



THE
OLD BRIDGE HOTEL
HUNTINGDON

THE OLD BRIDGE BUSINESS CENTRE 2022

We may be restricted in what we can offer because of Covid19. Please do speak to us with regards to any possible issues that may arise.

The Old Bridge Business Centre is within the hotel and yet fully independent of it. Our team are on hand to ensure the smooth running of all meetings and conferences. All rooms have both natural and artificial light and are air-conditioned. The atmosphere of the Centre is such that it is equally popular for wedding ceremonies, receptions and drinks parties.

In the main hotel we also have The Dining Room, a luxurious room with private lounge, sometimes available for use as a private meeting room.

Our meeting rooms are normally available from 8am. Tea, coffee, filtered water and homemade biscuits are included in the price. Screen, flip chart and markers are also available free of charge – but please order these items in advance.

We also have a projector on site, available for hire, and we can arrange for hire of all other equipment – please give at least 2 working days' notice.

Any rates can be supplemented to include syndicate rooms. Photocopying and faxing are available at reasonable cost. All rooms have free-of-charge WIFI broadband access.

Most of our meeting rooms open directly onto a large patio overlooking the River Ouse. This allows the opportunity to break out into the fresh air as the weather allows – and revive those flagging brain cells! See the pictures on www.huntsbridge.com.

MEETING ROOM CAPACITIES

ROOM	THEATRE STYLE	BOARD ROOM	CLASS ROOM	DIMENSIONS	SOCKETS
River Room	-	16	-	20' x 20' x 8'	6
Swan	20	14	10	21' x 20' x 7'	10
Kingfisher	50	24	18	34' x 18' x 8'	6
Mallard Room	-	8	-	13' x 13' x 11'	6
Dining Room	40	22	15	25' x 14' x 10' + lounge area	1

ROOM HIRE CHARGES

ROOM	FULL DAY	HALF DAY (8am-1pm; 1.30pm-5.30pm)
River Room	£195	£140
Swan	£195	£140
Kingfisher	£295	£195
Mallard Room	£125	£85
Dining Room	£295	£210

We provide free of charge screen, flipchart and coloured pens – please specify what you require. We also have a projector on site, available for hire, and we can arrange for hire of all other equipment – please give at least 2 working days' notice.

Complimentary tea or cafetière coffee, with homemade biscuits, are served once in the morning and once in the afternoon (max 20 people). Mineral water is also provided on arrival.

The Business Centre's normal hours are from 8.00am until 5.30pm. Evening meetings are also available; special rates for weekends. A half day is from 8am – 1pm or 1.30-5.30pm. (1-5pm in the Dining Room).

Please contact the Business Centre direct to discuss your exact requirements on 01480 424300 between 9am and 5pm. Please see separate sheet for Terms and Conditions. All charges include VAT and service.

MENUS FOR BUSINESS MEEETINGS

Lunch in the Restaurant

Our A La Carte menu is available for business groups of up to 20, if you pre-order your choices at least an hour before you sit. For larger groups we would need to organise a set menu for you.

We also offer a set 2 or 3 course lunch menu, Monday to Friday. Please enquire for the current price and content.

Our menus are normally updated at the beginning of each calendar month. Tables are normally maximum 10 guests, so larger groups will be on 2 or more tables.

Sandwich Selection - £14.95 per person

A selection of sandwiches. Just let us know any dietary issues, so we can cater for all tastes. Served with homemade crisps, mini chocolate brownies and fresh fruit kebabs.

‘Working Lunch’ menu - £19.95 per person

A choice per person of:

1. Antipasti – prosciutto and salami; char-grilled vegetables; roast Romano pepper; 2 yr old parmesan; rosemary focaccia; olives; Marcona almonds
2. Ploughman’s – Two cheeses from Neal’s Yard Dairy; pork pie, sugar-roast ham and a pate or terrine; with chutney and sourdough bread
3. Vegetarian plate: Char-grilled vegetables; roast pepper; two cheeses; red pepper hummus; rosemary focaccia bread

Served with homemade crisps, mini chocolate brownies and fresh fruit kebabs.

Let us know how many of each choice you require, at least 24 hours before arrival.

Early Evening Drinks and Nibbles Parties

Our beautiful Business Centre / Riverside Patio is also a great venue for more informal business gatherings.

You can have the Riverside Bar and Lounge area, leading into the Swan Room, with exclusive use of the Garden, from 5-10pm – assuming you are providing your guests with drinks and either canapés, finger buffet or a barbecue for up to 120 guests. The room-hire charge depends on the day and the numbers involved – please do enquire.

PLEASE ASK FOR FURTHER INFORMATION ON:

Private rooms for lunch or dinner.

Summer barbecue options.

Cocktail and canapé parties.

Breakfast parties / options.

Private wine tastings (The Old Bridge is unique in being able to offer wine tastings to suit all sorts, at any time).

THE OLD BRIDGE

TERMS AND CONDITIONS

2022/3

THE OLD BRIDGE HOTEL, 1 HIGH ST, HUNTINGDON PE29 3TQ

Tel 01480 424300

Email: oldbridge@huntsbridge.co.uk www.oldbridgehuntingdon.co.uk

BEDROOMS

For all bookings a credit card number is required on booking. The booking is not confirmed until you have received email confirmation from The Old Bridge.

Individual 'Bed and breakfast' bookings Monday to Thursday: a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after 8am on the day prior to the arrival date.

Individual 'Dinner, bed and breakfast' bookings and all weekend bookings: a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after one week prior to arrival.

Individual bookings, "paid in advance" - we sometimes offer special paid in advance rates. These rates or deposits once charged are non-refundable under any circumstances.

Group bookings (3 or more rooms): a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after two working weeks prior to arrival.

Group bookings (6 or more rooms): a cancellation charge amounting to the full accommodation cost will be made for any cancellation received after eight working weeks prior to arrival.

On arrival: we need to take a credit card authorization for each room, even if a deposit or full payment has been made in advance. Sadly, we have been victims of credit card fraud involving card payments made over the phone. Taking card details in person, authorised by pin, is our only genuine security.

Settlement of the final account: we require all parties / meetings to settle the bill in full before departure. At this time any deposit will be deducted. We do not offer account facilities.

BOOKING AGENCIES – Please note we do not pay commission.

BUSINESS CENTRE

A credit card number is required to confirm all meeting room reservations. A cancellation charge amounting to the full value of meeting rooms and bedrooms, plus the value of meals, will be made for cancellation or any drop in numbers that received within four weeks of the arrival date. Note the deposit required for meal bookings on the next page.

On arrival we have to take a credit card authorization, even if a deposit or full payment has been made in advance. We require all groups / meetings to settle the bill in full before departure. At this time any deposit will be deducted. We do not offer account facilities.

We do not pay commission to agencies for meeting room bookings.

RESTAURANT / DINING ROOM BOOKINGS

For tables in the restaurant, we ask for credit card details, but we will only use them if you cancel or change numbers within 48 hours of the booking (after which you would be charged £25 per person). For tables of 10 or more the deadline is one week. We require you to settle the bill in full before departure, using a credit card on site, with pin number. We do not offer account facilities.

Should you be booking a private room, we will need a non-refundable deposit equivalent to the room hire rate to confirm the reservation. We will then require final details to be confirmed 8 weeks prior to the event. At that point the numbers are taken as final and full payment (for the food) is due. Any drop in numbers or cancellations from this point are non-refundable.

Settlement of the final account: we require all parties / meetings to settle the bill in full before departure, using a credit card on site, with pin number. We do not offer account facilities.

WEDDINGS OR OTHER LARGE PARTIES

We require a deposit of £500 to confirm your reservation. Your booking is only confirmed once we have confirmed in writing that we have received the deposit, which is not refundable within 12 months of the event.

We will meet with you 10-12 weeks prior to the function, to go through final details. We will then give you a pro-forma invoice for the total estimated final balance, to be paid within 2 weeks of our meeting, and not less than 8 weeks before the date. From this point any drop in numbers is non-refundable. Also, any related bedroom reservations are considered to be finally confirmed, and cancellations are chargeable.

Prices are revised annually. We reserve the right to do this at any time, but not within 12 weeks of the event.

GENERAL

Only food or drink supplied by The Old Bridge Hotel is permitted for consumption on the premises. We will charge in full our full equivalent price, should we find on site any products not supplied by ourselves. We also reserve the right to object to the employment of any photographer, toastmaster, band or any entertainer in connection with any function. We will of course be pleased to give advice or recommendations.

Very occasionally, certain ingredients or wines may become unavailable at the last minute. In the event we would contact you to propose an alternative for your consideration.

Damage and behaviour: we reserve the right to charge in full for anything removed from any room and for any damage sustained to any room or furnishings. We also reserve the right to charge for labour involved in cleaning or clearing of any debris or mess that we may consider excessive. For evening events we do insist that all guests stay in the event area and do not use the main hotel. Although high spirits are to be expected, we will react quickly to stop offensive language or behaviour.

Any evidence of smoking in a bedroom automatically incurs an extra day's charge.