

Conference Rates

Standard charges and packages include:

24 hour delegate £175.00 +VAT per person

To include 2 servings of coffee/tea and biscuits during the morning, 2 course buffet lunch, afternoon coffee/tea and homemade cakes, main meeting room hire. Dinner, bed and breakfast.

Full day delegate £65.00 +VAT per person

To include 2 servings of coffee/tea and biscuits during the morning, 2 course buffet lunch and afternoon tea/coffee with homemade cakes, main meeting room hire.

These rates may be used for reference, but prior to finalisation of a booking, Roffey Park will always confirm final costs based on the agreed details of each individual booking.

Bed & breakfast

If you need just overnight accommodation for visiting a client or colleague, we can offer bed and breakfast in one of our executive standard bedrooms. These can be booked up to two weeks in advance and offered to our existing clients at a discounted rate of £86.96 + VAT and includes access to our leisure facilities.

Please contact Beth Jesty by phone on 01293 854044 or email beth.jesty@roffeypark.com for rates and further details.

Useful information

- Meeting rooms are equipped with the latest Audio-Visual equipment, with multi-media projectors, DVD/video playback, flipcharts etc included within the delegate rate. Meeting rooms are also equipped with pens, pads, water and sweets. Use of laptop is not normally included but please contact us for further information if you are unable to bring your own.
- Residential accommodation is provided on-site – all bedrooms are en-suite and are equipped with televisions, tea / coffee making facilities and Internet access points.
- Roffey Park is set in 40 acres of land within an area of Outstanding Natural Beauty. Residents have access to all our leisure facilities (6.30am – 9.30pm) – swimming pool, sauna, steam room, fitness room, croquet, walking and jogging trails and complimentary mountain bike hire.
- We are located 16km south of Gatwick Airport. Roffey Park is approximately 10 minutes off Junction 11 of the M23 with free onsite car parking. Alternatively we are 10 minutes away from Horsham train station.

Refreshments and catering

Catering is included with our delegate rates, however, if you would like to arrange a special meal or for ideas about how to cater for your event, our team are happy to make suggestions to fit into your budget. Sample menus and wine list are available our bar is open from 18.00 hrs each evening. Private dining can be arranged by request.

Other services

Business and administration services as well as AV support can be arranged on request. Please contact us for details of costs.



Terms and conditions

All rates are subject to the current rate of VAT and may be subject to change.

We hold provisional bookings for 28 days with no obligation. All facilities above are subject to availability and use must be agreed in advance prior to confirmation of your booking. Please confirm all bookings in writing, stating expected numbers and facilities required.

Any special dietary requirements can be catered for if advance notice is given.

Once the booking is confirmed customers agree to pay the appropriate percentage of the total original fee if they should cancel or reduce the contractual value of the event within the following timescales:

- Over 28 days before the event 25%
- Between and including 28 and 15 days before the event 50%
- Between and including 14 and 8 days before the event 75%
- 7 days or less before the event 100%

We have a 'no smoking' policy at Roffey Park, which we would gratefully ask you to observe.

Full terms and conditions – including details of deposits required - will be provided for agreement with the hiring party on confirmation of each booking. For further details, please contact Beth Jesty by phone on +44 (0) 1293 854044 or email beth.jesty@roffeypark.com

Roffey Park Services Ltd a company registered in England and Wales, No. 5025908