

# Meeting & Events at Best Western Ship Hotel

Best Western Ship Hotel is an ideal venue for small or large meetings, conferences and private dinners.

Located in the centre of Weybridge with parking for over 70 it is only 10 minutes from junction 11 of the M25. The train station only a short distance by taxi or a 20 minute walk.

If colleagues are attending from afar, Heathrow is 20 minutes away and Gatwick 40 minutes.

Once at The Ship you will be able to relax and focus on your business in the contemporary design whilst maintaining many of the original features that date back to 1890. We give a warm, friendly and professional service that allows you to focus on your event while we attend to the details.

Our Restaurant, Gordon's, has a great reputation locally and with our residents as does our Ship Bar Lounge that is ideal for a coffee, light snack or something a little stronger at the end of the day. In the good weather our courtyard is a great place to socialise al fresco.

All of our conference/meeting rooms open onto the courtyard, have air conditioning and natural daylight.

If you have not been to The Ship Hotel please contact our Events Team on 01932 848364 who will be happy to arrange a convenient time to show you around the hotel and discuss your requirements for your event.



## **Conference Rooms**

The Ship Hotel guarantees to provide you with the very best of standards, value for money and a personalised service to meet your individual requirements. Day and 24-hr residential delegate rates are available.

All of our rooms benefit from natural daylight, air conditioning and telephone points so that you can contact reception direct. Each meeting room has free internet access and access to our courtyard.

### **The Thames Suite**

Is our largest self contained meeting/conference suite with its own private entrance. Situated on the ground floor it also has natural daylight, air conditioning and opens onto our courtyard. The Thames Suite is a combination of the Hampton, the Windsor and the Richmond room which combined can host events for up to 120 guest's theatre style and dinners for up to 120. Alternatively the Thames suite can be partitioned between the Hampton and the Windsor to provide 2 smaller separate function rooms ideal for meetings or private dining. The Thames Suite also has its own private bar area and dance floor.

### **The Windsor**

The Windsor room is a perfect location to hold a meeting boardroom style for 36 guests, small reception for up to 70 guests or dinners for up to 50 guests. Not only can the Windsor be linked to the Richmond providing additional space it also has direct access into our courtyard where guests can relax in the sunshine. The Windsor benefits from its own private bar area which when in use for a meeting can be partitioned off to provide a private sound proof meeting room.

### **The Hampton**

The Hampton room situated next to the Windsor room is ideal for a conference for up to 20 Boardroom style. It is a delightful meeting or private dining room with high ceilings, tall windows and plenty of natural delight. Like the Windsor room the Hampton also has direct access to our courtyard.

### **The Richmond**

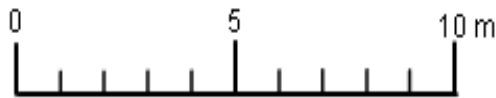
The Richmond room can be used in conjunction with both the Windsor and the Hampton and also forms part of the Thames Suite when opened out. Ideal for a small conference, it also acts as a separate break out area and meeting room.

# Floor Plans



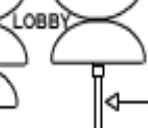
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## THE THAMES SUITE



GARDEN TERRACE

CAR PARK



LOBBY

Richmond Room

4250mm

10850mm

Hampton Room

Windsor Room

CEILING HEIGHT 3400mm

DANCE FLOOR 10500 X 5000mm

9900mm

SERVICE AREA

CLOAKROOM FACILITIES

6560mm

10300mm

BAR AREA

KEY	
	DIMMERS
	POWER
	TELEPHONE
	MICROPHONE
	CURTAINS
	DIVIDING PANEL



# Meeting Room Capacities

Room Name	Thames Suite	Windsor Room	Hampton Room	Richmond Room	Syndicate Rooms
<b>Floor</b>	Ground	Ground	Ground	Ground	Ground
<b>Preferred Capacities</b>					
Theatre Style	100	80	30	30	-
Schoolroom Style	60	40	20	14	-
Boardroom	65	40	25	25	6
Catering Functions:					
Reception	120	70	30	50	8
Lunch/Dinner	110	50	25	25	-
Dinner Dance	110	50	25	-	-
<b>Room Dimensions</b>					
Length	18065mm 59'3"	9000mm 29'6"	5950mm 19'6"	10850mm 35'7"	5170mm 16'11"
Width	9900mm 32'6"	9900mm 32'6"	9900mm 32'6"	4250mm 13'11"	4250mm 13'11"
Height	3400mm 11'2"	3400mm 11'2"	3400mm 11'2"	3400mm 11'2"	2740mm 9'
Area-Square meters	192.33	87.9	56.6	46.11	19.5
Square Feet	2070.2	946.3	609.5	496.3	209.4



# Rates

## Day Delegate Rate

- Two servings of Tea, Coffee and Biscuits
- A working lunch of Soup & Selection of Sandwiches in the meeting room
- LCD Projector
- Screen
- Flipchart
- Conference Stationary
- Bottled water and cordial in the meeting room
- Complimentary parking

## 24 Hour Delegate Rate

### All of the above Day Delegate Rate plus

- 3 Course Dinner in Gordon's Restaurant
- Overnight accommodation with full English or continental breakfast



## Audio Visual Equipment

A range of audio visual equipment are available complimentary when booking a meeting including: LCD Projector, lecterns, flip charts, Bluetooth speakerphone and screen. Audio visual equipment should be requested at the time of booking.

Private dining can be arranged subject to availability. Please speak to our Meeting & Events Co-ordinator.