



THE LENS BURY

hotel | resort | conference centre

2020 Delegate Rates

Day Delegate Rate *includes:*

- Hire of an air conditioned meeting room
- Inclusive equipment package (see Conference Centre Room Specifications sheet)
- Bottled water and sweets in the meeting room
- On site technical support from 07:00 to 23:00
- Unlimited tea, coffee and biscuits in the lounge areas
- Three course hot and cold buffet lunch
- Free Wi-Fi access for all delegates
- Free car parking
- Dedicated event manager

24-Hour Delegate Rate *includes:*

- Day package as above, plus
- Three course evening dinner
- Full use of leisure facilities, including: gym, pool, tennis and squash
- Overnight accommodation with full English breakfast

Syndicate Room Hire *includes:*

- Flipchart and write-on board

*** Call our Events team for our competitive rates.**

Partners are welcome to stay overnight (sharing a delegate's room), enjoy use of the leisure facilities and full English breakfast for a supplement of £25.00 + VAT (£30.00 inc. VAT) per night. Also delegates are welcome to book additional nights at preferential rates before or after an event.

Please telephone for a quotation that is exactly tailored to your needs. Offer rates are available throughout the year.

General Information

Free Shuttle Service

The shuttle service between Teddington Station and The Lensbury Conference Centre runs 07:00 - 09:30 and 16:00 - 19:00 Monday to Friday. Pick up points are outside platform 1 (the ticket office side) of Teddington Station and outside The Lensbury Conference Centre. Please ask delegates to call 020 8614 6500 whilst they are on the train.

Conference Reception

Open Monday to Thursday 07:00 - 19:00, Friday 07:00 - 18:00 offering assistance with taxis, car hire and travel arrangements and a contact point for telephone/fax messages, etc.

Technical Support

Available 7 days a week 07:00 - 22:30.

Wi-Fi

Free wireless broadband is available throughout The Lensbury.

Photocopying

Black and white and colour copiers are provided for your use at reasonable rates.

Telephones

All meeting rooms have telephone connections. Telephones can be provided on request.

Special requirements

If you, or any of your delegates, have any special requirements, i.e. hearing or visual difficulties, require wheelchair access or have any other special needs, please let us know in advance.

Mealtimes

Breakfast	Monday - Friday	07:00 - 09:30
	Saturday - Sunday	08:00 - 10:00
Luncheon	Monday - Friday	12:00 - 14:00
Dinner	Monday - Thursday	19:00 - 21:00

Leisure Facilities

Most leisure facilities are free of charge to residents. Non-residents may purchase a day pass for £12.

Lockside

Swimming Pool, Gym and Exercise Studios.

Monday - Thursday	06:15 - 22:00
Friday	06:15 - 21:00
Saturday - Sunday	07:30 - 20:00

Cancellation Policy

Cancellation / Attendance Reduction by the Client

In the event of the Client cancelling a confirmed booking, the Client will be liable to pay the following cancellation charges.

Cancellation notification received by The Lensbury.	Cancellation Charges
More than 60 days before conference start date	Nil
Between 30 and 60 days before conference start date	50% of Conference's total projected revenue*
Less than 30 days before conference start date	100% of Conference's total projected revenue*

**Conference's total projected revenue includes full board, meeting room and syndicate room costs.*

The Lensbury will use its reasonable endeavours to resell the cancelled booking. If successfully resold, The Lensbury will reduce the cancellation charge pro-rata.

In the event of the Client reducing the number of delegates/guests confirmed, the Client will be liable to pay the following attendance reduction charges.

Attendance reduction notification received by The Lensbury	Cancellation Charges
More than 60 days before conference start date	Nil
Between 30 and 60 days before conference start date	50% of quoted delegate rate*
Less than 30 days before conference start date	100% of quoted delegate rate*

A reduction of 10% or less of the total number of delegates/guests confirmed 14 days or more before the Conference start date will not incur an attendance reduction charge. However, if the reduction in delegate/guest numbers is greater than 10% or the reduction is within 14 days of the Conference start date, the attendance reduction fee will apply as above.

All cancellations or changes in delegate guest numbers must be notified in writing to The Lensbury.

Cancellation by The Lensbury

The Lensbury reserves the right to immediately cancel the Client's booking on the service of written notice if it requires the premises for emergency use. The Lensbury shall have sole discretion for determining emergency use. In the event of an emergency, The Lensbury shall use reasonable effort to offer alternative on-site facilities for events in progress and forthcoming events. Should this not be possible, The Lensbury will pay compensation as set down in our Terms and Conditions.

The Lensbury may, at its sole discretion, immediately cancel any booking on service of written notice without incurring any liability if:

- The booking may prejudice the reputation of The Lensbury
- An event for which a booking is made is unlikely to be conducted or organised in a proper or suitable manner
- The Lensbury receives evidence of any adverse alteration to the Client's financial situation
- The Client is in arrears of payments due to The Lensbury
- Any delegates/guests attending the Conference behave in any way considered detrimental, offensive or contrary to normal expected standards of behaviour
- An event of force majeure occurs.

Conference Centre Room Specifications

Thames View Suite

16.5 x 20m H: 2.48m	100 to 300 people
Natural Daylight	Air conditioning
Microphones	Portable TV
Data Projector & Screen x 3	Mood lighting
Presentation Sound System	Flipcharts x 2

Barker, Henman, Perry & Wade Rooms

9.6 x 9.7m H: 3.08m	14 to 70 people
Natural Daylight	Air conditioning
Flipcharts x 4	Whiteboard
Data Projector & Screen	Presentation Sound System
DVD & Video Playback	

Murray Room

6.0 x 6.5m H: 2.50m	6 to 15 people
Natural Daylight	Air conditioning
Flipcharts x 2	65" LCD Screen

Wimbledon Room

14 x 13.4m H: 2.75m	42 to 200 people
Air conditioning	Flipcharts x 2
Natural Daylight	Data Projector & Screen
Microphones	Presentation Sound System

Mortimer Room

9.3 x 5.5m H: 2.55m	10 to 50 people
Natural Daylight	Air conditioning
Flipcharts/Whiteboards x 2	Data Projector & Screen
Presentation Sound System	

Uttley Room

5.1 x 3.0m H: 2.86m	6 to 15 people
Natural Daylight	Air conditioning
Flipcharts x 2	65" LCD Screen

Beaumont Room

11.7 x 13.9m H: 3.35m*	25 to 225 people
Air conditioning	Data Projector & Screen
Microphones	Presentation Sound System
Flipchart x 4	

Lloyd Room

7.6 x 6.1m H: 2.54m	10 to 40 people
Natural Daylight	Air conditioning
Flipcharts/Whiteboards x 2	Data Projector & Screen
Presentation Sound System	

Austin, Barrett, Durie, Larcombe & Robson Rooms

6.2 x 3.0m	3 to 8 people
Natural Daylight	Air conditioning
Flipchart x 1	Whiteboard
55" LCD Screen	

Dunbar Room

9.8 x 19.9m H: 2.95m*	40 to 90 people
Air conditioning	Flipcharts x 2
Microphones	Data Projector & Screen
	Presentation Sound System

Doherty Room

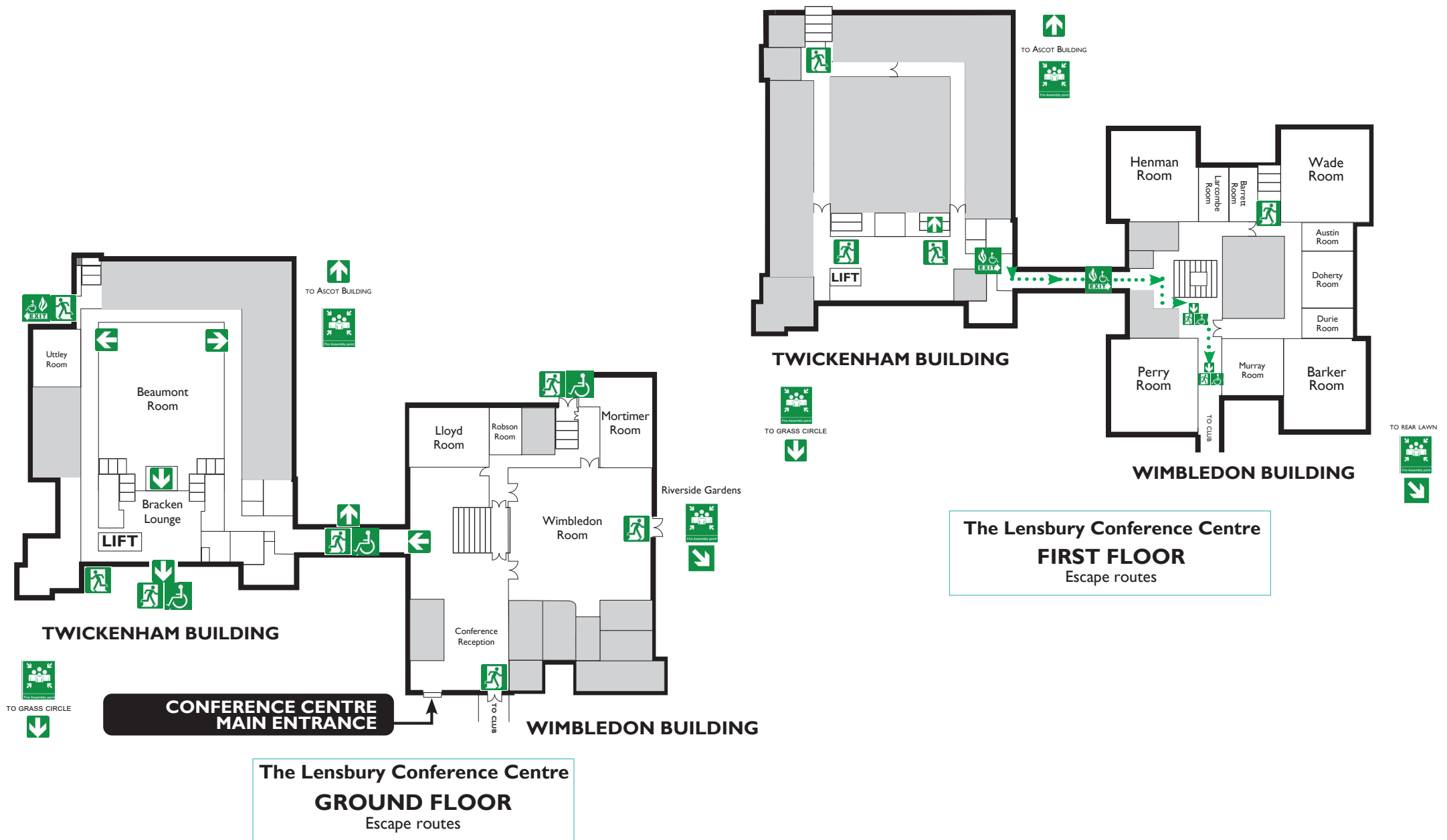
6.9 x 5.1m H: 2.47m	6 to 15 people
Natural Daylight	Air conditioning
Flipcharts/Whiteboards x 2	52" LCD Screen

Each room can be fitted with a Bluetooth unit upon request. Subject to availability. - *This figure indicates the highest ceiling point.

Conference Centre Floor Plan



THE LENSBRURY



Team Building Options

You can enjoy great motivational team building activities in our 25 acres grounds. For groups up to 120 people at our unique waterside location, we offer water based challenges from raft building, dragon boat racing to fun regattas. Also on offer are a variety of activities such as sports day events and treasure hunts. Whatever your goal or objective for your team event, we can offer you a bespoke solution.

#LensburyMoments
@TheLensbury



DRAGON BOAT RACING

From £50 per person

Minimum 20 people / maximum 120 people

- 2 hour sessions
- One of the fastest growing water sports activities
- Qualified instructors and safety boats provided
- Exciting, fun team challenge
- Groups are split into teams for training and then to compete for the championship
- Team racing with the wow factor



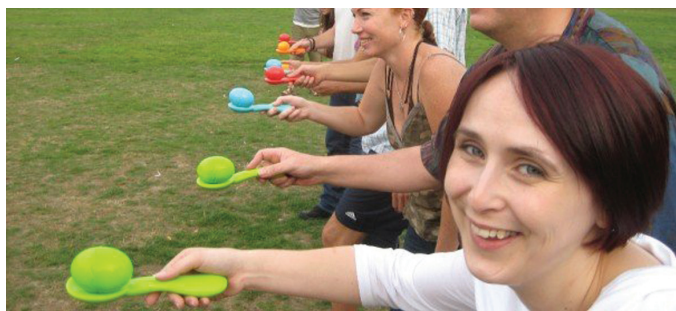
RAFT BUILDING

From £30 per person

Minimum 8 people / maximum 50 people

- 1 ½ hour sessions
- Qualified instructors and safety boats provided
- A fun and challenging experience
- An exceptional team building activity for identifying good leaders and good team players
- Includes land and river based activities
- Can be competitive or just for fun

Team Building Options



SPORTS DAY

From £30 per person

Minimum 12 people / maximum 60 people

- 1½ hour sessions
- Egg and spoon
- Sack and relay racing
- Tug of war and much more



EARTH BALL

From £30 per person

Minimum 12 people / maximum 50 people

- 1½ hour sessions
- First venue in the UK to offer the Earth Ball teambuilding experience
- Unique teambuilding, endless fun working in teams or as a whole group
- Example games: volleyball, zone football, ball crawl and many more
- Visit <http://www.lensbury.com/conference-centre/team-building/> to see the Earth Ball in action



TREASURE HUNT

Price on application

Minimum 10 people / maximum 150 people

- 2-3 hour sessions
- Bespoke treasure hunts, designed for you
- Available in The Lensbury grounds or on the River Thames
- Organised by treasure hunt experts, Wildgoose
- Great for getting teams to work together in a fun environment
- Uses GPS navigation technology

Indoor Team Building



CANAPÉ MAKING

From £60 per person

Time: 1 - 2 hours depending on numbers

Get your team to try their hand at canapé making. Led by the expert chefs from The Lensbury's own kitchen, you will learn about the background and inspiration behind different canapés and the skills required to make them.

You will learn new techniques in preparation and the creative art of presentation.

Each participant will prepare seven different canapés which can then be served at a drinks reception afterwards.

Samples of canapés are:

Truffle pea/pumpkin soup shots

Duck and Asian vegetable spring rolls with sweet soy dip

Chicken tikka, crisp poppadoms, red onion and lemon raita

Roasted artichoke tartlets with red vein sorrel

Sirloin of beef with tarragon mayo in fine filo cup

Passion fruit and banana shooters

Linzer cake with spiced cream.

YOGA

From £75 for groups up to 30

Time: up to 1 hour

A yoga session is a perfect ice breaker or warm up activity, improving the health, performance and mental acuity of your delegates.

Incorporating exercise and relaxation, the session will leave your delegates feeling revitalised, alert and focused for their day ahead.

Delegates should bring comfortable clothing that allow a good range of movement.

Mats will be provided.



PILATES

From £75 for groups up to 30

Time: up to 1 hour

A Pilates session offer well-rounded fitness focusing both on the mind and body.

These classes will develop posture strength, stamina, freedom of movement, balance and flexibility as well as helping to relieve stress and building a more focused mind.

Delegates should bring comfortable clothing that allow a good range of movement.

Mats will be provided.