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easyconferences.biz

easy
conferences ltd

About Newbury's dedicated conference centre

Easy Conferences, are part of the Design Construction and Exhibitions Group Ltd of Newbury, experts in the events business.

*The group was founded in 1990 and is a design led International Exhibition and Conference Company.
www.dcegroup.co.uk*

We at Easy Conferences are delighted to bring our world class events expertise to local business community with Newbury's first dedicated conference and meeting centre.

When you book a conference, training session or meeting with us, we leave nothing to chance so you can relax knowing that everything you require will be dealt with a professional attention to detail.



Rely on us to:

Help plan your event – our detailed checklists make sure nothing is missed.

Organisation – the venue will be set and ready for when you arrive.

Support – dedicated support for you and your colleagues on a regular basis.

We very much look forward to welcoming you and your colleagues on a regular basis.

As your dedicated Conference and Events Manager I will be more than happy to discuss your requirements so as to deliver your expectations, making sure your event is stress free for you and enjoyable for everyone.

Professional services included at Easy Conferences

Get professional assistance when hosting a Conference or event...

In business making a first positive impression is so important and you only get one opportunity to make a first impression, so you need to get it right. This is why it makes sense to rely on professional support and assistance if you are hosting a conference, get together, seminar or indeed any form of event, it makes sense to work with professionals who can ensure your event is a great success.

Hosting your event at Easy Conferences provides you not only with the best range of small conference venues, it gives you access to a team who have created and put on a large number of successful business projects.

We are committed to ensuring your event runs smoothly with access to email, copying plus any other bespoke requirements.

Coffee and Lunch – free hot drinks are always available in our coffee area plus buffets are included on ½ day and full day packages.

Free car parking and WIFI at all times.

With our in-house graphics department which allows you to add your corporate branding to the reception area, the stage set up and even to the outside of the building. See branding opportunities and prices.



Rooms Available

Main Theatre Room: 10–60 Delegates

The new centre is bright, contemporary and flexible but it's our in house expertise and facilities that set us apart from other venues.

Our main theatre room comes complete with full stage set up and designed to accommodate your corporate branding. This room can be laid out in various styles including: Theatre Style, Classroom Style, Banqueting Style or Boardroom Style. With a separate break out room and exhibition area.

Full day (9am-5pm) includes:

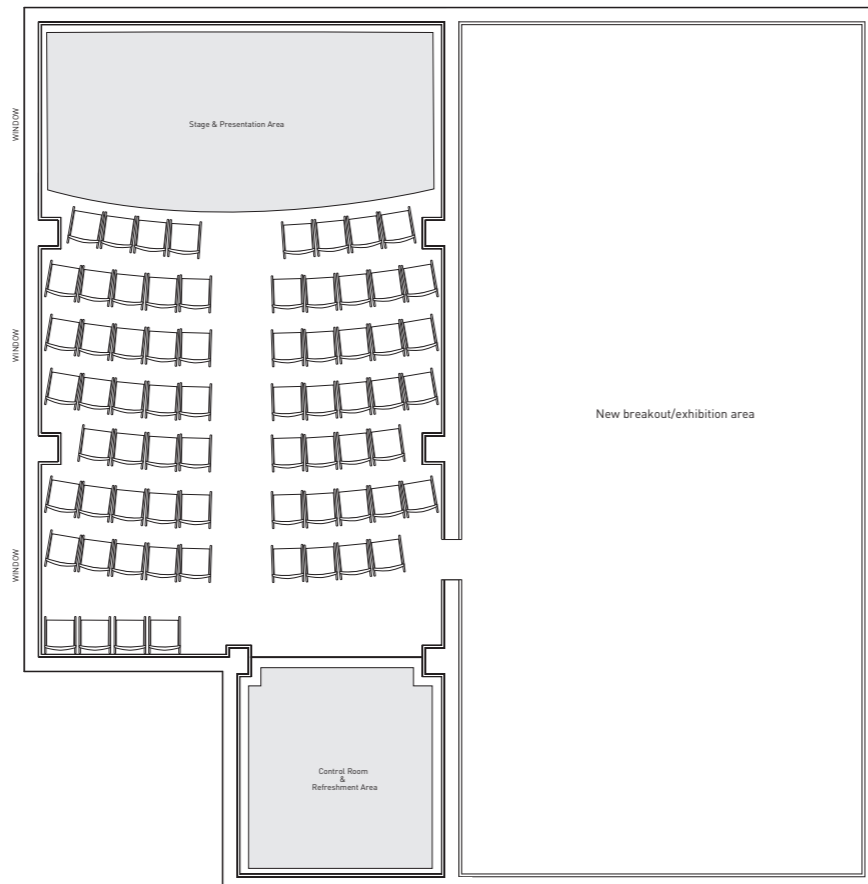
- Mid-morning tea & coffee
- Buffet Lunch
- Mid afternoon tea, coffee & biscuits
- Still bottled water
- £25.00 per delegate

Half day (4 hours) includes:

- Mid-morning tea & coffee biscuits
- Still bottled water
- £16.50

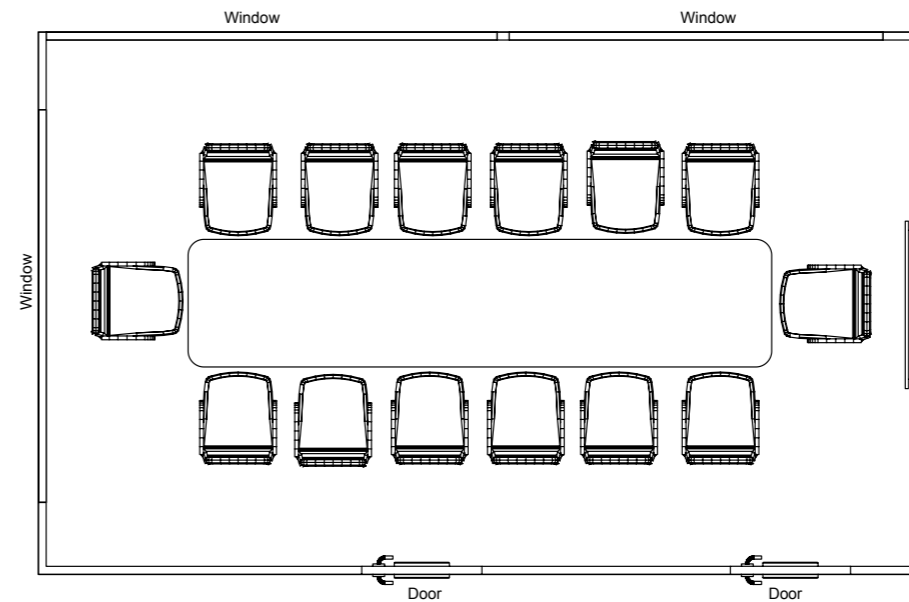
Added extras:

- Bacon Rolls on arrival – £3.50pp
- Extra finger buffet – £10.00pp
- Hot Food – £12.00pp



1st Floor Meeting Room With Separate Breakout Room

Up to 14 delegates
Hourly Rate: £4.00 per delegate per hour



Boardroom

Hourly Rate:
£4.00 per delegate per hour

Theatre Room

Full day (9am–5pm) includes:

- Mid-morning tea & coffee
- Buffet lunch
- Mid afternoon tea, coffee & biscuits
- Still bottled water
- £25.00 per delegate

Half day (4 hours) includes:

- Mid-morning tea & coffee biscuits
- Still bottled water
- £16.50 per delegate

Added extras:

- Bacon rolls on arrival – £3.50pp
- Extra finger buffet – £10.00pp
- Hot food – £12.00pp



Conference Tariff

Full day delegate rate:

- Arrival Tea, Coffee & Biscuits
- Morning Tea, Coffee & Biscuits
- Cold Finger Buffet Lunch
- Unlimited Mineral Water
- Afternoon Tea, Coffee & Biscuits
- £25.00 per delegate

Half day delegate (4 hours):

- Arrival Tea, Coffee & Biscuits
- Morning Tea, Coffee & Biscuits
- Unlimited Mineral Water
- £16.50 per delegate

Boardroom:

Hourly Rate: £4.00 per delegate

Room hire and extras:

- Full Day – £300.00
- Morning & Afternoon Tea, Coffee & Biscuits – Per Delegate
- Unlimited Tea, Coffee & Biscuits – £6.00 Per Delegate
- Cold Finger Buffet Lunch – £11.00 Per Delegate
- Hot Food Menu – From £14.00 Per Delegate
- Bacon Rolls On Arrival – £3.75 Per Delegate

Equipment hire:

- Lighting, Sound & Twin Projectors £180.00
- Company Branding £80.00

NEW
from Easy
Conferences

Easy Drive

Airport – Cruise ship transfer & private events

We provide flexible private hire for all your travel transfers and events. It simply makes sense from a convenience standpoint and with Accounts welcome, even financially.

Some of our services are listed below:

- Weddings
- Skiing trips
- Rail
- Airport meet and greet
- Conference delegate pick-ups
- Executive chauffer services
- Courier service
- University/boarding school service

Prices from:

- Heathrow – £75.00
- Gatwick – £95.00
- Stanstead – £125.00
- Southampton – £65.00
- Luton – £95.00



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