

Thank you for enquiring about meetings & events at the Inn on the Lake. Please find enclosed information on room prices, room details, menus and everything we can supply to ensure your event is a success.

With 4 meetings and events rooms, we can accommodate **conferences**, **meetings**, **presentations**, **interviews**, **annual dinners** or **parties**. Our private rooms can accommodate anything from a one to one meeting to full theatre style seating up to 400 delegates.



Our flexibility is almost unlimited. You tell us what you require, and we will do our utmost to meet your requests, no matter how simple or complicated.

MEETING & EVENTS ROOMS

| | Length | Width | Sq m | Board | Theatre | Cabaret | U-Shape | Hollow Square | Classroom | Dinner | Dinner Dance | Natural Daylight |
|-----------|--------|-------|---------|-------|--|---------|---------|------------------|-----------|--------|---|---|
| | | | | | **** **** **** **** **** **** **** **** | •••••• | | | | | • | , <u>, , , , , , , , , , , , , , , , , , </u> |
| Lakeside | 24.7 | 10.7 | | 50+ | 350 | 150 | 50+ | 50+ | 150 | 300 | 226 | Υ |
| Fountain* | 11.6 | 6.2 | | 30 | 60 | 40 | 35 | 40 | 45 | 66 | - | Υ |
| Cobham | 7.5 | 6.5 | | 20 | 30 | - | 20 | 24 | 24 | - | - | Υ |
| Chestnut | 3.6 | 3.6 | | 6 | 10 | - | - | - | - | - | - | Υ |

- * The Fountain Suite can be joined with Lakeside
- The Lakeside is perfect for meetings that require breakout areas. Screens can divide the room as required
- The Chestnut room can be booked hourly, all other meeting rooms are subject to a half or full day rate. A half day is either 8:30-12:30 or 13:00-17:00.
- Rooms can be booked for evening meetings on request

EQUIPMENT HIRE

Flip chart, pad & pens
Data projector
White Screen
White board & pens
TV*
Bluetooth speakers*

PA system

(*not every room can accommodate)

PACKAGES

DAY DELEGATE PACKAGE

meeting room hire
arrival tea & coffee
arrival fruit bowl
mid-morning tea, coffee & biscuits
finger buffet lunch
afternoon tea, coffee & freshly baked pastries
iced water & fruit cordials
flipchart, flipchart pad & marker pens
LCD data projector & screen
complimentary wifi
complimentary on-site parking

24 Hour Delegate Package

meeting room hire
arrival tea & coffee
arrival fruit bowl
mid-morning tea, coffee & biscuits
hot buffet lunch
afternoon tea, coffee & freshly baked pastries
iced water & fruit cordials
flipchart, flipchart pad & marker pens
LCD data projector & screen
complimentary wifi
complimentary on-site parking
lakeside double room with full English breakfast
3 course dinner with a glass of house wine

Breakfast Delegate Package

3 hour meeting room hire arrival tea, coffee & fruit juice bacon sandwiches freshly baked pastries flipchart, flipchart pad & marker pens

LUNCH DELEGATE PACKAGE

3 hour meeting room hire arrival tea & coffee iced water & fruit cordials two course hot fork lunch flipchart, flipchart pad & marker pens

EVENING DELEGATE PACKAGE

4 hour meeting room hire arrival tea & coffee iced water & fruit cordials easy finger buffet flipchart, flipchart pad & marker pens

LOCATION

Amidst the hustle and bustle of the A2, lies a haven of calm: the Inn on the Lake is picturesquely set in twelve acres of woodland and nature; offering a friendly and relaxed hotel environment, and established as a family-run, independent business with strong values.

The convenient transport links serve as an intriguing paradox alongside the bliss and calm offered by the hotel and surrounding land; with the A2, M2, M20 and M25 motorways relatively nearby, the stunning views across the lake offer a tranquil and relaxing contrast to add to the undoubted benefits of the transport links.

ACCOMMODATION

With 75 rooms, many of which have beautiful lakeside views and private access to the lakes, the Inn on the Lake is the perfect spot for 24 or 48 hour meetings and events. Complimentary full English breakfast, Wi-Fi and parking is offered with all rooms and complimentary upgrades are given to all delegate packages, subject to availability.



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