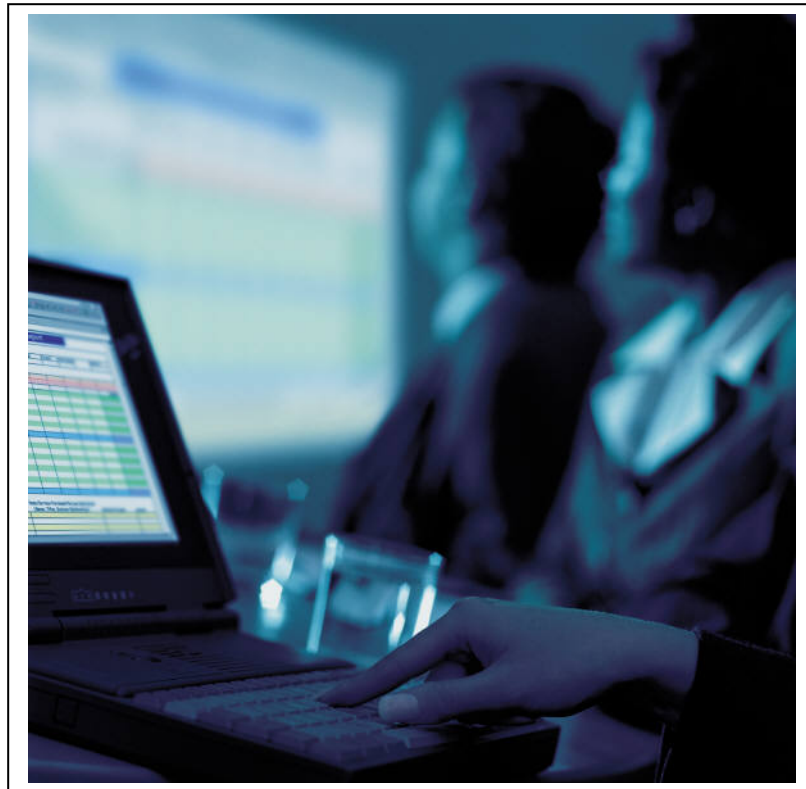


# THE LANGFORDS HOTEL

## CONFERENCE BROCHURE



The Langfords Hotel  
8-16 Third Avenue  
Hove  
East Sussex  
BN3 2PX  
Telephone : 01273 738222  
E-mail : [angela@langfordshotel.com](mailto:angela@langfordshotel.com)

# THE LANGFORDS HOTEL

Your conference...

Our business...

Thank you for your enquiry. May we take this opportunity to tell you more about The Langfords, one of Hoves leading hotels.

The Langfords is a lovely Victorian building full of charm and character with spacious lawned gardens to the rear of the property. We are situated on a wide avenue just off the Hove seafront. We have 58 bedrooms all with en-suite facilities.

The Langfords has a relaxed and friendly atmosphere while providing a professional service.

We have a superb range of conference rooms suitable for executive board meetings, training seminars, conferences or workshops from 20 to 150 people.

We recognise the importance, of not only choosing the right venue and finalising the agenda, but also all the small details and finishing touches that make the difference.

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

If you would like to view our excellent conference facilities or you require further information, please contact the conference office on 01273 738222 who will be more than happy to help and provide you with a bespoke quote.

Angela Graham  
Conference and Banqueting

*And another ...*

*"... your good humour and work in finding alternative foods for the rather varied menu requirements were much appreciated. I have no hesitation in recommending your venue to other people."*

*A letter from a happy conference organiser ...*

*"Just a short note to thank you and the staff at the Hotel for all your help and assistance with the three meetings we held on Thursday and Friday last week. The rooms were superb as was the food and service we received."*

*We will have no hesitation in using the Hotel for future meetings and indeed will recommend Langfords to our colleagues within the Council."*

# THE LANGFORDS HOTEL

Your conference...

Our business...

Langfords Hotel offers fine conference facilities, comprising six versatile conference suites capable of accommodating many meeting styles, from a boardroom for 12 to a presentation dinner for 150 or a lecture for 250.

## The Carlton Room

The Carlton Room is fully self-contained with direct access to our private gardens. Features include air conditioning, a private bar, restroom and cloakroom. Up to 150 delegates comfortably accommodated.

Floor area: 1,400 square feet (130 square metres).

## The Cedar Room

The Cedar room is on the lower ground floor and leads on to a private terrace with steps to the hotel gardens. The Cedar also benefits from natural daylight & lift access & is fully self-contained with private restroom and cloakroom,. Up to 70 delegates comfortably accommodated.

Floor area: 1,280 square feet (119 square metres).



## The Regent Rooms

The four Regent Rooms are on the ground floor, and benefit from plenty of natural light from feature windows. The rooms can be hired individually or in pairs, and are well suited for use together as a training complex.

Regent Rooms 1 & 2 are inter-connecting designated training rooms. Each room has a floor area of 574 square feet (54 square metres), and accommodates up to 40 delegates.

Regent Rooms 3 & 4 are inter-connecting syndicate rooms. Each can be used as a boardroom or meeting room for up to 12 delegates.

## Studio

The Studio has a floor area of approx. 570 square feet, good natural light and wooden floors. Up to 40 delegates comfortably accommodated.

# THE LANGFORDS HOTEL

Your conference...

Our business...

## Day Delegate Package

Conference room hire with standard equipment  
Morning tea or coffee and biscuits  
2 course hot and cold buffet lunch with coffee  
Afternoon tea or coffee with biscuits  
£30.00 per delegate, including VAT.

Package rates apply for a  
minimum of 10 delegates

## 24 Hour Delegate Package

Conference room hire with standard  
equipment  
Single room with en-suite bathroom  
Full English breakfast  
Morning tea or coffee and biscuits  
2 course hot and cold buffet lunch with  
coffee  
Afternoon tea or coffee with biscuits  
3 course dinner  
From £85.00 per delegate, including VAT.

## Standard equipment includes:

Standard OHP and screen  
DVD Player  
VHS video  
TV Monitor  
Flipcharts and pens  
Additional or specialist equipment can be  
hired on your behalf at prevailing rates.

Delegate pads and pencils, iced  
water, cordials and mints are  
included with all packages and  
room hire.

## Seating Capacities

	Theatre	Classroom	Boardroom	Banquet
Carlton	140	100	80	110
Cedar	70	30	40	50
Regent 1	40	20	24	36
Regent 2	40	20	24	36
Regent 3	20	8	12	-
Regent 4	20	8	12	-
Studio	40	20	30	30

# THE LANGFORDS HOTEL

Your conference...

Our business...

If you choose, we can offer a package built for your specific requirements.

Please contact us to discuss the details of your conference & we can then provide a bespoke package and quote to suit your needs.

Also included are our banqueting menus as our Carlton and Cedar room are perfect for a corporate dinner and dances as well as presentation evenings.

## MENUS

Sandwiches served with crisps @ £4.25 pp  
Working buffet lunch @ £7.95 pp  
2 course conference lunch @ £10.95 pp  
3 course formal lunch @ £14.95 pp

## REFRESHMENTS

Tea/coffee and biscuits @ £2.20 pp  
Tea/coffee and breakfast rolls @ £5.25 pp  
Morning tea/coffee and Danish pastries  
@ £4.25 pp  
Afternoon tea/coffee and cakes  
@ £4.25 pp  
Bottled water @ £3.50 per bottle  
Jugs of fruit juice @ £7.50 per jug

## Room Hire Only

	Half Day ( 8a.m - 6 p.m )	Full Day ( 8 a.m - 12 p.m )
Carlton	£250.00	£300.00
Cedar	£175.00	£225.00
Studio	£125.00	£175.00
Regent 1	£125.00	£175.00
Regent 2	£125.00	£175.00
Regent 3	£65.00	£100.00