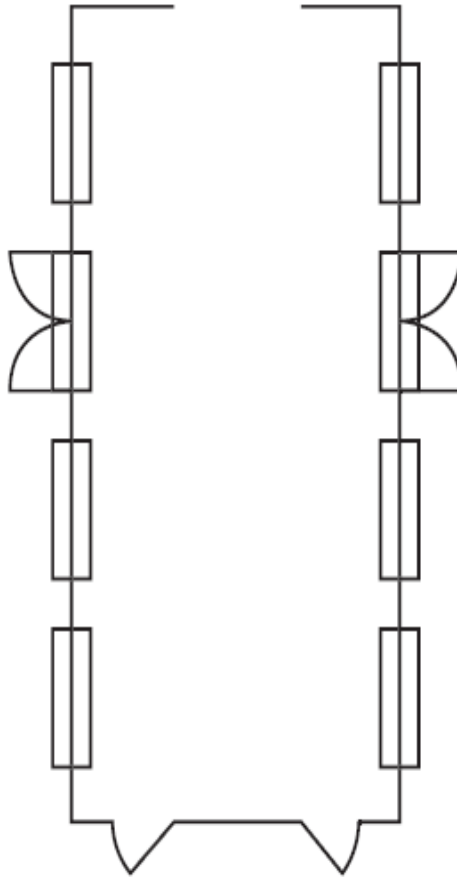
### Card room

Facing	East
Width	4.2 Metres
Length	3.3 Metres
Electric Sockets	3 Double
Lights on dimmer	Yes
Telephone	Yes



## Orangery

Facing	South & West
Width	2.8 Metres
Length	10.9 Metres
Electric Sockets	4 Double
Lights on dimmer	Yes
Telephone	No



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## **- ROOM HIRE -**

When a delegate rate is not appropriate we offer our conference rooms for a room hire charge only. Included in the room hire is delegate stationary. Full day rates are per room from 9am – 5.00pm. Half days are for up to a max of 4 hours. All rates are inclusive of VAT.

<b>Full day</b>	<b>room hire</b>
<b>Garden room</b>	£400
<b>Music room</b>	£250
<b>Library</b>	£150
<b>Card room</b>	£125

<b>Half day</b>	<b>room hire</b>
<b>Garden room</b>	£275
<b>Music room</b>	£175
<b>Library</b>	£100
<b>Card room</b>	£85

## **- AUDIO VISUAL EQUIPMENT -**

As standard we provide a flipchart and overhead projection screen with all delegate programmes. However, we also offer the following equipment which can be hired alongside our meeting rooms. If required we are happy to source additional equipment on request. All rates are plus VAT.

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Additional Flipcharts	£25.00 per day
Projector Screen	£25.00 per day
LCD Projector	£95.00 per day

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## **- SECRETARIAL SERVICES -**

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Photocopying (per A4 page)	£0.50
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## The Terrace

Available for informal meetings and breakouts in the warmer months



### - EXCLUSIVE USE -

Exclusive use gives complete privacy for you and your guests and the luxury of calling Beechfield House your home for the time that you are here. If you want a house party to celebrate this marvellous occasion, then Beechfield is the venue for you!

If 20 or more bedrooms are booked a fee for exclusive use will be due and a charge for all 24 bedrooms will be made.

Exclusive use includes total seclusion for you and your guests in your 'own home from home' and effective from 2.00pm on the selected day until 10.00am the following morning & totally exclusive access to the hotel building and beautiful hotel grounds.

### **Exclusive Use Rates (Bedrooms are charged separately) – 2023:**

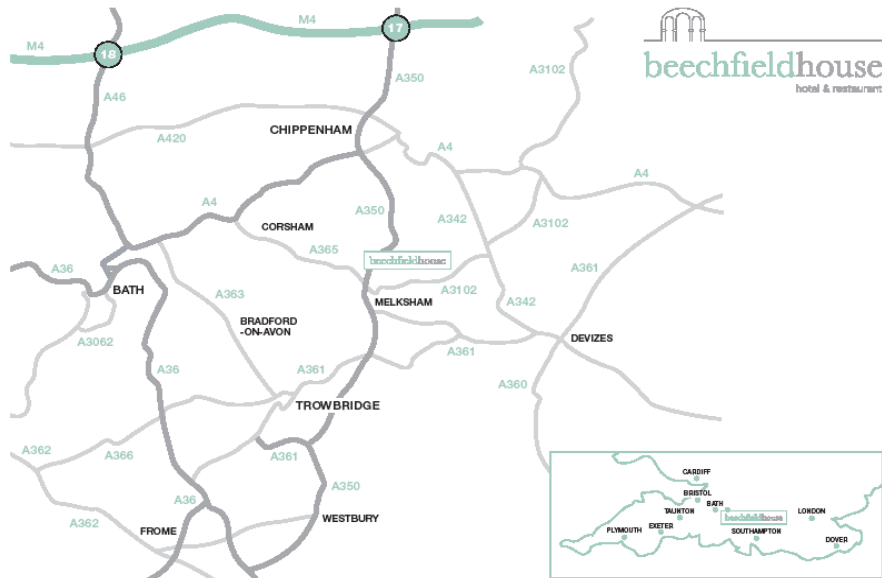
<b>Day</b>	<b>Charge</b>
Sunday	£1000
Monday-Friday	£1250
Saturday	£1500

For exclusive use events booked on a bank holiday weekend all rooms booked must be taken for two nights and the exclusive use fee is charged for both nights.

### **Maximising your budget:**

If you are working to a limited budget why not choose an off season day and date? We can work to most budgets where you can be flexible with your day and date.

## - MAP -



## - DIRECTIONS -

### BRISTOL

Take the M4 towards London and exit at Junction 17. Follow signs for Poole (A350). Once you have bypassed Chippenham and Lacock you will enter the village of Beanacre. As you begin to exit the village look for signs on your left to Beechfield House. Do not take the first signed entrance (deliveries) but take the second entrance up the driveway leading to the front of the house.

### BATH

From Bath take the A4 towards Chippenham. As you approach Chippenham you will see signs to the A350. Take the A350 towards Melksham and Poole. Keep on the A350 and after Lacock you will enter the village of Beanacre. As you begin to exit the village, look for signs on your left to Beechfield House. Do not take the first signed entrance (deliveries) but take the second entrance up the driveway leading to the front of the house.

### LONDON via M4

Take the M4 towards Bristol and exit at Junction 17. Follow signs for Poole (A350). Once you have bypassed Chippenham and Lacock you will enter the village of Beanacre. As you begin to exit the village look for signs on your left to Beechfield House. Do not take the first signed entrance (deliveries) but take the second entrance up the driveway leading to the front of the house.

### CONTACT TELEPHONE EMAIL WEB ADDRESS

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