

Conference and Events Information Pack

**HOLIDAY INN READING M4 JCT10
2014**

Wharfedale Road, Winnersh Triangle, Reading, RG41 5TS

Main. +44 (0) 1189 440444

Events DDI. +44 (0) 1189 444231

Fax. +44 (0) 1189 444244

E. events@hireadinghotel.com

W. www.hireadinghotel.com



Conference and Banqueting at the Holiday Inn Reading M4 Jct10

Thank you very much for your enquiry for the “New Generation” Holiday Inn Reading M4 Jct10, Reading’s newest Four Star luxury hotel, ideally located in Winnersh Triangle within close proximity of the M4, Reading, Bracknell & Wokingham.

We will be pleased to provide you with the perfect venue for all your conference and banqueting requirements. Our ultra-contemporary vibrant self contained Academy located on the ground floor, provides 8 state-of-art Meeting Rooms with natural daylight and the latest technology. We specialize in hosting professional Conferences and Banquets and offer a variety of packages, whether you are planning a board meeting or conference, intimate dinner or a more extravagant reception. Our flexibility, experience, attention to detail and superb facilities will guarantee you the perfect event.

The Academy offers consistently high levels of service and quality. Combined with the services of a dedicated Events Manager and flexible lunch options, it all adds up to the ideal choice for your event. We would be delighted to hear from you to arrange a suitable time to show you our exceptional new facilities and to discuss your specific requirements.

Please contact our Events Team on 0118 444 230 or events1@hireadinghotel.com if you require any further information.

We look forward to welcoming you.



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Function Suites

THE BUCKINGHAM SUITE

Our largest banqueting suite offers natural daylight, stylish new surroundings and air conditioning. The Buckingham Suite can cater for up to 220 guests for a banqueting event (minimum numbers apply) and a maximum of 220 guests for your evening reception.

THE FROGMORE SUITE

The Frogmore Suite can cater for up to 80 guests for a banqueting dinner (minimum numbers apply) and a maximum of 130 guests for your evening reception.

We also have smaller Suites available to suit more private dinners.

Please contact our Events Team for further information on 0118 9444 230.

THE CAPRICE RESTAURANT AND TERRACE

The Caprice Restaurant and Terrace offers an additional choice for your dinner. The bright and stylish restaurant also opens out onto a tranquil outdoor terrace with heated seating area for al-fresco dining, or the perfect place to enjoy your arrival drinks.



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Academy Conference Pricing

Day Delegate Rate

Inclusive of the following:

- Meeting Room Hire
- Unlimited Tea and Coffee throughout the duration of the meeting
- Two Themed Breaks
- 2 course Hot & Cold Buffet Lunch in our vibrant Caprice Restaurant
- Mineral Water
- Note Pads & Pens
- Screen
- 1 x Flipchart



Starting from £38 per person per day

24 Hour Delegate Rate

Inclusive of the following:

- 3 Course Set Menu Dinner
- Accommodation in a standard Double Room with a Queen size bed, 32" flat screen TV and luxury bedding.
- Full English Breakfast
- Meeting Room Hire
- Unlimited Tea and Coffee throughout the duration of the meeting
- Two Themed Breaks
- 2 course Hot & Cold Buffet Lunch in our stylish 2 AA Rosette Caprice Restaurant
- Mineral Water
- Note Pads & Pens
- Screen
- 1 x Flipchart



Starting from £120 per person per day

Room Hire

Room Name	Half Day Price	Full Day Price
Ascot	£400	£700
Eton	£400	£700
Henley	£400	£700
Marlow	£400	£700
Oxford	£400	£700
Sandhurst	£350	£500
Sonning	£275	£400
Windsor	£400	£700
Ascot & Eton	£700	£1,250
Eton & Windsor	£700	£1,250
Buckingham (Ascot/Eton/Windsor)	£1,250	£2,000
Frogmore (Marlow & Henley)	£900	£1,500

* Room Hire rates applicable in case of rental only. Room Hire included in Day Delegate or 24 Hour Rate

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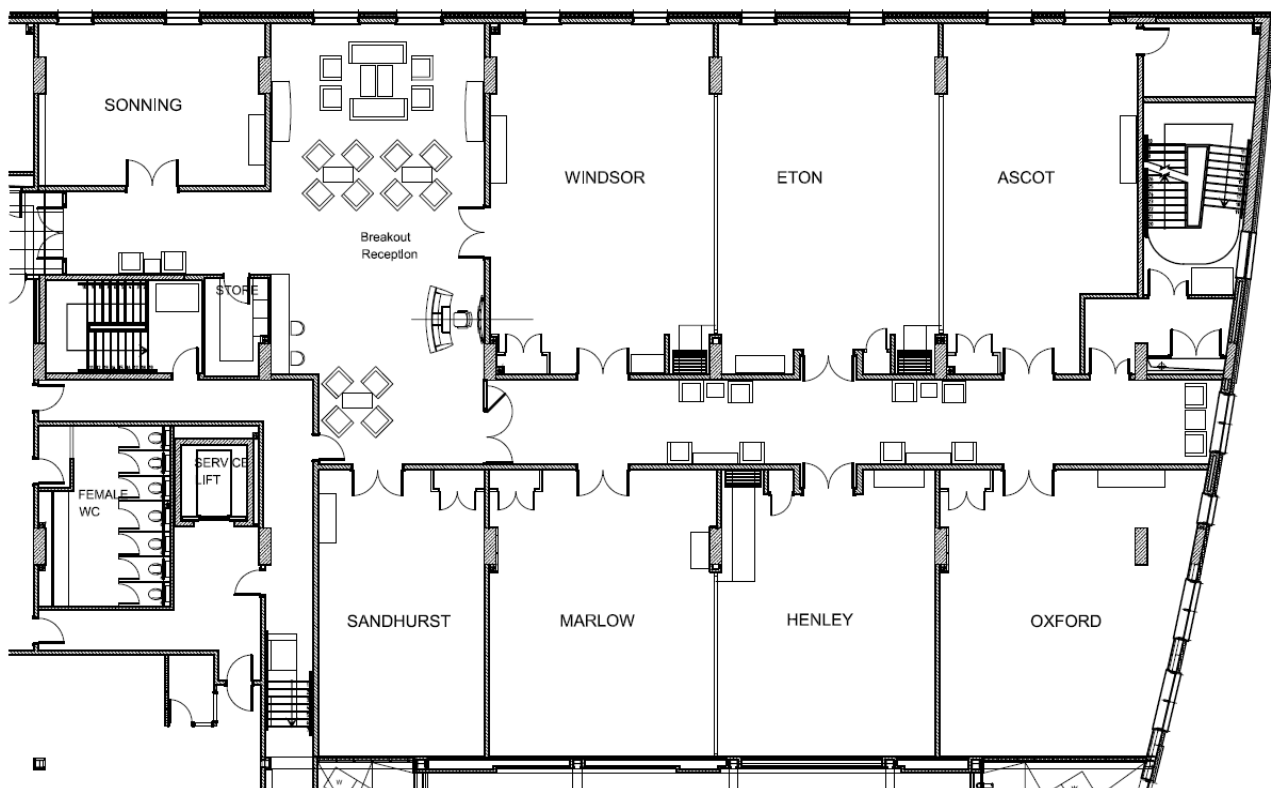
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Conference Suites

Conference Suite	Size M ₂	Ceiling Height	Banquet	Boardroom	Cabaret	Classroom	Hollow Square	Reception	Theatre	U-shape
Buckingham (Windsor + Ascot + Eton)	245.11	3m	220	64	110	180	68	260	260	60
Ascot	74.5	3m	40	30	30	55	30	90	75	25
Eton	84.81	3m	60	30	36	72	36	120	100	32
Windsor	85.8	3m	60	32	36	50	35	80	75	30
Sonning	40.3	2.8m	30	18	18	30	20	20	40	16
Oxford	74.59	2.8m	40	22	24	42	28	50	62	22
Frogmore (Henley + Marlow)	138.41	2.8m	90	44	48	76	50	130	145	44
Henley	66.84	2.8m	40	22	24	42	28	50	62	22
Marlow	71.57	2.8m	50	22	30	29	30	50	62	23
Sandhurst	51.81	2.8m	40	22	24	45	24	40	60	20

Academy Floor Plan



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Catering

Finger Buffet	From £14.95 per person
Afternoon Tea	From £15.00 per person
Canapés	From £4.50 per person
Fork Buffet	From £19.50 per person
2 Course Menu	From £19.95 per person
3 Course Menu	From £23.95 per person



Technical Equipment

LCD Projector	£75.00 per day
Flipchart (1 included in Day Delegate Rate)	£15.00 per day
PA System including 1 microphone	£75.00 per day
Additional Microphone (Lapel or Hand Held)	£50.00 per day
Extension Lead	£6.00 per day
Spider Phone	£75 per day



Note: The above equipment is provided by the hotel, additional equipment can be provided on request.

Miscellaneous

Disco, 7pm - Midnight	From £440
Colour Copy Printing	£1.00 /sheet
Black and White Photocopying	50p/sheet
Faxing (UK)	50p/sheet
Internet 1 hour	£3.50
Internet 4 hours	£6.50
Internet 24 hours	£10.50

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Directions from the M4 Jct10

We're well placed for access to nearby Reading, Bracknell & Wokingham

By Road

1 mile from M4 Jct10

From M4 London/Heathrow, leave the M4 at Junction 10 and follow the A329(M) towards Reading East and take the first exit signposted Lower Earley/Winnersh/Woodley.

At the roundabout take the first left into Wharfedale Road.

The hotel is located on the left hand side on the corner of Eskdale Road.

By Train

Station Name: Winnersh Triangle Station

1 minute walking distance from hotel over the feature bridge.


6 minutes/2 stops from Reading Station & 30 minutes from London Paddington.



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