



THE
OLD BRIDGE HOTEL
HUNTINGDON

THE OLD BRIDGE BUSINESS CENTRE 2023

The Old Bridge Business Centre is within the hotel but completely separate to the day-to-day operations. Our Conference Team are on hand to ensure the smooth running of all meetings. All meeting rooms have both natural and artificial light and are air-conditioned, with full access to free WIFI.

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

Our meeting rooms are normally available from 9am. Tea, coffee, filtered water and homemade biscuits are included in our hire prices, as well as a flipchart with paper and pens. We have portable projection screens and projectors on site which can be hired for an additional charge – please give at least 2 working days' notice.

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 (9am-1pm; 1.30pm-5.30pm)
River Room	£195	£140
Swan	£195	£140
Kingfisher	£295	£195
Mallard Room	£125	£85
Dining Room	£295	£210

Prices are quoted for the maximum number of delegates in boardroom layout – additional guests are charged extra at £8 each for full day, or £4 each for half day.

The Business Centre's normal hours are from 9.00am until 5.30pm, Monday-Friday. Evening and weekend meetings are also available depending on availability. Please note prices may differ from the table above for meetings outside of normal hours.

We provide one flipchart with paper and pens free of charge, and we have portable projection screens and projectors on site which can be hired for an additional cost – please give at least 2 working days' notice.

Complimentary tea or cafetière coffee, with homemade biscuits, are included on your scheduled arrival time in all room hire rates; extra rounds can be pre-ordered if required. Filtered water is provided throughout the day as required. All charges include VAT and service.

Please contact the Business Centre directly to discuss your exact requirements on 01480 424300 or conference@huntsbridge.co.uk.

MENUS FOR BUSINESS MEETINGS

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

2023/4

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 will take full payment for each room. 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 is received within four weeks of the arrival date. Your account must be fully settled on departure, unless agreed otherwise in writing.

We do not offer account facilities.

We do not pay commission to agencies for any booking.

RESTAURANT / DINING ROOM BOOKINGS

For tables in the restaurant, we ask for credit card details to secure your booking against our cancellation period of 48 hours prior to the date - for tables of 10 or more the cancellation period is 1 week prior. If you cancel or change numbers within the cancellation period of your booking, we will charge a minimum of £25 per person. We do not offer account or invoicing facilities for any restaurant booking.

For all private bookings, a non-refundable deposit equivalent to the room hire rate is required to confirm the reservation. We will require final details to be confirmed 8 weeks prior to the event, at which point your numbers are taken as final and full payment for the food is due. Any drop in numbers or cancellation from this point is non-refundable under any circumstances.

Settlement of your final account: We require all bookings / parties to settle the bill in full before departure from the hotel. We do not offer account or invoicing facilities for any event or booking.

WEDDINGS OR OTHER LARGE PARTIES

We require a deposit of £1,000 to confirm your reservation. Your booking is only confirmed once we have confirmed in writing that we have received the deposit, which is non-refundable within 18-months of your event.

We will meet with you 6-months prior to the function to go through final details. We will then give you a pro-forma invoice for the total estimated final balance which is to be paid within 4 weeks of our meeting. Your account must be fully paid no later than 5-months prior to your event date, or we reserve the right to cancel your event without notice. From this point any drop in numbers is non-refundable and any related bedroom reservations are considered to be finally confirmed, and cancellations are chargeable.

Prices are revised annually, and we reserve the right to do this at any time, but not within 6-months 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 in their place.

Occasionally, certain ingredients or wines may become unavailable at the last minute. In this event, we would always contact you to propose an alternative for your event or booking.

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 caused by guests or visitors. For evening events we do insist that all guests stay in the event area and do not use the main hotel bar. We will react quickly to stop offensive language or behaviour.

It is illegal to smoke any tobacco product or vaping apparatus inside our premises. Any evidence of smoking in a bedroom, or anywhere else inside the hotel will automatically incur a £150 charge.