

Information for Day Conference Organisers

This information is provided in order to assist you with your planning.
Please do not hesitate to contact us should you have any queries.



Arrival

On arrival you will be greeted by our Reception team.
There is ample car parking and there is limited parking at the Welland Court entrance which is easier access for unloading or for disabled guests. The main entrance is level and therefore suitable for wheelchair users.

Reception

Our Reception staff are available for any queries during your stay, as well as obtaining photocopies, sending and receiving faxes.
When Reception is closed, assistance is available from either our Bar staff or a Duty Manager.

The Shop

The Shop sells a wide range of gifts, books and cards as well as toiletries. The opening times are displayed at the Reception desk.

Organising your conference

In order to assist you with planning your conference, the following may help you:-

- Power point projectors are available on request. Flipcharts & pens are standard in all the rooms. The Chapel, TV Lounge and Nursery are available for the use of all our guests.
- The Main Conference Room only has a full PA system, lapel microphone and a fixed power point projector as well as fixed sound/recording facilities. There is also terrestrial TV available to link up to a large screen projector. For other meeting rooms all portable equipment is to be booked in advance.
- The Main Conference Room and the Blue Room have an electronic piano. The TV Lounge is equipped with a TV and DVD player and there is a portable TV/DVD available for use elsewhere.

Dining Room Facilities

Please be aware that there is a seating limit of a combined total of 160 in the Langton and Welford Dining Rooms. It is therefore essential to let us know if your group's numbers increase.

There are four highchairs and two booster seats available in the dining room. Also there is use of a microwave and a fridge should the guests require these facilities for baby food or other usage.

Bar Facilities

The bar is open during the day on request or before the evening meal should that be appropriate for your conference.

We are a licensed premise and guests may not consume their own beverages in public areas. A corkage charge will apply should this facility be required.

Nursery

There is a pre-school nursery with toys and books as well as a nappy changing facility and sink. This is available for any parents to use but please note that we only provide the facility and therefore children must be supervised at all times.

Recreational Facilities

Outside there are 12 acres of beautiful grounds for you to enjoy. There is also a multi-sports pitch for basketball, football, volleyball, badminton and tennis, as well as a children's play area. We advise that children be supervised in these areas, especially near the ponds and the river. Guests may borrow sports equipment for which there is a small refundable deposit required. We do not hire out tennis or badminton racquets. Inside we have a pool table and a table tennis table.

Computer and Wireless

There is a computer available for our guests to use as well as complimentary wireless broadband throughout Hothorpe Hall.

Lost Property

We keep any unclaimed lost property for one month and thereafter it is given to charity.

Pets

No pets are allowed at Hothorpe except guide or assistance dogs and we would ask that we are notified of their intended inclusion.

Layout Options = Open boardroom; Closed boardroom; Theatre-style; Cabaret; Circle or horseshoe of chairs.

Equipment Options = Power-point/screen, Flipchart/pens, OHP, TV/DVD, PA System, Hearing Loop (Main Conference Room only) Piano; Tables (for display etc.)

(Please note, laptops are not provided)

