



Conference
Day Delegate Packages
2018

www.mansfieldtraquair.co.uk

Key Prices at Mansfield Traquair

When you're planning a conference, you will undoubtedly have a vision or an idea of how you'd like it to turn out. Inevitably there will be a finite budget that will influence your plans for your conference. This information is designed to help you decide if Mansfield Traquair is the ideal venue for your conference.



Essential Elements

- **Theatre style** (*up to 600 delegates*)
Day delegate (*minimum 100 delegates*)
from **£47.50 plus vat per person**
- **Cabaret style** (*up to 200 delegates*)
Day delegate (*minimum 100 delegates*)
from **£51.00 plus vat per person**
- Larger PA system for more than 150 guests **£250 plus vat**
- Larger projector and screen for more than 150 guests from **£180 plus vat**
- Lectern and lapel microphones From **£40.00 plus vat**
- Up-lighting to pillars around room in a choice of colours from **£650 plus vat**
- Syndicate room hire **£180 plus vat**
- Event insurance **£50.00 plus vat**



Technical support

We have designed our day delegate packages to give you a feel for some of the freshly prepared food we can offer; a simple soup and a roll working lunch, a finger buffet with delectable homemade bite size tastes and fork buffets with vibrant salads and delicious hot or cold main courses. Our variety of healthy arrival snacks, tasty midmorning treats and sweet afternoon bites will delight you too!

Our day delegate packages include everything you need for your conference (*up to 100 guests*);

Venue hire (9.00am – 5.00pm), 3 servings of tea/coffee and lunch, linen, tableware, tables and chairs, PA system, projector and screen for presentations, a duty technician onsite to assist throughout your conference.

Mansfield Traquair offers business broadband (maximum of 15Mb down and 1Mb up). The wireless internet is suitable for light use, with up to a half a dozen simulations connections. The service is not suitable for events requiring multiple delegate access, however additional installation can easily be provided for extra cost. Please call **0131 474 8013** to discuss your requirements.





Baldacchino Day Delegate

Finger buffet

Morning coffee

Arrival coffee with a healthy snack



Mid-morning coffee

Mid-morning coffee break with a tasty treat



Cold Finger Lunch

Selection of rustic rolls and wraps
with a choice of 3 fillings
Homemade mini tartlet
Homemade mini sausage rolls
Chicken skewers or Frittata
Fruit bowl
Served with jugs of fruit juice



Afternoon coffee break with sweet bite
£47.50 plus vat per person (theatre set up)
£51.00 plus vat per person (cabaret set up)

Nave Day Delegate

Soup and Sandwich

Morning coffee

Arrival coffee with a healthy snack



Mid-morning coffee

Mid-morning coffee break with a tasty treat



Soup and Sandwich Lunch

Mugful of homemade soup
Selection of rustic rolls and wraps
with a choice of 3 fillings
Fruit bowl
Served with jugs of fruit juice



Afternoon coffee break with sweet bite
£48.50 plus vat per person (theatre set up)
£52.25 plus vat per person (cabaret set up)





South Chapel Day Delegate

Cold Buffet

Morning coffee

Arrival coffee with a healthy snack



Mid-morning coffee

Mid-morning coffee break with a tasty treat



Cold buffet lunch

Cold chicken or salmon main course

Choice of 2 freshly prepared salads

Dips and breadsticks

Dessert

Fruit bowl

Served with jugs of fruit juice



Afternoon coffee

Afternoon coffee break with sweet bite

£53.50 plus vat per person (theatre set up)

£56.00 plus vat per person (cabaret set up)

Chancel Day Delegate

Hot Buffet

Morning coffee

Arrival coffee with a healthy snack



Mid-morning coffee

Mid-morning coffee break with a tasty treat



Hot buffet lunch

Hot meat/fish main course

Hot vegetarian main course

Choice of 1 or 2 freshly prepared salads

Dessert

Fruit bowl

Served with jugs of fruit juice



Afternoon coffee

Afternoon coffee break with sweet bite

£53.85 plus vat per person (theatre set up)

£56.25 plus vat per person (cabaret set up)

