

# The Ideal Venue For Your Conference

At the Best Western Tiverton Hotel we specialise in running professional and efficient conferences, recognising that you have the highest standards and expectations, always ensuring that these needs are met. Whether it's a boardroom meeting for two or a weekend conference for a hundred, our commitment to attention of detail from the initial enquiry through to the last serving of tea and coffee is total.

Over a number of years we have organised many weekday and weekend conferences for a range of companies. Our rates are competitive, and our seven conference rooms are ideal for meetings, exhibitions and seminars.

All 69 Executive and Standard rooms are non smoking, spacious and equipped with en-suite facilities, satellite TV, trouser press, hairdryer, clock radio, data point facility, courtesy tea and coffee tray and WiFi Internet access. In addition our Executive rooms have queen-sized beds, writing desk and chair, flat screen TV and DVD, power shower and complimentary newspaper. Perfect for a relaxing and productive work environment.

Our air-conditioned Gallery Restaurant and Lounge Bar, in which we serve a wide variety of meals and snacks, create the perfect surroundings for relaxation before and after the business of the day. The Lounge Bar is a non-smoking area between 8.30am and 6pm. We also offer an Outside Catering Service – from a small working lunch to a larger private function.

The hotel is ideally positioned minutes from Junction 27 on the M5, equidistant from Bristol in the north and Plymouth in the south. The Best Western Tiverton Hotel also has free parking for 130 vehicles including spaces for coaches.

# Conferences

Seven suites each with natural daylight and some with air-conditioning, all with WiFi Internet Access, which means that we can offer the widest choice of facilities at the centre of the West Country, capable of accommodating from 2 to 250 people.



The Crystal Suite

All areas of the West Country are equally accessible; the M5 and Tiverton Parkway main line station are within 10 minutes.

Our dedicated conference and banqueting team will handle every aspect of your event and ensure that it is a smooth and successful occasion.



The Twyford Suite

# Conference Rooms

	Twyford	Lowman	Crystal	Topaz	Sapphire	Champagne	Exe
<b>Theatre Style</b>	50	50	300	60	30	15	N/A
<b>Classroom</b>	20	20	100	30	15	N/A	N/A
<b>Boardroom</b>	30	30	80	35	25	10	8
<b>U-Shape</b>	25	25	65	30	20	8	N/A
<b>Reception</b>	40	40	450	80	N/A	N/A	N/A
<b>Dinner</b>	30	30	250	60	N/A	N/A	N/A
<b>Dinner/Dance</b>	N/A	N/A	200	40	N/A	N/A	N/A

# Breakdown of Charges

## CONFERENCE & SEMINAR ROOM HIRE RATES

	Full Day	Half Day	Twilight (after 6 pm)
Crystal Suite	£400.00	£200.00	£100.00
Topaz Suite	£210.00	£110.00	£100.00
Sapphire Suite	£160.00	£100.00	£80.00
Champagne Suite	£100.00	£70.00	£65.00
Twyford Suite	£210.00	£110.00	£100.00
Lowman Suite	£210.00	£110.00	£100.00
Exe Suite	£80.00	£55.00	£50.00
Syndicate Rooms	£65.00	£65.00	—

## EQUIPMENT HIRE/SERVICE CHARGES \*

O.H.P	£32.50	Internet Access (WiFi)	Free of Charge
Flip Chart	£22.50	Secretarial Services	£15.00 per hour
Slide Projector	£80.00	Fax	£2.00 per sheet
TV & Video	£85.00	Photocopying	25p per sheet
PA System	£95.00	E-Mail	£1.00 per page
LCD Projector	£240.00		

\* Charges are per day unless otherwise stated

## SUNDRIES CHARGES \*

Tea/Coffee	£1.75 per serving	Finger Buffet	from £6.95 (see separate sheet)
Tea/Coffee & Biscuits	£2.25 per serving	Table d'Hote Dinner (3-Course & Coffee)	£19.95
Tea/Coffee & Pastries	£3.00 per serving	Orange Juice	£6.00 per jug
Full English Breakfast	£12.00	Mineral Water	£2.95 per bottle
Continental Breakfast	£10.00	Flasks of Tea/Coffee	£8.00 per flask
Bacon Sandwiches	£4.00 per round	B&B Corporate Rate (Double for single occupancy)	£65.00 per night
Sandwich Lunch	£4.00 per round		
Conference Buffet (2-Course Lunch)	£11.00		

\* Charges are per person unless otherwise stated

# Delegate Package

## THE DAILY DELEGATE PACKAGE INCLUDES:

Coffee / Tea and Biscuits on Arrival  
Mid Morning Coffee / Tea and Pastries  
2-course Hot and Cold Buffet Lunch in our Gallery Restaurant  
Afternoon Tea / Coffee and Biscuits  
Room Hire  
OHP / Screen  
Flipchart

COST PER DELEGATE inc. Service & VAT

WEEKDAY	£35.00
WEEKEND	£30.00

## THE 24 HOUR DELEGATE PACKAGE INCLUDES:

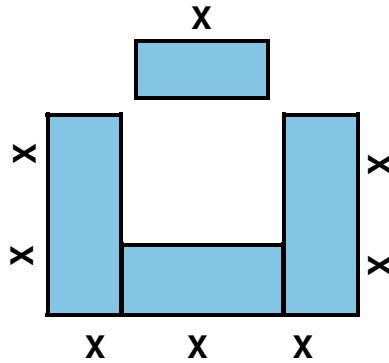
All of the above plus:  
Double en-suite Bedroom for Single Occupancy  
Full English Breakfast  
3-course Table D'hôte Dinner in our Gallery Restaurant

COST PER DELEGATE inc. Service & VAT

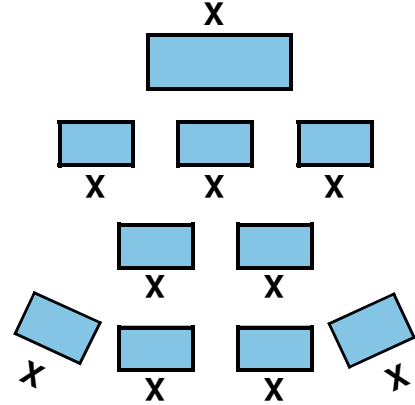
WEEKDAY	£110.00
WEEKEND	£90.00

# Room Layouts

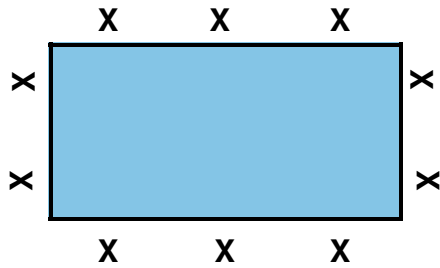
'U' SHAPE



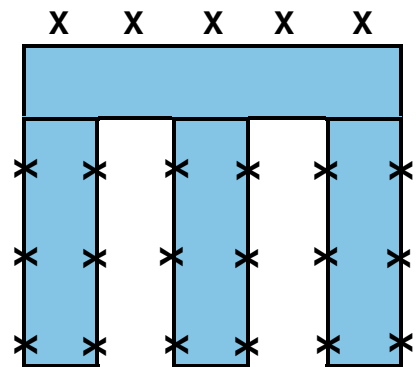
CLASSROOM STYLE



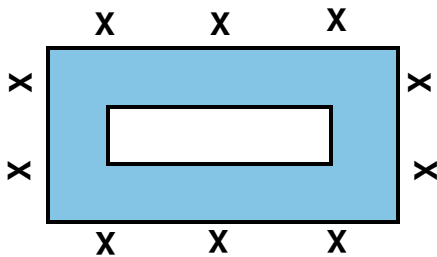
BOARDROOM



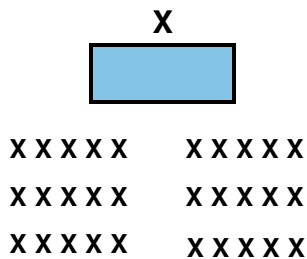
TOP TABLE & SPRIGS



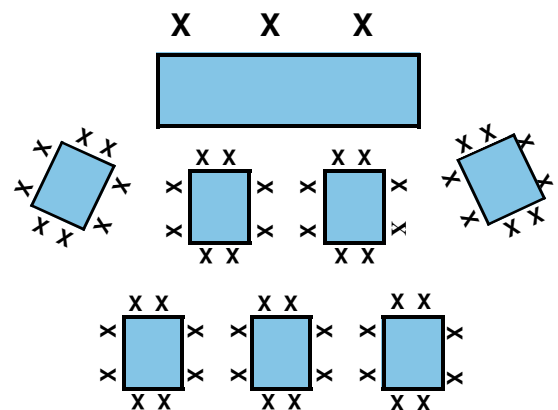
HOLLOW SQUARE



THEATRE STYLE



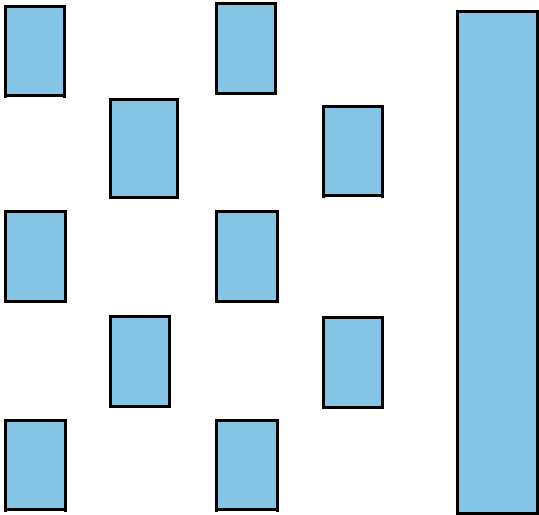
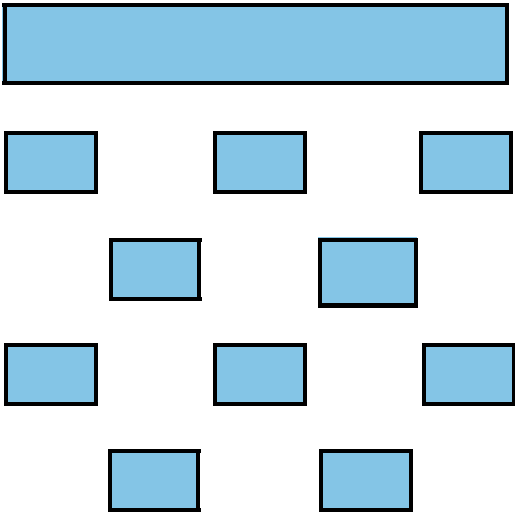
CABARET STYLE



 TABLES

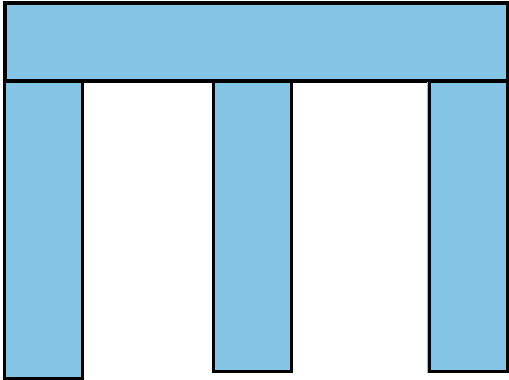
**X** CHAIRS

**CRYSTAL SUITE  
LAYOUT NO. 1**



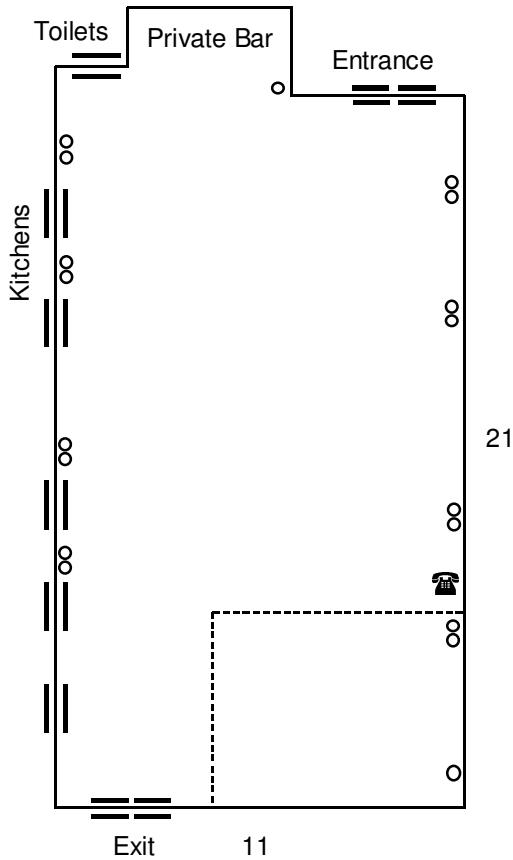
**CRYSTAL SUITE  
LAYOUT NO. 2**

**CRYSTAL SUITE  
LAYOUT NO. 3**

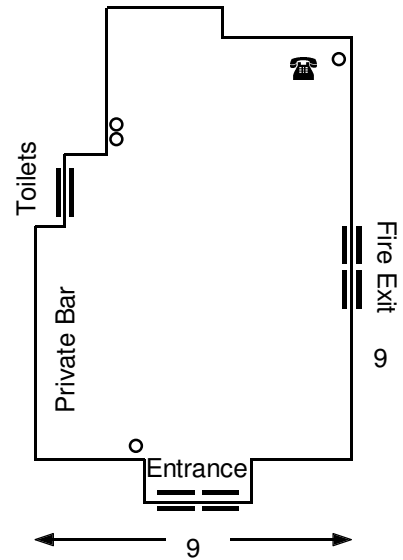


# Room Dimensions

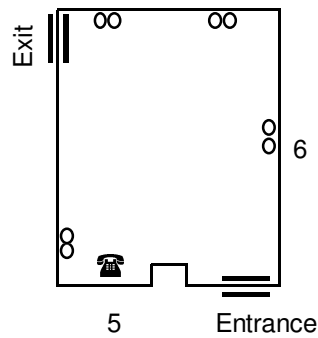
Crystal Suite



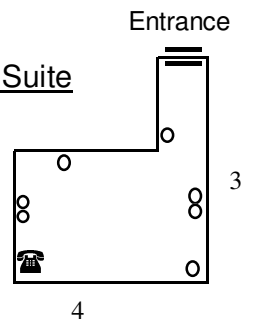
Topaz Suite



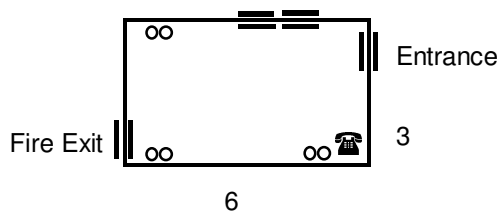
Sapphire Suite



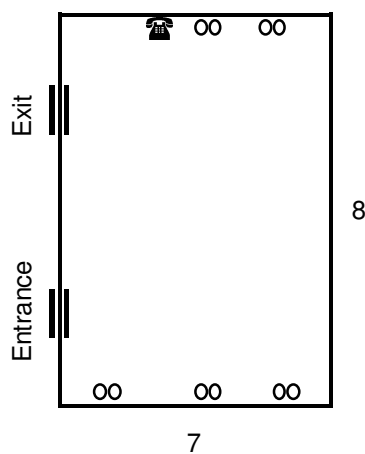
Exe Suite



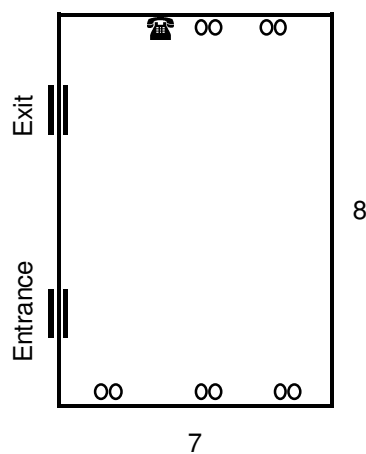
Champagne Suite







Twyford Suite



Lowman Suite



## Key

-  Telephone
-  13 Amp Socket
-  Door
-  Dance Floor

Not to Scale



# Your Catering Requirements

The Best Western Tiverton Hotel offers a wide choice of food from the small finger buffet to a 3-course dinner.



**The Gallery Restaurant**

Delegates may also dine in the Gallery Restaurant, which offers a wide range of hot & cold appetisers, main courses including vegetarian options and desserts.

Prices start from £6.95 per person

# Finger Buffet Selector

Create your own Finger Buffet from the list of items available below:

5 items - £6.95 per person

7 items - £7.95 per person

9 items - £9.95 per person

*(A price for further items is available on request)*

- Freshly Cut Assorted Sandwiches (to include vegetarian)
- Spicy Chicken Wings
- Chicken Satay
- Ginger and Lemongrass Chicken Sticks
- Duck Spring Rolls
- Onion Bhaji
- Dim Sum
- Mixed Tapas Puffs - Tomato, Bean and Chorizo  
Tomato, Courgette and Pesto  
Red Onion and Goats Cheese
- Salmon Bites (Salmon pieces coated in Breadcrumbs)
- Cornish Pasties
- Sausage Rolls
- Sun-dried Tomato Quiche
- Spinach and Ricotta Quiche
- Cheese Lattice
- Mayonnaise and Brie Filo Parcels
- Cheese Twists
- Spiral Fries

# OUR FOOD – YOUR PLACE

Selection of Sandwiches **OR** Baguettes  
With Crisps and Nuts

**PLUS**

A choice of <b>4</b> of the following items: <b>£7.95</b> per person	A choice of <b>6</b> of the following items <b>£8.95</b> per person	<b>All</b> of the following items <b>£10.95</b> per person
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Chicken Satay

Ginger and Lemongrass Chicken Sticks

Duck Spring Rolls

Onion Bahji

Salmon Bites

*(Salmon Pieces coated in Breadcrumbs)*

Cornish Pasties

Sausage Rolls

Sun-dried Tomato Quiche

Cheese Lattice

Mixed Tapas Puffs –

*(Tomato, Bean and Chorizo – Tomato, Courgette and Pesto – Red Onion and Goats Cheese)*

## Dessert and Beverages

The following extras can be added to your order:

Cheese and Biscuits	£2.50 per person
Selection of Desserts	£2.50 per person
Fresh Fruit Basket	£2.50 per person
Tea or Coffee	£1.50 per serving
Orange Juice	£6.00 per jug

Minimum Numbers: 6

Free delivery within 2 miles

Up to 5 miles £5.00 delivery

Over 5 miles £10.00 delivery

Crockery Hire – cup and saucer 50p per item plus VAT, plates / bowls 50p per item plus VAT  
(Any breakages and losses must be paid for)

Waiter / Waitress Service - £8.00 per person per hour

To make an order, contact the Sales Office at the Best Western Tiverton Hotel on 01884 256120  
or e-mail: [sales@tivertonhotel.co.uk](mailto:sales@tivertonhotel.co.uk)

We reserve the right substitute items subject to availability

# Location

## From M5 Motorway

Leaving the M5 at Junction 27 take the A361 towards Tiverton.

After approximately 7 miles take the turn off for the A396 signposted Tiverton and Bickleigh.

Turn left at the top of the slip road and continue straight over the McDonalds roundabout (2nd exit).

At the next roundabout take the 3rd exit and then turn immediately right into Blundells Road.

The entrance to the hotel is then on the right.

## From Barnstaple

Leaving Barnstaple take the A361 towards Tiverton.

At the junction of the A361/396 continue straight over the roundabout (2nd exit) onto the A361 dual carriageway.

After approximately 1 mile take the turn off marked Tiverton Business Park and Town Centre.

Turn right at the top of the slip road, continue straight over at the first roundabout and the McDonalds roundabout (2nd exit).

At the next roundabout take the 3rd exit and then turn immediately right into Blundells Road.

The entrance to the hotel is then on the right.

## From Exeter (avoiding the motorway)

Leave Exeter on the A396 towards Tiverton.

On the outskirts of Tiverton, continue straight over at mini-roundabout (with BP Garage on left), then at next roundabout turn right (3rd exit) signposted Town Centre.

Continue straight over at following 2 roundabouts (2nd exits on both).

Turn left into Blundells Road, which is situated just before the next roundabout and the hotel entrance is immediately on the right.

