

POROTH Avallen HOTEL

Sea Road
Carlyon Bay
St. Austell
Cornwall
PL25 3SG

Conferences and Meetings 2019



If you require directions or have any other queries, please do not hesitate to contact a member of our team

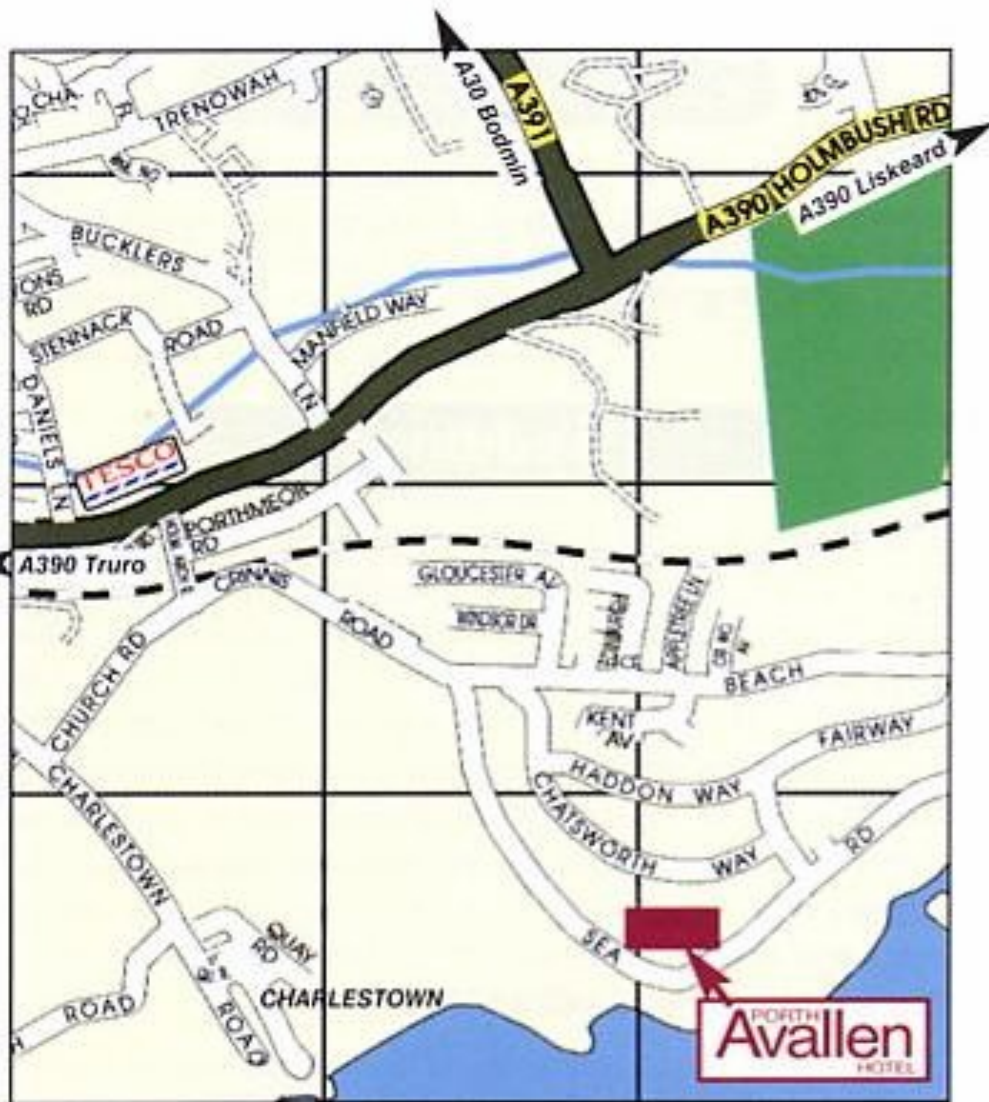
01726 812802
info@porthavallen.co.uk

We look forward to hearing from you

www.porthavallen.co.uk

Telephone: 01726 812802

Email: info@porthavallen.co.uk



Half Day Conference

Package 1
Business Breakfast
08:30am– 12:00pm
£12.00 per attendee

Includes
Arrival Tea & Coffee
Bacon Roll or Egg Roll

Package 2
Afternoon Meeting
12:00pm– 16:00pm
£14.50 per attendee

Includes
Arrival Tea & Coffee
Afternoon Tea with Scones

Please note that these rates do not include the hire of the room.

The above rates are a guide only. If your requirements are different to the above, we shall endeavour to craft your ideal conference and provide you with a quote.



(Charlestown Suite in the theatre style)

Please Note

Our Charlestown Suite and Reflections Restaurant are also available to hire for Weddings, Christenings and all other special occasions.

Terms & Conditions

Account Facilities will only be granted to companies or individuals who have established credit facilities in advance. Companies requiring credit facilities are required to apply to open an account. The decision to open credit facilities is held at the discretion of The Hotel, which also reserves the right to cancel credit facilities at any time, without notice.

If credit facilities are not agreed, a 50% deposit is required at time of booking. The balance is required 3 days prior to the conference date. The total bill, including any refreshments and any other additional charges accrued during the event must be paid in full before departing The Porth Avallen Hotel.

Your confirmed numbers are that which are known by the hotel one week prior to the event.

The hotel reserves the right to charge the following sum for any loss of income due to cancellation, non-arrival or reduction in the confirmed numbers, unless a booking is obtained for the same dates from a third party on no less favourable terms

31 days or less- 50% of the total anticipated spend

7 days or less- 70% of the total anticipated spend

3 days or less - 100% of the total anticipated spend

In all instances, notification of cancellation must be made in writing and will be effective on the date received by the hotel.

All Conference Bookings are also subject to our Standard Terms and Conditions which can be found on our website

www.porthavallen.co.uk

Full Day Conference

Package 3 Full Day Business Conference

£34.50 per attendee

Includes

Arrival Tea & Coffee
Mid Morning Tea, Coffee & Biscuits
Porth Avallen Two Course Buffet
Afternoon Tea & Coffee

Package 4 Full Day Luxury Business Conference

£42.00 per attendee

Includes

Arrival Tea, Coffee, & orange juice and Croissant
Mid Morning Tea, Coffee, orange juice and a mini Danish pastry
Porth Avallen Two Course Buffet
Afternoon Tea, Coffee, & orange juice

The above rates are a guide only. If your requirements are different to the above, we shall endeavour to craft your ideal conference and provide you with a quote.

24 Hour Luxury Conferencing Rates
Inclusive of Accommodation

Package 5

£151.50 per attendee

Includes

Arrival Tea & Coffee
Mid Morning Tea, Coffee & Biscuits
Porth Avallen Two Course Hot Buffet
3 Course Table D'Hôte dinner
Full English breakfast

Overnight Accommodation - Standard Room



Package 6

£160.00 per attendee

Includes

Arrival Tea, Coffee & orange juice served with
freshly baked Croissant
Mid Morning Tea, Coffee, orange juice served
with mini Danish Pastry
Porth Avallen Two Course Hot Buffet
Afternoon Tea, Coffee & Orange juice
3 Course Table D'Hôte dinner
Full English breakfast

Overnight Accommodation - Standard Room



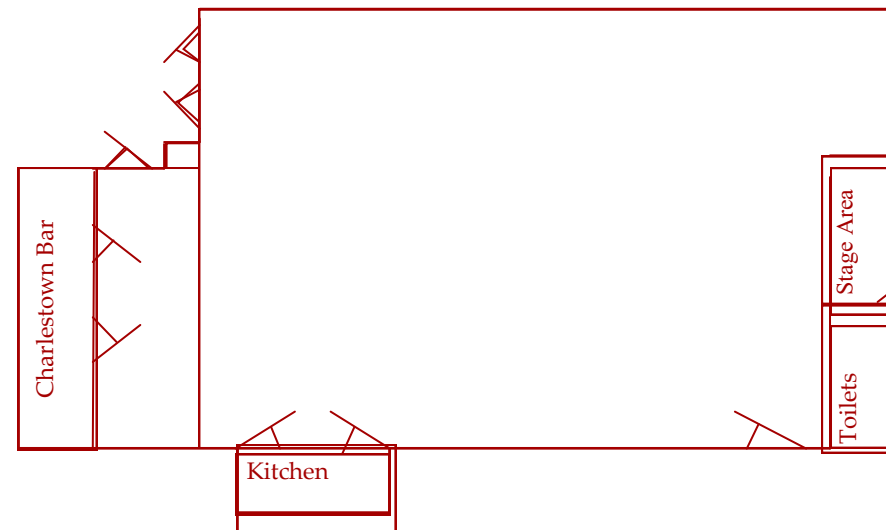
Supplements available

Upgrade to a Sea View for sole occupancy- £20.00 extra per person

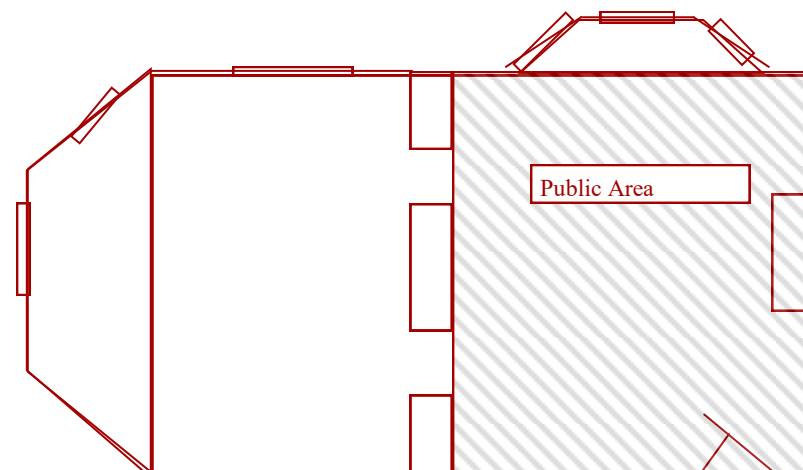
Upgrade to a Superior for sole occupancy- £30.00 extra per person

Upgrade to The Avallen Suite for sole occupancy- £50.00 extra

Charlestown Banqueting Suite Layout



Refections Restaurant Layout



Supplemental Charges

Included in Room Hire

Flipchart & Pens Delegate Stationery

NOT Included in Room Hire

LCD Projector £20.00 per Day

Drop Down Screen £5.00 per Day

TV & DVD £15.00 per Day

Overhead Projector £5.00 Per Day

Extra Flipchart Pads £5.00 each

Photocopying £0.25 per sheet

Fax - outgoing £1.25 1st page £0.25 thereafter - Incoming £0.25 per page

Beverages- Must booked in advance

Tea & Coffee

£3.00 per head

Tea, Coffee & Biscuits

£3.50 per head

Jugs of Orange/Apple or Grapefruit Juice

£9.50 per Jug

Cornish Still/Sparkling Water

£2.00 per 250ml - £3.50 per 750ml

Food - Must be booked in advance

Sandwich Platter (Minimum of 4 people)- £8.00 per person

Fruit Bowls- £6.50 per person

Croissants- £2.00 per person

Cream Teas- £9.00 per person

Danish Pastries- £2.00 per person

Standard Room Hire Rates

Charlestown Suite

Half Day: £120.00 Full Day: £200.00

Information

12 metres x 15 metres

Capacity: Up to 120

Air Conditioning



Reflections Restaurant

£65 Between 11:00 and 17:00

Information

4 metres x 5 metres

Capacity: Up to 25

Sea Facing



Conservatory

Negotiable rate starting from £40.00

Information

Capacity: Up to 10

Sea Facing through glass window and door

Sliding door onto patio

Porth Avallen Two Course Hot Buffet

Mains

Traditional Beef Stew with herby dumplings

Chicken & Mushroom Pie with Cornish roast potatoes

Fish Pie with cheese & herb potato crust

Mediterranean Vegetable Pasta Bake with garlic bread (v)

Goats Cheese Risotto with spring onion & semi dried tomatoes (v)

Hot Desserts

Spiced Plum Crumble Tart with pouring cream

Sticky Toffee Pudding with butterscotch sauce

Apple Pie with vanilla custard

Cold Desserts

Vanilla Bean Cheesecake with berry compote

Dark Chocolate Fudge Cake with Chantilly cream

Lemon Tart with Cornish clotted cream

Choose any two from the main course options followed by two dessert options from either the hot or cold

From £ 25.00 per person

Porth Avallen Two Course Cold Buffet

Sandwich Platter

Prawn, Ham & mustard, Cheese & pickle, Egg mayonnaise (v)

Quiche

Cheese & bacon, Mediterranean vegetable (v)

Seafood Fry

Deep fried scampi & squid rings with lime Tartare sauce

Pastry Wrappers

Samosas & Spring rolls (v)

Cornish Cheese Board

Cornish cheese selection with fruits & chutney (v)

Roast Cornish Potatoes

Cornish sea salt, cumin & parsley (v)

Salads

potato salad, coleslaw & rice salad (v)

Chicken Wings

Crispy crumbed & Honey glazed

Garlic Bread (v)

Desserts

Selection of cold desserts

From £ 25.00 per person

Add Pasties for £3 per person

Locally made beef steak or cheese & onion (v)