

THE LEISURE AND EVENT VENUE FOR BENTLEY MOTORS

# Legends External Conference Brochure 2017



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[www.legendsatbentley.com](http://www.legendsatbentley.com)

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Registered in England under number 992897

Vat number: - 279 2307 39



# Welcome to Conferencing

Thank you for considering Legends at Bentley as the venue for your forthcoming event. Whether you are planning a large conference, training event or small meeting you will be sure to find a warm and professional welcome awaits you.

With our contemporary style, we offer a refreshingly vibrant atmosphere for business offering 7 flexible meeting rooms, fully equipped with the latest in AV technology. We also boast extensive grounds and a large sports hall, ideal for team building and other activities:

## BELUGA, TUNGSTEN and ARCTICA SUITES

These three rooms are perfect for small meetings and 1:1 catch-ups, fitting 8/10 delegates each. They also work perfectly as break-out rooms for larger events.

## GRANITE SUITE

Situated outside of our main facility, Granite is perfect for meetings where a little more privacy is required. It is suitable for both a boardroom and u-shape layout for up to 13 delegates.

## VENUSIAN and ANTHRACITE SUITES

Ideal rooms for board meetings or training events; comfortably accommodating 15 delegates but can be extended to 18 when required.

## ONYX SUITE

A highly adaptable room; suitable for larger conferences, training events or presentations. Onyx Suite comfortably accommodates up to 200 delegates dependent upon the style of the room layout.

### ROOM CAPACITIES

	BOARDROOM	U-SHAPE	THEATRE	CABARET
BELUGA	8	-	-	-
TUNGSTEN	8	-	-	-
ARCTICA	10	-	-	-
GRANITE	13	13	-	-
VENUSIAN	15	-	-	-
ANTHRACITE	18	-	40	-
ONYX	18	45	110*	110*

\*Onyx Suite can accommodate more delegates dependant on availability or for an additional furniture hire fee. Please contact us for more information.



# Conference Suites

# Conference Suites and Equipment Hire

## CONFERENCE ROOM PACKAGE

Our Conference Room Package includes all of the following for a full or half day meetings:

- The exclusive use of one of our business meeting rooms
- Ceiling mounted data projector and projection screen OR LED TV presentation screen
- Document reader
- Sound system
- Flipchart and pad
- Stationery including extension cables and presentation clicker
- Network access
- Wi-Fi

	HALF DAY 07.30-12.30/13.00-17.00	FULL DAY 07.30-17.00	TWO-HOUR
BELUGA	£80.00	£110.00	£40.00
TUNGSTEN	£80.00	£110.00	£40.00
ARCTICA	£90.00	£120.00	£45.00
GRANITE	£110.00	£150.00	-
VENUSIAN	£110.00	£150.00	-
ANTHRACITE	£120.00	£160.00	-
ONYX	£160.00	£190.00	-

Should you wish to extend your meeting a small charge of £12.50 per hour will be made\*

Should you require overnight storage, an additional £50.00 will be charged to your final invoice\*

*\*Subject to availability*

## ADDITIONAL EQUIPMENT

Extra flipchart and pad	£12.00
Laptop	£55.00
Conference phone	£35.00
Portable 55inch LED TV presentation screen	£75.00
Printing/photocopying (per sheet)	£0.25

If you require further equipment such as staging and lighting we will be happy to arrange this for you. Please advise of any requirements at your earliest opportunity in order for availability and prices to be discussed. If you are bringing your own presentation or other equipment, please be advised that we cannot accept responsibility for any equipment or belongings left on the premises at any time.

*Please note that all prices are subject to VAT at the current rate*

A collage of appetizers including bread rolls, potato chips, sandwiches, and skewers. The text "Menu Planning" is centered in a white box with a thin black border.

# Menu Planning

# Beverages

Tea and coffee for Anthracite\*, Arctica, Beluga, Tungsten and Venusian will be available from our self-service coffee station, situated directly outside of these rooms. Tea and coffee will be unlimited and priced based on the duration of your room hire. Tea and coffee will be served in-room for Onyx and Granite. Cold beverages will be served direct to all meeting rooms at the requested time.

*\*Anthracite has the option to have in-room service for tea and coffee. Please request at the time of booking.*

TEA and COFFEE single serving	£1.20
HALF DAY UNLIMITED TEA and COFFEE	£2.00
FULL DAY UNLIMITED TEA and COFFEE	£3.50
Freshly brewed coffee and a selection of breakfast, fruit and herbal teas	
BISCUITS	£0.50
Selection of biscuits	
MINERAL WATER	
750ml bottle of still or sparkling mineral water	£2.65
330ml bottle of still or sparkling mineral water	£1.30

## From the Bar...

CHILLED GLASS BOTTLES	
Coca-Cola (330ml)	£2.00
Diet Coca-Cola (330ml)	£2.00
Schweppes Lemonade (200ml)	£1.60
CHILLED JUICE	
Orange juice	£1.30
Apple juice	£1.30
Cranberry juice	£1.30
SMOOTHIES	
Kiwi, lime and spinach	£2.25
Fruits of the forest	£2.25
Mango, bell pepper, carrot and cucumber	£2.25

*Please note that all prices are per person, per serving and subject to VAT at the current rate unless otherwise stated*

# Menu Planning

Catering at Legends is provided by Euresst, Bentley's onsite catering supplier. We offer a wide selection of breakfast and lunch menus to choose from along with snacks and treats throughout the day. We are always happy to tailor a menu to suit your specific requirements; if you want something in particular, just ask!

All catering is served in room for all our meeting rooms.

## Breakfast

*Create your own breakfast selection from the choices below:*

BACON OR CUMBERLAND SAUSAGE FILLED CIABATTA ROLLS	£2.60
BACON AND CHEDDAR CHEESE SCONES	£2.60
SMOKED SALMON AND SCRMBLED EGG BREAKFAST MUFFIN	£3.10
POACHED EGGS BENEDICT BREAKFAST MUFFIN	£2.80
HONEY ROAST HAM AND GRUYERE CROISSANT	£2.50
PANCAKES WITH CRISPY BACON AND MAPLE SYRUP	£2.00
MINI DANISH PASTRY SELECTION (v) Maple pecan plaits, raspberry crowns, vanilla crowns, cinnamon swirls, apple coronets	£1.85
MINI CROISSANTS SERVED WITH BUTTER AND PRESERVES (v)	£1.85
HOME BAKED MINI MUFFIN SELECTION (v) Blueberry, chocolate, banana	£1.85
FRUIT SKEWER (v) Mixed fruit skewer with passion fruit compote	£2.60
MULTIGRAIN GRANOLA SLICE (v)	£1.80

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# Lunch Buffets

LEGENDS HOUSE FINGER BUFFET	£11.50
Selection of classic sandwiches on traditional sliced breads (v - available)	
Chicken fillet skewer marinated in a sweet chilli sauce	
Pork and apple sausage rolls	
King prawns in filo pastry	
Ham and cheese toasty bites	
Mediterranean vegetable and goats cheese quiche (v)	
Mini oven-baked jacket filled with cream cheese and chive (v)	
WORKING LUNCH BAG	£6.75
Selection of classic sandwiches on traditional sliced breads (v - available)	
Bag of crisps (v)	
Fresh fruit (v)	
Chocolate bar (v)	
Bottle of water	
WORKING LUNCH ONE	£9.00
Selection of classic sandwiches on traditional sliced breads (v - available)	
Baked potato crisps or selection of roasted nuts (v)	
Fresh cut fruit platter (v)	
WORKING LUNCH TWO	£13.50
A mixed selection of bloomer breads, baps and wraps (v - available)	
Baked potato crisps or selection of roasted nuts (v)	
Fresh cut fruit platter (v)	
WORKING LUNCH UPGRADE	
Add a selection of our tasty finger food to any working lunch to really treat your guests:	
<i>We recommend you pick a minimum of 3 items; your guests will receive one from each of your selections</i>	
Tandori chicken skewer with raita	£1.75
Teriyaki beef skewer wuth sweet soya dip	£1.75
Dinky pork pies and sausage rolls	£1.75
Chorizo sausage roll	£1.75
California roll selection, wasabi, ginger and soy	£1.75
Smoked salmon and chive tart	£1.75
Baby mozzarella and cherry tomato skewer with fresh basil pesto (v)	£1.50
Falafel with red cabbage salad and tahini dip (v)	£1.50
Chorizo skewer with garlic mayonnaise	£1.75
Mini pie selection	£1.75
<b>Steak and ale, chicken balti, roast vegetable and shepherd's</b>	
Flatbread selection	£2.00
<i>Pesto, mozzarella and cherry tomato, Pepperoni, jalapeno and ricotta or smoked chicken</i>	

Please note that all prices are per person and subject to VAT at the current rate unless otherwise stated



# Bowl Food

*Create your own bowl food buffet from the choices below:*

Skewered chicken satay with couscous and celeriac salad

Salmon with a citrus crust

Tuna nicoise with salsa verde

Roasted butternut squash and goats cheese salad (v)

Chicken Caesar salad

Bacon and avocado salad

Mackerel and prawn salad

Vegetable antipasti salad (v)

BOWL LUNCH £16.00

Choose any 4 bowls

GRAZER LUNCH £12.00

Choose any 3 bowls

LIGHT LUNCH £8.00

Choose any 2 bowls

SOUP AND A SANDWICH SELECTION £6.00

Roasted butternut squash soup with ginger and crème fraiche - Chicken and sun-blush tomato ciabatta

Asparagus and chive soup - Smoked salmon and cream cheese bagel

Spiced tomato soup - Goats cheese, tomato and basil bruschetta (v)

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# Feature Tables

## ANTI-PASTI PADDLE £16.50

Parma ham and Milano salami  
Bocconi and sun blushed tomato skewers (v)  
Tomato, mozzarella and pesto salad (v)  
Goat's **cheese and** roasted pepper arincini (v)  
Tomato and red onion bruschetta (v)  
Chargrilled vegetables (v)  
Rocket and parmesan salad (v)  
Marinated olives (v)  
Artisan bread rolls, olive oil and balsamic (v)

## PLOUGHMAN'S PADDLE £16.50

Honey and mustard glazed British ham  
Lemon and thyme grilled chicken breast skewer  
Corned beef, piccalilli  
Devilled eggs  
Home-made sausage rolls  
Pressed terrine of ham hock, and pickles  
Gem lettuce and cherry tomatoes  
Stilton and mature cheddar  
Thick sliced bloomer and butter

## MEZZE PADDLE £16.50

Lamb and mint kofta with tzatziki  
Chicken Shwarma  
Grilled halloumi and vegetable skewer  
Sweet potato falafel  
Tabouleh style cous cous salad  
Crudities  
Roasted red pepper hummus  
Baba Ganoush  
Flat bread selection


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**Can't see anything that takes your fancy? Don't worry! We** are always happy to tailor menus to suit your specific requirements. To discuss any catering options further, please do not hesitate to contact Chelsea Hulme our Conference Manager.

# Snacks and Treats

<b>CHEF'S CAKE SELECTION</b>	£2.05
Lemon tart, chocolate éclair, millionaire's shortbread, white chocolate tiffin	
<b>BAKERY BITES – Gluten free selection</b>	£2.05
Chocolate brownie, caramel heaven, raspberry and coconut slice	
<b>AFTERNOON TEA</b>	£2.05
Sultana scone served with butter and a preserve	
<b>FRUIT SKEWERS</b>	£2.60
A selection of freshly prepared fruit skewers with a passion fruit compote	
<b>SAVOURY SNACKS</b>	£1.30
A selection of dried fruit, nuts, yoghurt raisins and more	
<b>SWEET SELECTION</b>	£1.00
A retro mix of your childhood favourites such as Jelly Beans, Fizzy Cola Bottles and Dolly Mixture	
<b>FAVOURITE MINTS</b>	£1.00
A selection of traditional mints	

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Book  
Your  
Meeting

# Contact Us

TELEPHONE 01270 656868  
EMAIL [Legends.ConferenceBooking@bentley.co.uk](mailto:Legends.ConferenceBooking@bentley.co.uk)  
POST Sunnybank Road, Crewe, Cheshire CW2 8WD

## Conference Booking Information

### HOW TO BOOK

Booking is easy. Contact our Conference Booking Team (using one of the methods above) to check availability and make a provisional booking. We will advise you on the most suitable room available for your event, subject to your attendee numbers and meeting requirements.

In the case of large events and special occasions, we strongly recommend that the organiser visits us to discuss the arrangements in more detail. Please call to arrange an appointment with Chelsea Hulme our Conference Manager.

We will be happy to hold a provisional booking for two weeks. If the event is within 14 days a maximum provisional hold of 72 hours will apply.

In order to confirm a booking, please complete the attached booking form and return to us here at Legends at Bentley.

Final payment of the outstanding balance will be invoiced to the address provided on your booking form after the event has taken place. All prices in this brochure are subject to VAT at the current rate.

## Further Information

### GUEST / DELEGATE LIST

For health and safety purposes we request that the organiser completes an Attendance List of all delegates upon arrival and hands it to a member of staff, at their earliest convenience. This can be found in the Welcome Brochure within your conference room.

### MARKETING and DISPLAYS

You are free to display materials and equipment in our meeting rooms, however we cannot permit anything that would cause permanent damage to the fabric of the building. Please use the magnetic rails and magnets provided in our conference rooms to display materials. (All used sheets on flip charts are disposed of at the end of every conference unless otherwise requested).

### SMOKING POLICY

Legends at Bentley is a No Smoking Facility (Smoking Regulations 2007)

### WHEELCHAIR ACCESSIBILITY

Legends at Bentley is a wheelchair friendly environment.

# Conference Booking Terms and Conditions

## GENERAL

In this contract ("the contract") unless the contract otherwise requires:

- "client" means the company, firm, body or person purchasing the Services.
- "Venue", means Legends and its facilities as specified in the event planner.
- "Services" means the services to be provided by Legends to the client as set out in the event planner and confirmation/contract sheet.

## CHARGES and PAYMENT

- a) The price of the Services ("the price") is that set out in the Event Planner issued by Legends or as agreed in a quotation from the management.
- b) Legends reserve the right to amend the Price upon written notice to the Client in order to reflect any changes in costs beyond the reasonable control of Legends (including changes in VAT rates). The Client will be asked to confirm acceptance of the increased price.
- c) Unless credit facilities have previously been arranged, full payment of the amount due must be received by Legends within 30 days of the date of the invoice issued by Legends.
- d) Credit facilities must be agreed in writing by Legends not less than 28 days prior to the date of arrival.
- e) Legends reserves the right to withdraw credit facilities at any time, without further liability, upon written notice to the Client if Legends has doubts as to the financial position of the Client.
- f) Payment for services must be made in Pounds Sterling.
- g) If payment is not made in accordance with paragraphs c) and e) above, then Legends may charge interest at an annual rate of 3% above the base rate of HSBC bank plc from time to time, such interest to be calculated on a day by day basis on the balance outstanding from the due date of payment until payment in full is received by Legends.
- h) The Client shall not be entitled to withhold payment of any amount payable under the Contract because of any disputed claim of the Client in respect of defective services or any other alleged breach of Contract nor shall the Client be entitled to set off against any amount payable under the Contract, any monies which are not then presently payable by Legends or for which Legends disputes liability.

## CANCELLATION BY THE CLIENT

- a) In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the date of arrival, Legends will make every reasonable effort to re-sell the facilities on your behalf. Legends reserves the right to charge the Client the following cancellation where the Services specified in the Event Planner have not been sold:
- b) Cancellation 30+ days prior to the event – No charge
- c) Cancellation 29 – 14 days prior to the event – 50% of total anticipated charges
- d) Cancellation 13 – 8 days prior to the event – 60% of total anticipated charges
- e) Cancellation less than 7 days prior to the event – 100% of total anticipated charges

## CHANGES TO BOOKED NUMBERS

- a) The booked numbers specified on the Event Planner will be taken as the minimum number (Minimum Number) to be charged for the Services.
- b) There will be no charge for a reduction in numbers attending provided that the reduction is less than 5% and does not affect the room pro rata rates for private functions, and Legends is notified in writing at least 14 days prior to the Date of Arrival.
- c) A reduction of over 5% of the Minimum Number will be subject to a cancellation charge, for the excess or the appropriate room pro rata rate for private party bookings.
- d) Any reduction notified less than 14 days prior to the Date of Arrival will be subject to a cancellation charge as set out as above.

## AMENDMENTS OR CANCELLATION BY LEGENDS

- a) Should Legends for reasons beyond its control, needs to make any amendments to the Contract, it reserves the right to offer an alternative choice of facilities.
- b) Should the Client make significant changes to the Contract, this may result in amendments in the applicable rates, and/or facilities offered by Legends. Legends reserves the right to change the agreed function rooms with, appropriate discussion if booked numbers do not reach the Minimum Number and will keep the Client informed.
- c) Legends also reserves the right to offer alternative rooms, if in the opinion of the managements they can offer the same facilities and service in another function room.
- d) Legends may cancel the Contract:
  - If the booking might, in the reasonable opinion of Legends prejudice the reputation of Legends.
  - If Legends or any part of it is closed or damaged due to circumstances beyond its reasonable control.
  - If the customer is more than 30 days in arrears of payment to Legends for previously supplied services;
  - If the Client becomes insolvent or enters into liquidation or receivership; or
  - If the Client is not abiding with the terms of the Contract

#### ARRIVAL/DEPARTURE

- a) The rooms and facilities are available from the time agreed in accordance with the Contract. Any extension may incur additional charges.
- b) It is the responsibility of the organiser/host to ensure that their guests have made onward travel arrangements.
- c) Legends doors and gates close promptly at the conclusion of evening functions. Legends can not be held responsible and its staff can not wait, whilst onward travel arrangements are made.

#### Outside Contractors

- d) Should the Client wish to employ the services of any outside contractor other than those arranged by Legends, it undertakes to indemnify Legends against claims, cost, damages or expenses made, or suffered by it howsoever resulting from an act or default by any of its servants or caused by any equipment supplied by it or them. This indemnity is also to include cover under the Health & Safety at Work Act 1974. Any outside contractor employed by the Client must comply with appropriate legislation including the Fire Precautions Act.
- e) All visiting contractors must report to reception and sign in prior to any work commencing. At the end of the day, all contractors must sign out prior to leaving.
- f) All electrical contractors must be NICEIC, EEA or IEE registered. Legends must have written evidence from the Client to support this prior to work commencing.
- g) Legends cannot accept responsibility or liability for any outside contractor employed to carry out work on behalf of the Client. It is therefore, the responsibility of the Client to ensure that all contractors are competent and are aware of the Legends Procedures and also that they comply with any Health & Safety polices in place.

#### GENERAL

- a) Legends reserves the right to refuse any externally arranged entertainment, services or activities, that the Client may have arranged and cannot accept liability for any resultant costs.
- b) Should any of the delegates or guests of the Client be unable to correct any aspect of poor behaviour or activities unacceptable to Legends, Legends reserves the right to terminate the Contract. Should this occur monies will not be refunded to the Client. Legends decision is final.
- c) The costs of repairing any damage caused to the property, contents or grounds of Legends by the Client or its guests/delegates, must be reimbursed to Legends.
- d) No wines, spirits, beverages or foods brought into Legends may be consumed without the consent of Legends management.
- e) Legends will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its reasonable control.
- f) Legends Name, Logo and telephone number, including Bentley Motor Cars details, cannot be used in any advertising or publicity without the prior knowledge of Legends General manager or Company Solicitor.
- g) The Client is responsible for ensuring that any band, musician or disco employed by it complies with the statutory requirements and also the requirements of the management of Legends.
- h) No tickets can be sold on the door at Legends, goods and services can only be sold with the prior authorisation of the Legends General Manager.
- i) Legends must comply with certain licensing and statutory regulations and requires the Client to fulfil its obligations (as notified from time to time) in this respect. Particular attention must be made to permitted hours, drinking up times, to children being present in a licensed premises and the requirement of proof of age to purchase alcohol.
- j) Legends is concerned for the health & safety of its Clients and their guests. All accidents must be reported to a member of Legends staff. The Client is required to obtain written approval of Legends Management if it wishes to fix items to the walls, floors or ceilings.
- k) Unless specific security arrangements are made with Legends, Legends accepts no responsibility for any Client equipment or other Client property left in Legends or its grounds.

# LEGENDS EXTERNAL CONFERENCE BOOKING FORM 2017

Date of Event		Start time		Finish time			
Please note that you will not be able to access your room prior to the time stated above. Please factor any set-up time you may require into your booking times.							
Room(s) booked <i>Please tick</i>  <i>Please note rooms marked * are only available in boardroom layout. Please advise your layout for Anthracite, Onyx and Granite below. Please refer to our brochure for available layouts.</i>	Anthracite (40)		Organiser		Office Use		
	Arctica* (10)		Contact No.				
	Beluga* (8)		Host on the Day				
	Granite (13)		PO No.				
	Onyx (110+)		Invoice Address				
	Tungsten* (8)		Invoice Email				
Venusian* (15)							
Room layout			Event Name				
Delegate Numbers	Internal		Equipment <i>Please tick/state quantity required</i>	Laptop		Other <i>please state</i>	
	External			Flipchart			
	Total			Conference phone			
Tea and Coffee Options <i>Please select appropriate service based on room(s) booked</i>							
<i>Tea and coffee for ANTHRACITE, ARCTICA, BELUGA, TUNGSTEN and VENUSIAN is self-service from a central coffee station. It is unlimited and charged based on your room hire duration. See our conference brochure, page 6 for more information.</i>							
Unlimited Tea and Coffee			No Tea and Coffee Required				
<i>Tea and coffee for ONYX and GRANITE are served in room. If you wish to order tea and coffee please state service times below.</i>							
Arrival		Mid-Morning		Lunch		Afternoon	
Beverage Options <i>Please state service times next to the items you require. Please see our brochure for further choices.</i>							
Items below will be served in room, for all rooms:		Arrival	Mid-Morning	Lunch	Afternoon		
Biscuits							
Still Mineral Water 750ml bottle							
Sparkling Mineral Water 750ml bottle							
Fresh Juice Orange/Apple/Cranberry <i>Please circle</i>							
Other <i>Please state</i>							
Catering Options <i>See our brochure for a host of further choices, page 7</i>						Service Time	No. to cater for
Breakfast <i>Please tick</i>	Bacon Roll		Danish Pastry				
	Sausage Roll		Fruit Platter				
	Other <i>Please State</i>						
Lunch <i>Please tick</i>	Finger Buffet		Working Lunch 2				
	Working Lunch 1		Working Lunch 3				
	Other <i>Please State</i>						
Treats <i>Please tick</i>	Cakes		Fruit Basket				
	Other <i>Please State</i>						
Dietary Requirements <i>Please state</i>							

Booking forms cannot be processed or accepted for confirmation if not fully completed

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