

CONFERENCE QUOTE

Blackfriars Restaurant & Meeting Rooms
Friars Street
Newcastle
NE1 4XN
T: 0191 261 5945
W: www.blackfriarsrestaurant.co.uk
E: meetings@blackfriarsrestaurant.co.uk

ABOUT BLACKFRIARS

Blackfriars Priory, was built in 1239 to house the Dominican Friars. What remains today is a peaceful and quiet horseshoe of buildings surrounding a sheltered medieval courtyard well away from the hussle and bustle of the City, and with the following rooms:
The Old Dormitory Rooms - consisting of the main Balcony Room (accommodating 40 delegates theatre style or 30 boardroom style) plus the Cloister View for registration & break-out sessions. Both rooms are fully carpeted with large windows on either side.
Blackfriars Restaurant - modern-British food and winner of The Observer Readers' Award for Best Restaurant in the North East.
Blackfriars Restaurant is wheelchair accessible but The Old Dormitory Rooms are only accessible by stairs.
Blackfriars Restaurant & Meeting Rooms is an approved member of NewcastleGateshead Initiative's Convention Bureau

YOUR DETAILS (please complete, sign & return to above address)

Organisation:	Name of Function
Contact Person	Tel/Mobile:
Address	Fax.
Address	Email
Postcode	Your purchase order number (if applicable):

CONFERENCE DETAILS

Date of conference:	Times
Number of delegates:	Facilitator's arrival time
Boardroom style	Time of arrival refreshments:
Theatre style	Time of mid-morning refreshments
Horseshoe Style	Lunch/buffet time
Standing only	Afternoon teas & coffee
Other?	Finish time

COSTS (all inclusive of VAT)	Quantity Total	Unit Cost	Total
Delegate rate (per person per day for 12 or more delegates)		£32.50	
Includes room hire, tea, coffee & mineral water throughout, pastries, Brothers' Buffet or 2 course restaurant meal, flipchart, 12" TV & OHP			
Special dietary requirements?			
Individual bespoke prices (for up to 12 delegates)			
The Old Dormitory Rooms		£175.00	
Refreshments			
Arrival tea, coffee & biscuits		£2.50	
Arrival tea, coffee & freshly-cooked pastries		£3.95	
Deli-breakfast		£7.50	
Mid-morning tea, coffee & biscuits		£2.50	
Brothers' Buffet at £11.50 per head (see website for details)		£11.50	
Abbots' Buffet at £14.50 per head (see website for details)		£14.50	
Bishops' Buffet at £17.50 per head (see website for details)		£17.50	
Two course Set Menu in Restaurant at £11.50 (see website for details)		£11.50	
Three course Set Menu in Restaurant at £14.50 (see website for details)			
Other restaurant food and drink:			
Special dietary requirements?			
Afternoon tea, coffee & biscuits		£2.50	
Audio-visual equipment			
Flip chart, 12" TV and OHP are free with room hire		FREE	
Digital projector:		POA	
Anything else you need:			
TOTAL (please add up - all prices inclusive of VAT)			

Cancellations at least 3 working days before or will be charged at full rate. Payment is required 2 weeks after conference.
Credit card payments accepted. Please make cheques payable to Blackfriars Café Bar Ltd
BACS Bank transfer details: Barclays Bank, a/c name: Blackfriars Café Bar Ltd, s/c: 20 59 42, a/c no: 10903744

Signature	Position:
Print name:	Date: