

## CONFERENCE FACILITIES

At the Three Counties Hotel we pride ourselves on our conference and banqueting expertise, whether it's a residential conference, day meeting or a training course. Most importantly, your individual needs and requirements are respected and carefully attended to by our experienced staff. We offer fully inclusive day delegate and residential packages as detailed below or rooms can be hired on a part or whole day basis with refreshments and catering being provided as required.

### 24 HOUR RESIDENTIAL (MINIMUM OF 10 DELEGATES)

SINGLE ROOM £120.00 per delegate

TWIN ROOM (SHARING) £110.00 per delegate – inclusive of the following:

*Accommodation, full English breakfast, morning coffee & Danish pastries, two-course hot/cold fork buffet lunch, afternoon tea/coffee & biscuits, a three-course dinner with coffee, room hire and VAT.*

### DAY DELEGATE (MINIMUM OF 10 DELEGATES)

The rate is £38.00 and is inclusive of the following:

*Room hire, tea/coffee & biscuits on arrival, mid-morning tea/coffee & Danish pastries, a two-course hot/cold fork buffet lunch, afternoon tea/coffee & biscuits and VAT.*

### CONFERENCE ROOM HIRE CHARGES.

	FULL DAY	HALF DAY OR EVENING
Hereford Suite	£490.00	£380.00
Malvern Suite	£210.00	£140.00
Gloucester Suite	£140.00	£100.00
Worcester Suite	£180.00	£115.00
Elgar Suite	£140.00	£100.00

*We reserve the right to alter the allocated suite if numbers originally stated increase or decrease, altering the charges accordingly.*

*Food Allergies and Intolerances: Before you order your food and drinks please speak to our staff if want to know about our ingredients*

## EQUIPMENT HIRE

The Hereford Suite is equipped with a PA system, hearing loop, large projector screen, lectern and flipchart.

The Malvern, Elgar, Worcester and Gloucester Suites are equipped with a screen and flipchart.

Additional equipment can be hired at the following rates:

Data Projector	£40.00 per day
Screen	£10.00 per day
Presentation Lectern	£25.00 per day
Flipcharts	£10.00 per day

(All prices are inclusive of VAT)

Please note special concessions may be made with regards to charges for 24 hour delegates.

Should you require any other audio-visual equipment, prices can be given on request.

All conference rooms benefit from complimentary wi-fi.

## ACCOMMODATION

The Three Counties Hotel has 60 bedrooms consisting of the following:

18 Twin Bedded Rooms within the main building

8 Double Rooms within the main building

24 Twin Bedded Garden Rooms

8 Double Garden Rooms

2 Executive Rooms within the main building

All bedrooms have a private bathroom and are equipped with direct dial telephones, Sky & Freeview TV, radio, hairdryer and tea & coffee making facilities. All bedrooms have complimentary wi-fi.

### THE THREE SHIRES RESTAURANT

The Three Shires Restaurant offers more than just a warm welcome. An extensive menu using the finest local ingredients, including Herefordshire beef, enables you to enjoy the choice from a wide range of traditional and international dishes.

The restaurant also has an attractive conservatory, ideal for private dining for up to 40 people.

### MUNDI'S BAR

Mundi's Bar has an informal atmosphere which makes it the ideal setting for residents and non-residents alike to enjoy their choice from a wide range of beers and lagers and an outstanding selection of wines and spirits.

### DISTANCES

Hereford City Railway Station approx 2 miles.

M50 Motorway approx. 15 miles M5 Junction 8 approx 25 miles

Birmingham International Airport approx 50 Miles

## CONFERENCE ROOMS

### THE HEREFORD SUITE

The Hereford Suite is situated on the ground floor of the hotel, is extremely versatile and lends itself perfectly to create the right atmosphere whatever your individual needs. Together with its own bar and full PA system with roving microphone and a hearing loop, the Hereford suite is the ideal venue for conferences, dinner dances, exhibitions and wedding receptions.

### THE WORCESTER AND GLOUCESTER SUITES

The Worcester and Gloucester Suites are situated on the ground floor and are the perfect setting for boardroom style meetings, small dinner parties or theatre style presentations, for as many as 40 people.

### THE MALVERN AND ELGAR SUITES

The Malvern and Elgar Suites are situated on the first floor (no lift) and are perfectly suited for conferences.

The Malvern Suite can accommodate as many as 70 delegates and the Elgar Suite is ideal for small meetings, interviews or maybe as a syndicate room in conjunction with the Malvern Suite.

*WIRELESS INTERNET ACCESS IS AVAILABLE FREE OF CHARGE IN ALL OUR CONFERENCE ROOMS*

## CONFERENCE ROOM CAPACITIES

	HEREFORD	MALVERN	WORCESTER	GLOUCESTER	ELGAR
'U' Shape	-	32	25	12	10
Cabaret style	200	40	30	20	20
Classroom	-	32	25	15	19
Boardroom	-	36	30	16	14
Theatre Style	450	70	45	28	25
Dinner Only	350	-	-	-	-
Dinner Dance	320	-	-	-	-
Measurement	100' x 49' 31 x 14.9m	37.3' x 25.6' 9.5 x 5.6m	25.8' x 19.6' 6.4 x 5.8m	19.6' x 19 5.9 x 5.8m	26' x 19.6' 8 x 4.32m

Our five modern, well-equipped conference suites boast natural lighting throughout and can cater for 3 - 450 delegates. The conference centre, situated in spacious grounds, benefits from ample well-lit car parking for up to 200 cars.

## CONFERENCE CATERING

Complimentary iced water & cordials are provided in our conference rooms but hot refreshments are available as follows:

Tea, coffee & biscuits - £2.20 per person per serving

Tea, coffee & Danish pastries - £3.50 per person per serving

Tea, coffee & slices of various cakes - £4.00 per person per serving

Various lunch options are available and can be tailored to suit your budget. Below are two suggested menus offering a finger or fork buffet but please ask for details of alternatives if these do not meet your particular requirements.

### FINGER BUFFET MENU

We have decided to offer this wide range of dishes so that you might choose your own selection. Alternatively, we will compose a menu on your behalf, with a minimum of six items.

- 1) Sandwiches – served in a mix of white & brown bread – please choose four fillings from:  
*Roast beef, ham, turkey, prawn mayonnaise, cheese & pickle, tuna mayonnaise, ham & tomato, egg mayonnaise, cheese & onion, beef & horseradish, chicken tikka, plain cheese, coronation chicken, turkey & cranberry, chicken with sweetcorn & mayonnaise.*
- 2) Chicken drumsticks – please select your choice of coating:  
*Plain, hot & spicy, piri piri, Chinese, garlic & herb*
- 3) Canape cups – please select three fillings from the following:  
*Smoked salmon mousse, pate, roasted red pepper hummus, prawns & smoked mayo, sunblushed tomato & goat's cheese, avocado & cherry tomato, beetroot & goat's cheese, chilli & lime prawn mayo, crab & cucumber, chorizo & buffalo mozzarella, sticky chicken*
- 4) Quiche – please choose one from the following:  
*Goat's cheese & Mediterranean vegetables, brie & cherry tomato, pear & walnut, red onion & cheddar, quiche Lorraine, salmon & broccoli.*

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- 5) Vegetable samosas
- 6) Spring rolls
- 7) Plaice goujons
- 8) Chicken goujons
- 9) Sausage rolls
- 10) Pork pies
- 11) Scotch eggs
- 12) Cocktail sausages
- 13) Slices of pizza
- 14) Chicken kebabs

- 15) Sliced meats – please choose one from the following:

*Beef, turkey, ham, pork, chicken*

- 16) Salads – please choose one from the following:

*rice, pasta, new potato, tomatoes & onion, cucumber & pepper, spicy five bean, chicken & sweetcorn, coleslaw, new potatoes, green bean & tomato*

- 17) Antipasta – please selection one from the following:

*Olives, mozzarella & sun blushed tomato, marinated artichokes, olives & feta, olives & sun blushed tomatoes, feta & chilli*

- 18) Chunky chips

- 19) Potato wedges

- 20) Slices of various cakes

**Prices per head:**        **Choose 6 items for £13.95/head**  
                                  **Choose 8 items for £16.25/head**  
                                  **Choose 10 items for £18.00/head**

**A selection of desserts can be provided at a cost of £4.25 per person**

**HOT & COLD FORK BUFFET**

**TWO COURSES - £22.00/HEAD**

**THREE COURSES - £26.00/HEAD**

*Soup of the Day*  
*served with a crusty bread roll and butter*



*Choose one from the following main course options:*

*Lasagne*  
*Chicken a la Crème*  
*Chilli Con Carne*  
*Sweet & Sour Chicken*  
*Beef & Ale Pie*  
*(Vegetarian options also available)*  
*Served with Rice and/or Jacket Potatoes*

*plus*

*Slices of carved meats*  
*served with various salads & sauces*



*A Selection of four desserts from the Sweet Table*

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*Looking for something different and not what you had in mind?*

*If you can't see what you want above, please give us a call, we'd be happy to provide tailor-made catering to suit your event.*