



LONDON CHIGWELL
PRINCE REGENT
HOTEL

Meetings, Conferences & Events

Available Room Set Ups

The below information shows the capacity of each meeting room based on the room setup type.

Room Name	Description	Theatre	Classroom	U-Shape	Boardroom	Banquet
Regency Suite	The Regency Suite is located on the ground floor on the left hand side across the entrance of the reception - the Regency suite has its own entrance and foyer. The hall is very spacious and benefits from flexible layout options, from conference seating to a banquet seating. It has the maximum capacity of 300 guests with space for dance floor and a DJ. The drinks reception area is called the Consort suite and it is located one floor above the Regency suite. It has windows that overlook the main hall and it adds that *WOW* factor for your guests. It works perfectly for exhibitions, large scale conferences, gala dinners, parties and weddings.	400	150	90	60	300
Princess Suite	The Princess Suite is located on the first floor, fully accessible via lift and no pillars, allowing for flexible layouts. It benefits from four stunning chandeliers which add to the glamour look, air conditioning, private bar in the room, separate entrance, straight access to the gardens and partition wall which divides the room into two halves making it perfect for both large & medium sized conferences. The maximum capacity of the room is 180 guests with a dance floor, space for a DJ and tables to sit mixture of 10-12 people. In addition the suite has a Rotunda area which can be used for the drinks reception.	250	130	70	80	180
Drawing Room	Drawing Room is located on the ground floor of the hotel, with lots of natural daylight through big Georgian windows, air conditioning, flexible layout, large plasma TV screen and comfortable seating. This room was refurbished in 2018 making it perfect for small meetings for up to 15 delegates.	30	12	15	20	24
Consort Suite	The Consort Suite is a U-shaped area, overlooking our main hall Regency Suite. This can be used as a separate meeting or dining space as it is located above Regency Suite. The capacities stated are for each side of the U, it makes it a perfect breakout space as well. It works very well as a meeting space on its own as well as helps with the overflow of delegates for large conferences and exhibitions. It can be converted into a catering area for large events as well as a stunning drinks reception area when it comes to gala dinners and weddings.	40	20	0	20	70
The Duchess Suite	The Duchess Suite is located on the first floor of the hotel, accessible via lift only, it benefits from natural daylight, air conditioning. This is the perfect space for meetings up to 30 guests as well as private dining of maximum 70 guests.	100	36	25	36	70