



Conference
Day Delegate Packages
2020

www.mansfieldtraquair.co.uk

Day Delegate Packages 2020



Escape the normal confines of historic venues and revel in the limitless versatility concealed within the magnificent stone grasp of Edinburgh's hidden gem, Mansfield Traquair.

[Insert date]

Dear [insert client name]

Thank you for your enquiry; we are delighted you are considering Mansfield Traquair to host your corporate conference *on/in [insert event date].

Perhaps surprisingly, the restoration of Mansfield Traquair has cleverly and subtly incorporated ultra-modern technology and the types of facilities you might expect from a purpose-built modern venue. Jaw dropping, awe inspiring, versatile soaring space – Mansfield Traquair has earned the mantle of “Edinburgh’s Sistine Chapel”.

Please consider the following pages simply as the first steps in assisting you plan your conference – designed to provoke thoughts and ideas. My contact number is **0131 474 8013** and you can email me on cassie@heritageportfolio.co.uk.

[Insert client name], I would welcome the opportunity to meet with you to help you create the most perfect event.

Kind regards

Cassie Dougal
Event Designer



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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 **£53.50 plus vat per person**
- **Cabaret style** (*up to 200 delegates*)
Day delegate (*minimum 100 delegates*) from **£57.50 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 simultaneous 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.



Day Delegate Packages 2020



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

£53.50 plus vat per person (theatre set up)

£57.50 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

£54.50 plus vat per person (theatre set up)

£58.75 plus vat per person (cabaret set up)



Day Delegate Packages 2020



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

£59.50 plus vat per person (theatre set up)
£62.50 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

£59.85 plus vat per person (theatre set up)
£62.75 plus vat per person (cabaret set up)



Day Delegate Packages 2020



Included in all our Day Delegate packages



A dedicated Event Designer – to assist you throughout the planning of your conference

A dedicated Event Manager – ensuring a professional service and seamless conference

Day delegate menu including 3 servings of tea and coffee and a lunch option

A dedicated team of Chefs – planning and delivering your menu with expertise

Fully trained service staff uniformed in black shirts, slate grey bistro aprons

Venue hire (9.00am – 5.00pm)

PA system for presentations with a duty technician on site

Projector and screen

Gold drape to divide the entrance of the Nave and the conference area (*a supplement will apply to have this removed*)

Fine white china

Elegant long stemmed glassware

Contemporary Monteverdi cutlery



Theatre style

Gold Brentwood chairs with cream seatpads (*alternative seat pads colours are available for a supplementary charge*)

Cabaret style

Gold Brentwood chairs with cream seatpads (*alternative seat pads colours are available for a supplementary charge*)

Six foot round tables with floor length black table cloths



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Additional Options

Why not add in a post conference drink or snack. I have detailed below a few options with starting prices for you and we can discuss the options further over the phone or when we meet. The opportunities are endless; once we've had a chat we can create the perfect combination for your event that fits in not only with your budget but your own style and creativity.



Food and Drinks

Drinks

Additional Fairtrade coffee and tea	£2.35 plus vat per person
Glenlivet mineral water (70cl)	£5.75 plus vat
Fruit smoothies	£4.25 plus vat per person

Savoury starts

Bacon, sausage or scrambled egg rolls	£3.50 plus vat per person
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Fun finishes

House wine	£4.35 plus vat per person
Cava	£4.50 plus vat per person
Dry snacks	£4.50 plus vat per person

Furniture

Silver Bentwood chair	£2.75 plus vat per person	6 foot trestle table +cloth (classroom style) £8.50 each
Black Bentwood chair	£2.75 plus vat per person	3 foot round table +cloth (occasional tables)£16.50 each
Chivari chair	£3.50 plus vat per person	Poseur table + cloth (networking tables)£32.00 each

