



Richmond Gate Hotel
★★★★

**152-158 Richmond Hill
Richmond upon Thames
Surrey
TW10 6RP**

T: 020 8939 0366

F: 020 8332 0354

www.akkeronhotels.com/richmondgate

CONFERENCE PACK



The Richmond Gate Hotel

INTRODUCTION

Situated on Richmond Hill, in the charming town of Richmond-upon-Thames, just 7 miles from London Heathrow Airport and London's West End, The Richmond Gate Hotel offers the ideal setting for your smaller workshop to residential conference or private event. From Richmond Station it takes only 20 minutes by South West Trains into Central London. Richmond Town Centre in walking distance. The hotel is located opposite the Richmond Park, ideal for outdoor sporting activities. River cruises run from Richmond to Hampton Court Palace.

The Four Star Deluxe Richmond Gate Hotel is a luxuriously elegant eighteenth century building situated at the top of Richmond Hill. A completed multimillion pound refurbishment has put the Richmond Gate at the top of the luxury market place.

The Richmond Gate Hotel boasts:

- œ 5 elegant meeting & function rooms for up to 70 guests
 - œ 68 luxurious air-conditioned bedrooms
- œ Charming 2 bedroom Cottage set apart from the main hotel for added seclusion and privacy the cottage is highly sort after by guests seeking an exclusive alternative to the traditional hotel room - for long stay guests
 - œ Stunning Conservatory with Secluded Victorian-walled Garden
 - œ 2 AA Rosette Gates on the Park Restaurant
 - œ Complimentary Car Parking for up to 150 cars
 - œ Cedars Health and Leisure Centre
 - œ Complimentary Wireless Internet connectivity.

With inclusive Day Delegate meetings starting from just £49.00 per person and 24 hr rates from £195.00 per person (Subject to availability) why not make your next choice of venue The Richmond Gate..... ***"A classic country retreat in the heart of London suburbs"***

If I can be of any further assistance or indeed if you wish to visit the hotel for a showround please do not hesitate to contact me.




We look forward to welcoming you to The Richmond Gate Hotel in the near future.

Emma Symmonds



**Meeting & Events Manager
Richmond Gate Hotel
E-mail: events.richmondgate@akkeronhotels.com
Tel: 0208 939 0366
Fax: 0208 332 0354**

OUR MEETING ROOMS

MEETING ROOM	PHOTOGRAPH & DESCRIPTION	ADDITIONAL INFORMATION
TERRACE	 <p>Description An elegant room located on the ground floor of the hotel with crystal chandeliers & fireplace. With the added benefit of an anti-room ideal for breaking out for teas & coffees or for use as a syndicate room. Air-conditioned. Natural daylight. Direct access from the front car park.</p>	<p>Dimensions Length: 13.5m Width: 5.5m Height: 3.0m Area: 75.0m²</p> <p>Styles & Capacity Theatre: 50 Boardroom: 26 Classroom: 20 Cabaret: 20 U-Shape: 15 Banquet: 30 Informal: 70 Rounds: 50</p>
MORSHEAD	 <p>Description Sophisticated room located on the first floor of the hotel with the added benefit of an anti-room ideal for breaking out for teas & coffees or for use as a syndicate room. Air-conditioned. Natural Daylight. Plasma Screen.</p>	<p>Dimensions Length: 10.0m Width: 7.0m Height: 3.5m Area: 51.5m²</p> <p>Styles & Capacity Theatre: 25 Boardroom: 15 Classroom: 10 Cabaret: N/A U-Shape: 12 Banquet: 15 Informal: 40 Rounds: 15</p>
STUDY	 <p>Description Located on the ground floor of the hotel with the added benefit of an anti-room ideal for breaking out for teas & coffees or for use as a syndicate room. Air-conditioned. Natural Daylight. Plasma Screen.</p>	<p>Dimensions Length: 4.85m Width: 3.8m Height: 2.6m Area: 18.5m²</p> <p>Styles & Capacity Theatre: 15 Boardroom: 08 Classroom: N/A Cabaret: N/A U-Shape: N/A Banquet: 10 Informal: 20 Rounds: 10</p>

MEETING ROOM	PHOTOGRAPH & DESCRIPTION	ADDITIONAL INFORMATION
<p>CONSERVATORY & GARDEN</p>	 <p>Description The Conservatory is a truly unique room overlooking the delightful Victorian walled garden ideal for drinks receptions, barbeques, private dining or functions and wedding receptions. Air-conditioned. Plenty of natural daylight.</p> 	<p>Dimensions Length: 10.0m Width: 6.5m Height: 2.5m Area: 62.0m²</p> <p>Styles & Capacity Theatre: 90 Boardroom: 28 Classroom: 25 Cabaret: 30 U-Shape: 20 Banquet: 28 Informal: 90 Rounds: 70</p>
<p>CLUB ROOM</p>	 <p>Description Located on the ground floor of the hotel the Club Room adjoins the Terrace Room. Ideal for use as a syndicate room or office. Natural daylight.</p>	<p>Dimensions Length: 4.5m Width: 3.0m Height: 3.0m Area: 13.0m²</p> <p>Styles & Capacity Theatre: N/A Boardroom: 04 Classroom: N/A Cabaret: N/A U-Shape: N/A Banquet: N/A Informal: N/A Rounds: N/A</p>

ACCOMMODATION

68 beautiful refurbished individual bedrooms & suites which include facilities such as:

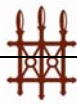
- ✓ Air conditioning
- ✓ Tea & Coffee facilities
- ✓ Ironing Stations
- ✓ Complimentary High-speed internet access
- ✓ Ample working desk
- ✓ Security door locks
- ✓ Hairdryer



HOTEL FACILITIES & SERVICES



- ✓ Complimentary WIFI in public areas
- ✓ Complimentary Parking
- ✓ 24-hour room service
- ✓ Laundry service
- ✓ Gates in the Park Restaurant & Bar
- ✓ Conference & meeting rooms
- ✓ Fabulous Conservatory & Garden
- ✓ Complimentary Use of Cedars Health Club



Richmond Gate Hotel

★★★★

MEETING and EVENTS TARIFF

Day Delegate Rate from £49.00 per person which includes:

- Room Hire:
 - ☞ Full use of meeting room
- Conference Lunch:
 - ☞ Choice of Working or Business Lunch
- Unlimited Tea/Coffee:
 - ☞ Served with Danish pastries on arrival
 - ☞ Mid-morning break with biscuits
 - ☞ Afternoon Tea with cake
- Soft Drinks:
 - ☞ Still & sparkling bottled water
 - ☞ Cordial
 - ☞ Orange Juice with lunch
 - ☞ Fruit Basket

Complimentary:

- ☞ Flipchart
- ☞ 6ft x 6ft Screen
- ☞ On-site car parking
- ☞ Free Wireless broadband connection

Cedars Daily Delegate Passes available at £15.00 per person per day

Residential Delegate Rate from £195.00 per person which includes:

- Everything included in the Day Delegate Rate plus:
 - ☞ 3 course A la Carte evening meal
 - ☞ Complimentary use of Cedars Health & Leisure Club
 - ☞ Overnight Accommodation
 - ☞ Full English or Continental Breakfast

For a quote please telephone our Meetings & Events Office on:

+44 (0)20 8939 0366

or

Email: events.richmondgate@akkeronhotels.com

To avoid the morning rush hour why not arrive early and join us for breakfast.....

Tea/Coffee & Bacon or Sausage Sandwiches	£6.50
Continental Breakfast	£9.00
Full English Breakfast	£12.00

Additional Equipment Hire

Extra Flipchart (each)	£15.00
6ft x 6ft Screen	£20.00
21" TV	£65.00
VHS Player	£50.00
DVD Player	£50.00
42" Plasma TV	£250.00
50" Plasma TV	£280.00
Speaker phone	£100.00
LCD Projector	£180.00
Microphone and PA system	£220.00

All meeting rooms have free Wireless internet connectivity.

All prices are inclusive of VAT

Sample Conference Lunch Menus

Working Lunch

There may be occasions when a lunch break is not possible. We can arrange for a finger buffet lunch to be brought to your room, enabling delegates to continue working whilst eating.

Selection of Double Decker Sandwiches
Tuna & Sweetcorn Tartlet with Coriander
Marinated Chicken Wings with Rosemary and Garlic
Crab and Salmon Cake with Sweet Chilli Sauce
Hummus with Pitta Bread
Homemade Selection of Pizza
Mini Caesar Salad
Fresh Fruit

~
Selection of Desserts

£24.00

The Business Lunch

A chance to escape' from the meeting room - Served in our Conservatory or Gates on the Park Restaurant

A selection of Cold Meats, Salads, Sandwiches and Chefs Hot Dish of the Day

~
Selection of Desserts

£24.00

The Healthy Option

Again this menu can be served in your meeting room, or we can even arrange it to be served as a packed lunch so that you can visit the Park – weather permitting!

A Selection of Sandwiches, Cheese, Fruit, Yogurt and Muesli Bar

£18.95

Some of the dishes on this menu may contain nut products or food substances to which you may be allergic. Please ask our staff for information.

All prices are inclusive of VAT.