

BUDOCK VEAN

THE HOTEL ON THE RIVER



Making business a pleasure

Welcome to Budock Vean

Let our experienced team of event co-ordinators take you through the entire planning process including choice of meeting rooms, seating styles and menus to create your own unique event.

Budock Vean is the ideal setting for conferences and training sessions with facilities and equipment provided.

For companies planning Team Building events or Corporate Away Days the Budock Vean is the perfect place. Set on the banks of the Helford River and with our own golf course - why not arrange a friendly 9-holes or perhaps some kayaking from the foreshore?

Archery, Laser-Clay shooting or a boat trip along the Helford River are just a few activities we've arranged in the past, or treat your team to some spa treatments.

Whatever your needs, big or small, you can be sure of the highest quality standard of food and service.



Perfect Planning

Let us help you plan your perfect day. Below is an example of a conference away day planned for a local company who wanted to treat their staff to something special.

- 9:30am Delegates arrive for tea and coffee
- 10am Conference commences
- 1pm Two course buffet lunch followed by coffee
- 2pm Conference reconvenes
- 3:30pm Afternoon Tea with a selection of cakes or scones
- 4pm Conference ends
- 4:30pm Golf tee times or use of the leisure facilities
- 7:30pm Pre dinner drinks and canapés
- 8pm Four course dinner and coffee



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Standard Daily Delegate Rate

Our Daily Delegate rate of £37.50 includes:

- Conference room hire (0900-1700)
- Morning tea or coffee on arrival
- Two course buffet lunch
- Afternoon tea and cake
- Iced water and cordials
- Paper and pens

The following equipment is available at no extra charge

- Overhead projector and screen
- LCD projector and screen
- Wireless internet access

Flipchart, flipchart paper and pens

Delegates can take advantage of the leisure facilities including indoor swimming pool, sauna and outdoor hot tub and for a small supplementary fee golf can be added. In addition at certain times of the year we are able to offer reduced rates on accommodation. Subject to a minimum of 10 delegates or room hire charges may apply.

The Food

A two course buffet lunch is offered as part of our Daily Delegate rate. However, if you would like a formal sit-down lunch we can produce a menu based on your requirements.

Two-course buffet lunch

- Cold roasted gammon ham
- Cold roasted turkey
- Cold topside of beef

Served with a selection of cold salads

Choice of hot or cold pudding

Cafetiere of freshly ground coffee



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‘Go Green ‘ Meeting Package

The Budock Vean is committed to our impact on the environment. Our ‘Go Green’ meeting package offers you the choice of going green when booking your next meeting.

‘Go Green’ Delegate rate of £47.50* includes:

- A tree planted in the Budock Vean grounds & dedicated to your company.
- Conference room hire using natural daylight to save on lighting (0900 - 1700)
- “Clutter Free Desks” paper, pens and jugs of iced water will be set at one specific station instead of at each setting to reduce waste.
- 100% recycled note paper, unbranded recycled pencils and unbranded recycled pens.
- 100% recycled flipchart paper and flipchart pens.
- Morning Tregothnan tea or Origin coffee on arrival. Tregothnan Tea is grown and blended just 10 miles away from the hotel. Origin coffee is roasted nearby in Helston. Origin promise to source their coffee direct from farms to ensure they are upholding good practises while at the same time maintaining confidence in their coffee.
- Healthy two course lunch options.
- Complimentary car charging for plug-in cars on site.

*Minimum booking for 10 people.



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Meeting Rooms

Helford Lounge

A large spacious traditional lounge with large doors which lead directly onto the terrace. The room has good natural light and offers beautiful views across the golf course and down to the valley. The size of the Helford means it is adaptable to various different layouts. The room is fully IT equipped with drop down screen, LCD projector and free internet WiFi.

The terrace, conservatory and Trelissick Lounge provide the perfect break-out rooms.

Country Club Room

Perfectly suited to smaller meetings the Country Club room is still versatile in terms of layout. Like the Helford, the room enjoys fantastic views across the golf course from large panoramic windows. Located next to the Golf Bar and main restaurant means there is plenty of break out space if needed.

Room Hire Only

Available from 09.00 - 17.00

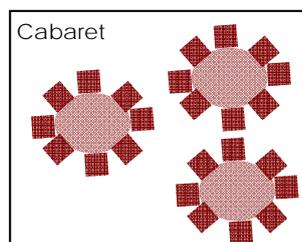
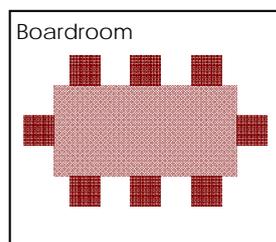
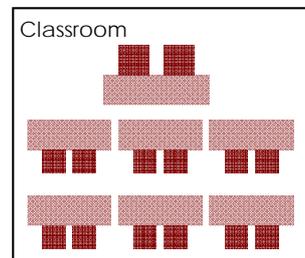
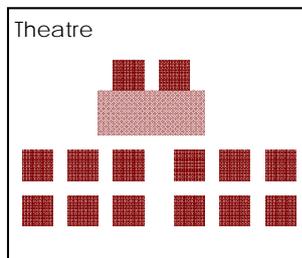
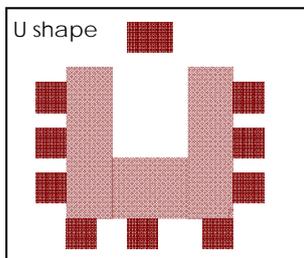
Helford Lounge - £415

Country Club Room

£340

Our rates are inclusive of jugs of iced water and cordials

Room	U shape	Theatre	Classroom	Boardroom	Cabaret
Helford Lounge	20	60	30	20	40
Country Club Room	16	40	18	16	32



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Additional Items

Additional refreshments

- Tea **£2.95** per serving
- Coffee **£3.10** per serving
- Cream Tea **£7.65** per person
- A selection of pastries **£4.45** per person
- Bacon sandwich **£4.85** per person
- Fruit bowl **£11.75**
- Jug of orange juice **£7.10** per jug
- Cornish still/sparking bottled spring water, 75cl **£3.00**
- Red, white or Rosé Wine from **£5.10** per 175ml glass
- Louis Dornier Champagne **£37.00** per bottle
- A selection of Canapés (4 per person) from **£7.15** per person

Additional equipment and services

- Overhead Projector and screen* **£30**
- LCD projector and screen* **£30**
- CD player **£15**
- DVD player **£15**
- Flipchart, Paper and Pens* **£10**
- Television and DVD player **£40**
- Photocopying **25p** per sheet
- Fax Outgoing **£2.00** first sheet **£1.00** thereafter
- Fax Incoming Free of charge

*included in delegate rate

A delicious four-course dinner is served every evening for just £42.00.

Spa treatments can be booked by contacting the Spa on 01326 252101

Contact us for special rates for overnight guests.

How to find us

DIRECTIONS TO BUDOCK VEAN

From Truro take the A39 to Falmouth. On the A39 about 4 miles before Falmouth you will pick up the brown tourist information road-signs for Budock Vean Hotel, Glendurgan and Trebah Gardens. Follow these signs through Mawnan Smith and continue past Glendurgan and Trebah Gardens. After a further ½ mile you will find the entrance to Budock Vean (follow road around to your right).



Budock Vean Hotel
Nr Helford Passage Mawnan Smith Nr
Falmouth
Cornwall
TR11 5 LG

01326 250288

relax@budockvean.co.uk

www.budockvean.co.uk/business

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TERMS & CONDITIONS FOR MEETINGS AND CONFERENCES AT BUDOCK VEAN

DATE OF FUNCTION

TYPE OF FUNCTION

We would be grateful if you would ensure that you carefully read through the terms and conditions, which apply to your conference at Budock Vean and sign and return one copy, which indicates that you are in acceptance of these.

1. Written confirmation and a deposit cheque of £100.00 is required to confirm your conference. In the unfortunate event of it being cancelled for whatever reason, we will refund in full the deposit if it is cancelled anytime up to 3 months prior to the date of the event. In addition to secure any accommodation booked a deposit of £50.00 per room is also required to confirm the accommodation held. The remaining balance will be due 30 days after the function date.
2. We will only serve the Hotel's own wine and beverages at any conferences booked.
3. Should external contractors be used, the hotel accepts no responsibility for any breakages or losses incurred during or after the conference. In addition all external contractors' equipment must be collected within 48 hours of the event. In the event of it not being collected within an agreed deadline, the hotel reserves the right to dispose of any items left.
4. Hosts should also note that function guests must be aware that the Cocktail Bar and Lounge areas are reserved for Hotel Residents and evening diners after 7.00 pm.
5. In the event of any guests' behaviour being unacceptable i.e. disruptive, drunken or abusive we reserve the right to refuse to serve them drinks and if necessary to request that they depart.
6. When using mobile phones we respectfully ask all our guests to try and find a spot away from other guests, so as to minimise any disturbance.
7. The hotel is completely smoke free, including all public areas.

Should you have any queries regarding the above please do contact us.

I have read, understood and agree to the terms laid out above

Signed

Please print name

Company

Date