



THE COTSWOLD LODGE
HOTEL

CONFERENCE
INFORMATION

2020 TARIFFS

66A, BANBURY ROAD
OXFORD OX2 6JP

Conference Information

As of September 2020, the Cotswold Lodge Hotel has taken actions in response to the Coronavirus outbreak and in line with the current legislation and best practice. Therefore, we are allowing a strict maximum of 30 people for events and gatherings with the following purposes only: work, voluntary, charitable services, education, training, registered childcare, organised indoor and outdoor sports, physical activity and exercise classes, weddings, civil partnership ceremonies and receptions, or other religious life-cycle ceremonies, funerals and memorials.

Additionally, we are operating reduced restaurant and bar services. Our kitchen is temporarily closed for dinner. However, it remains open for breakfast, lunch and afternoon tea until 17:00.

With this in mind, please find below our current Conference Packages. The minimum attendance rate to qualify for delegate rates is 6.

DELUXE DAY DELEGATE £80.00

Morning Tea/Coffee with Biscuits
Mid Morning Tea/Coffee with Biscuits
Hot & Cold Buffet Lunch
Afternoon Tea/Coffee with Biscuits
Norham Suite Room Hire
Pads and Pencils
Jugs of Iced Water
Fresh Fruit
Data Projector & Screen
2 Flip Charts
VAT @ 20%

STANDARD DAY DELEGATE £50.00

Morning Tea/Coffee with Biscuits
Mid Morning Tea/Coffee with Biscuits
Soup and Sandwich Lunch
Afternoon Tea/Coffee with Biscuits
Norham Suite Room Hire
Pads and Pencils
Jugs of Iced Water
Fresh Fruit
1 Flip Chart
VAT @ 20%



DELUXE 24 HOUR DELEGATE £175.00

Standard Single Room with Full Breakfast
Morning Tea/Coffee with Biscuits
Mid Morning Tea/Coffee with Biscuits
Hot & Cold Buffet Lunch
Afternoon Tea/Coffee with biscuits
Norham Suite Room Hire
Pads and Pencils
Still & Sparkling Mineral Water
Fresh Fruit
Data Projector & Screen
2 Flip Charts
VAT @ 20%

STANDARD 24 HOUR DELEGATE £145.00

Standard Single Room with Full Breakfast
Morning Tea/Coffee
Mid Morning Tea/Coffee with Biscuits
Soup and Sandwich Lunch
Afternoon Tea/Coffee with Biscuits
Norham Suite Room Hire
Pads and Pencils
Jugs of Iced Water
Fresh Fruit
1 Flip Chart
VAT @ 20%

Conference Information

We also offer the private use of our three meeting rooms. From there, you can build your own package with the list of add-ons provided on the second page. All our prices are VAT inclusive. Please note that a 5% VAT is applicable on food and drink items. All other items are 20% VAT until January 13th, 2020.

Please note that our capacities are taking into consideration the 1 metre social-distancing between each attendee and the strict maximum attendance rate of 30 people.

THE NORHAM SUITE:

HOURLY RATE	£63.00
FULL DAY	£500.00

CAPACITIES

Banquet	28
Cabaret	18
Theatre	30
U-Shape	12
Classroom	11
Boardroom	10



THE RESTAURANT 66A:

HOURLY RATE	£50.00
FULL DAY (from 11am)	£400.00

CAPACITIES

Banquet	8
Cabaret	6
Theatre	12
U-Shape	6
Classroom	6
Boardroom	6



THE DRAWING ROOM:

HOURLY RATE	£40.00
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CAPACITIES

Ideal for casual meetings up to 6 people.
Table Layouts not available.



ADDITIONAL OPTIONS (VAT inclusive)

Additional servings of Tea/Coffee with Biscuits	£3.00 per person
Jugs of Fruit Juice	£6.50 per jug
Still or Sparkling Mineral Water	£3.50 per bottle
Working lunch	£12.00 per person
Hot & cold buffet lunch: 2 cold salads, 2 hot salads, 1 selection of sandwiches, 1 dessert selection	£25.00 per person
Selection of Sweet & Savoury Pastries	£4.50 per person
Data Projector	£100.00 per day
Screen	£35.00 per day
Additional Flip Charts	£25.00 each
Wi-Fi Access	Complimentary
On-site parking	Complimentary
Photocopying	20p per copy
Printing	20p per page
<u>Accommodation Upgrades ~ 24 HOUR DELEGATES:</u>	
Double room for sole occupancy	£30.00 per room
Deluxe/Executive room for sole occupancy	£50.00 per room