



LONGFIELD

*Hospice Care
for the Cotswolds*

Longfield Conference Facilities

Education Suite & Room Hire
Room Booking Information



Longfield

Conference and Education Suite

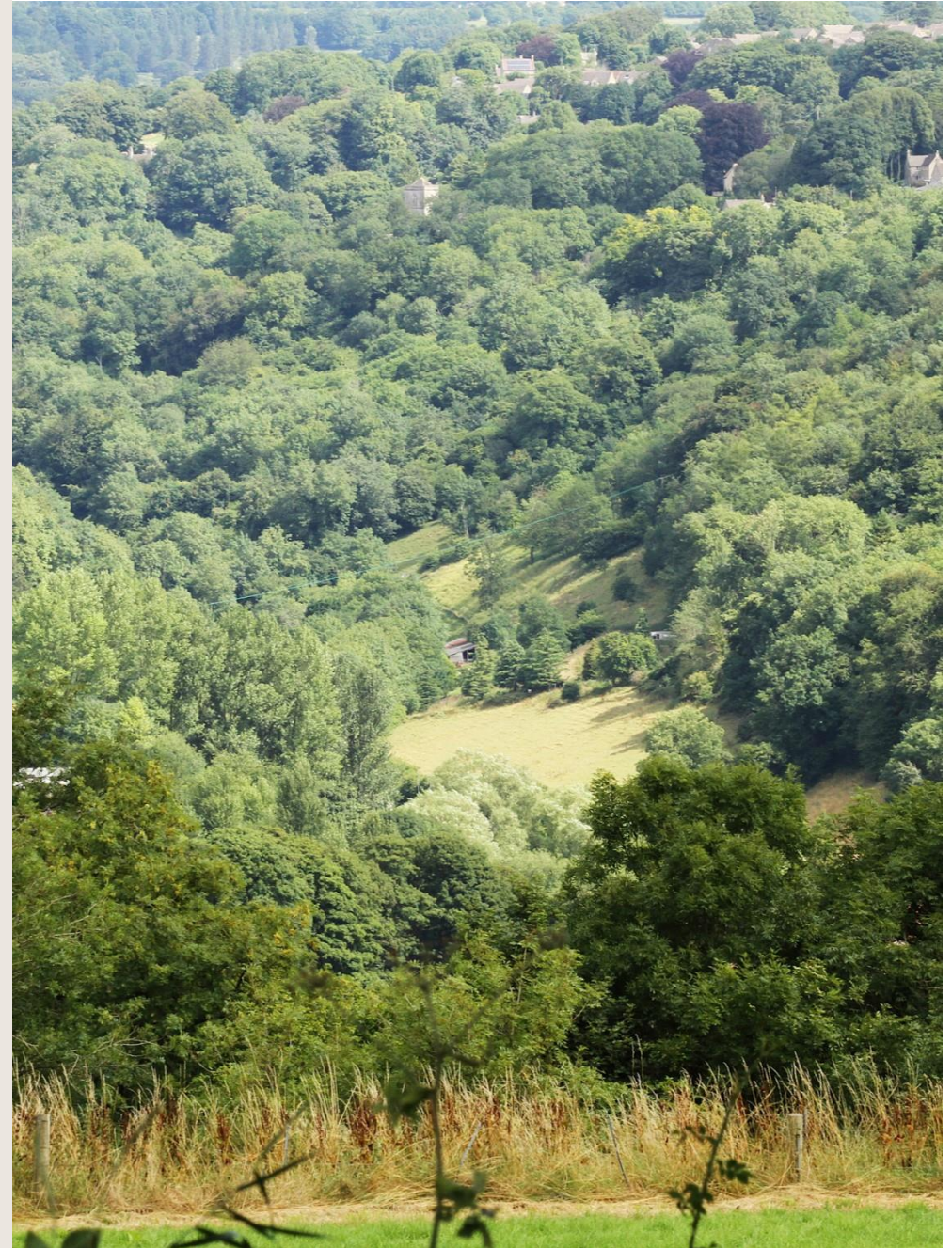
Situated in the heart of the Cotswolds with stunning views across the Five Valleys, Longfield offers superb conference facilities for your meeting, dining or seminar needs.

The Conference Suite occupies the lower ground floor of the centre and is accessed through its own entrance (or via reception). There are two conference rooms available for hire as well as Bistro and Books, which houses a small library and dining area. This room can also be used as an extra discussion room during a larger event.

Catering can be arranged to suit all needs and budgets from tea and coffee to a range of lunch options. Our kitchen prides itself on using fresh, quality ingredients on a seasonal basis. Special dietary requirements are catered for.

There is full disabled access including a lift to the conference suite, hearing loop and facilities. Longfield has excellent parking facilities including parking for mini-bus or coach.

Longfield is located within easy reach of Junction 13 of the M5, 15 minutes from Cirencester and approximately 40 minutes from the M4, Junction 15.



Facilities and Room Rates

(Includes unlimited refreshments)

Conference Room 1 - includes use of Books and Bistro. Will comfortably accommodate 45 people in seated theatre style

Whole day	9am – 5pm	£150.00
Half day	9am – 1pm or 1pm – 5pm	£85.00

Conference Room 2 – includes use of Books and Bistro. Will accommodate up to 12 people
Flexible seating and tables available

Whole day	9am – 5pm	£105.00
Half day	9am – 1pm or 1pm – 5pm	£60.00

Whole Conference Suite - including reception area, both training rooms and Books and Bistro. Seats up to 60 people (with dividing doors open)

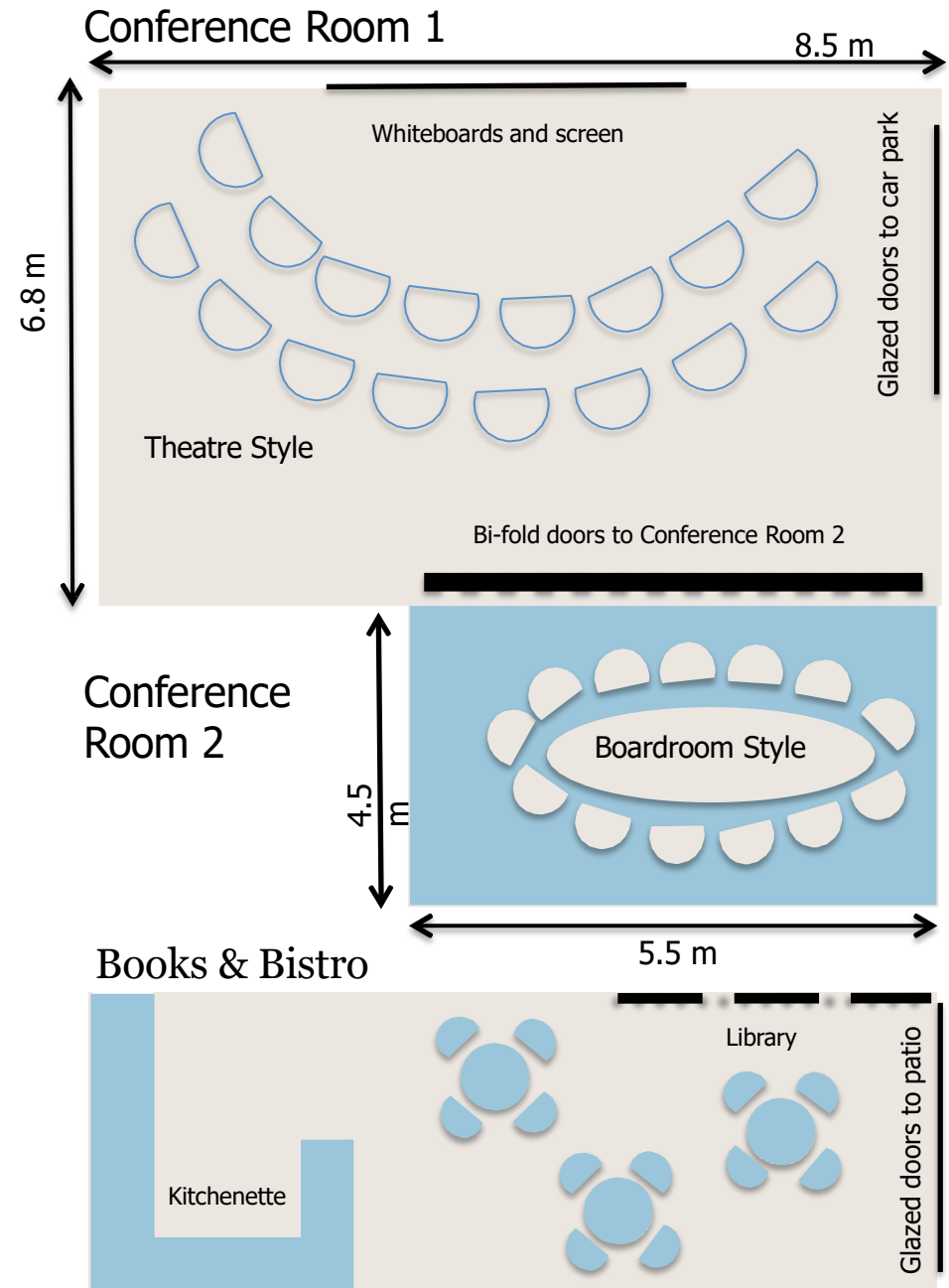
Whole day	9am – 5pm	£230.00
Half Day	9am – 1pm or 1pm – 5pm	£125.00

Equipment

All included in room hire charge:

- Interactive 84inch Screen
- Whiteboards and flipcharts
- Internet and Wi-Fi access

N.B. All equipment must be booked prior to use using our booking form.



Catering for you

We can offer a variety of menu options according to your needs and dietary requirements

Sample menu options

Breakfast Menu £4.50

Selection of bacon, sausage rolls, Danish pastries ,fruit and juice

Buffet Menu £6.00

Selection of freshly made rolls/wraps savouries, crisps, fresh fruit platter and selection of cakes.

Salad, Quiche £6.00

Green salad, tomatoes, cucumber, potato salad, quiche ,coleslaw , crusty bread , fresh fruit platter and selection of cakes

Jacket Potato £6.50

Jacket Potatoes served with a selection of fillings ,green salad, fresh fruit platter and selection of cakes

Cold Finger Buffet £7.50

Selection of freshly made rolls/wraps, mini quiches, homemade sausage rolls, crisps, crudités, fresh fruit platter and selection of mini desserts

Hot Menu £8.50

Vegetarian Quiche and Beef Lasagne

Served with green salad, homemade coleslaw and new potatoes, garlic bread, fresh fruit platter, selection of cakes and mini desserts.



Conference Room 2



Conference Room 1

Longfield Conference Suite

Terms and Conditions

All profit generated from the hire of the rooms assists with the running of the charity.

No Smoking Policy

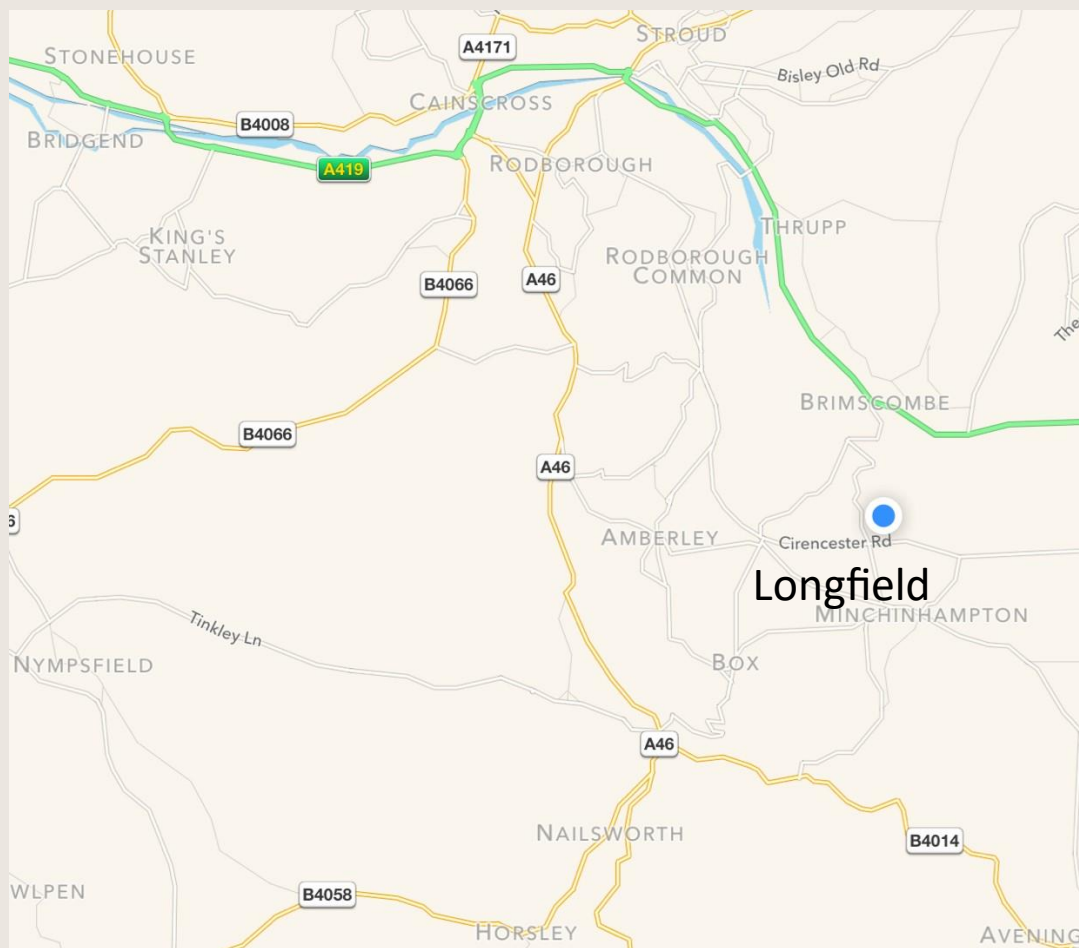
Longfield operates a no smoking policy and we would also appreciate minimal use of mobile phones inside the building. A phone is available at reception for any important calls.

Hirers are responsible for the supervision and care of the premises, its fabric and contents throughout the period of hire, and for leaving the premises in a clean and tidy condition. Housekeeping and fire procedures will be gone through on the day.

We do hope you enjoy using the facilities - we welcome any comments and suggestions that you may have.

To make your booking, please contact Longfield:

T: 01453 886868 E: facilities@longfield.org.uk



Longfield, Burleigh Lane, Minchinhampton,
Gloucestershire GL5 2PQ

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longfield.org.uk