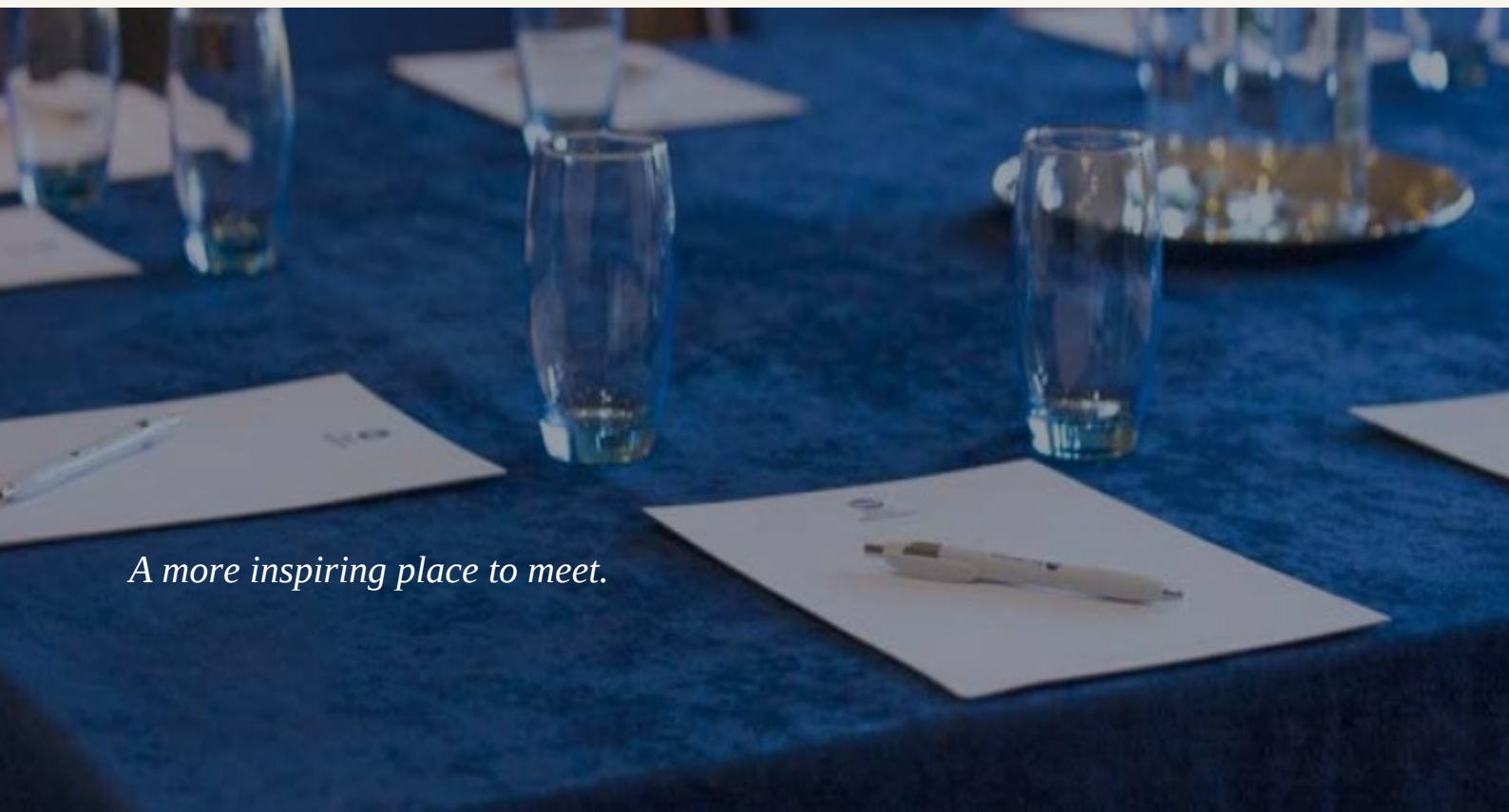




Meetings & Events

MEET • CONNECT • ACHIEVE



A more inspiring place to meet.

Professional spaces. A personal touch.

The Birch Hotel offers flexible meeting and conference facilities in Haywards Heath, with spaces for everything from one-to-one interviews to theatre-style presentations for up to 50 delegates.

All meeting rooms benefit from natural daylight. Complimentary Wi-Fi and free onsite parking help keep the day simple, while audio-visual equipment and catering can be added to suit your event.

Our Events & Meetings team is on hand to help you plan a smooth, professional day from arrival to finish.



*“Great meetings start
in inspiring places.”*



Room hire charges

As standard we supply note-pads, pens, a stationery box, iced water, cordials and mints.

Room	Full Day	Half Day
Courtyard	£650.00	£400.00
Sussex Room	£400.00	£325.00
Bridge Room	£350.00	£295.00
Haywards Room	£250.00	£195.00
Birch Room	£250.00	£195.00
Lindfield Room	£150.00	£100.00

Stationery & Audio Visual Equipment

Item	Charge
Flip chart, pad and pens	£12.95
Extra flip chart pad	£10.00
LCD projector and screen - Half Day	£50.00
LCD projector and screen - Full Day	£70.00

Discounts may be available for block bookings - please contact the Events & Meetings team.



Simple packages for productive days

Day Delegate

From £48.00pp

minimum 10 delegates

- Meeting room hire
- Two servings of coffee and tea with biscuits in the morning
- Hot Fork Buffet or Working Buffet lunch
- Coffee and tea with biscuits in the afternoon
- LCD projector and screen
- Flipchart and marker pens
- Wireless internet access

24 Hour Delegate

From £180.00pp

minimum 10 delegates

- Meeting room hire
- Two servings of coffee and tea with biscuits in the morning
- Hot Fork Buffet or Working Buffet lunch
- Coffee and tea with biscuits in the afternoon
- Dinner, bed and breakfast
- Wireless internet access

Refreshments & sundry charges

Gluten-free biscuits, bread and cakes are available with lactose-free spread and milk. Please tell us about any allergies, intolerances or special dietary requirements.

Catering item	Price
Tea & coffee with assorted biscuits	£2.90pp
Flasks suitable for 8+	£26.00
Mini croissants or Danish (2 per person)	£3.90pp
Bacon and sausage soft bap rolls	£4.95pp
Assorted sandwich selection (1½ rounds)	£6.95pp
Sandwich selection (2 rounds)	£8.65pp
Fruit platter (minimum 5 people)	£6.85pp
Cookie selection (1½ per person)	£5.95pp

Fresh ideas. Great food.

All prices are inclusive of VAT at the current rate.



Working Buffets

Choose from our working buffet menus, served in your meeting room, the Bistro bar area or the Courtyard Restaurant.

Buffet 1

£13.95pp

- Chicken and Salsa Wrap / Falafel Wrap (V, vegan)
- Sun Blushed Tomato and Cheese Quiche
- Tomato Bruschetta (V, vegan)

Buffet 2

£16.95pp

- Home-made Soup of the Day, bread roll
- Chicken Tikka Skewers with Mint Yoghurt
- Hummus and Crudités with Flatbreads (V, vegan)
- Sweet Potato Falafel (V, vegan)
- Dessert of the Day (vegan dessert available on request)

Buffet 3

£18.95pp

- Home-made Soup of the Day
- Sun Blushed Tomato and Cheese Quiche
- Chicken Caesar Wrap / Falafel Wrap (V, vegan)
- Mini Fish and Chips with Tartare Sauce
- Dessert of the Day (vegan dessert available on request)

Some dishes may contain nuts. Please advise us of allergies or special dietary requirements.



Hot Fork Buffet

£26.95 per person • Please choose one menu

Menu 1

Roast Chicken with Roast Potatoes and all the Trimmings
Cauliflower Curry and Rice (V, vegan)
Seasonal Vegetables
Tomato and Red Onion Salad
Mixed Leaf Salad
Dessert of the Day (vegan dessert available on request)

Menu 2

Beef Lasagne and Garlic Ciabatta Bread
Three Bean Chilli and Rice (V, vegan)
Red Cabbage and Braeburn Apple Coleslaw
Mixed Leaf Salad
Dessert of the Day (vegan dessert available on request)

Menu 3

Poached Salmon Fillet in a Cream Dill Sauce with Buttered New Potatoes
Butternut Squash and Chickpea Curry (V, vegan)
Seasonal Vegetables
Tomato and Red Onion Salad
Mixed Leaf Salad
Dessert of the Day (vegan dessert available on request)

Some dishes may contain nuts. Please advise us of allergies or special dietary requirements.



Spaces to suit the way you work

Room photographs, plans, dimensions and capacities.



Sussex Room

DIMENSIONS 7.5 m × 5.2 m

CAPACITY

Boardroom 20 • Theatre 50
U-Shape 20 • Classroom 20



Bridge Room

DIMENSIONS 7.5 m × 5.2 m

CAPACITY

Boardroom 20 • Theatre 30
U-Shape 20 • Classroom 20

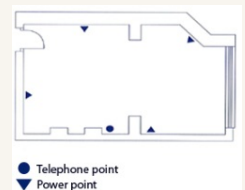


Birch Room

DIMENSIONS 7.5 m × 4 m

CAPACITY

Boardroom 12 • Theatre 15
U-Shape n/a • Classroom n/a

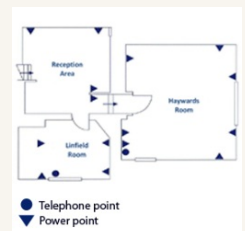


Haywards Room

DIMENSIONS 6 m × 5.1 m

CAPACITY

Boardroom 10 • Theatre 10
U-Shape n/a • Classroom n/a

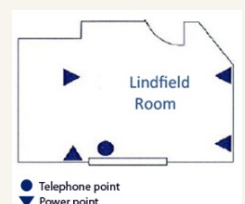


Lindfield Room

DIMENSIONS 4.5 m × 2.7 m

CAPACITY

Boardroom 4 • Theatre n/a
U-Shape n/a • Classroom n/a



Productive days. Comfortable nights.

Make business travel easy by combining your meeting with an overnight stay at The Birch Hotel. With 51 en-suite bedrooms, free Wi-Fi and onsite dining, delegates can work, dine and stay under one roof.

The hotel is well placed for Haywards Heath, Brighton and Gatwick, with straightforward road and rail connections and free onsite parking for hotel guests using meetings and other facilities.



Easy to reach

Haywards Heath town centre • Brighton • Gatwick Airport • A23 / M23

Free onsite parking • Complimentary Wi-Fi throughout the hotel



Meetings & Conferences

1. Bookings

Bookings are provisional until confirmed in writing. A deposit equivalent to the room hire charge is required to confirm the booking. Final numbers and catering amendments should be provided no later than 72 hours before the meeting.

2. Payment

Where no approved credit arrangement exists, the outstanding balance is payable prior to the event. Third-party bookings require the room-hire deposit, with remaining services payable prior to the event.

3. Cancellation

No show or cancellation within 48 hours: 100%. Between 48 hours and one week: 50%. More than one week before the meeting: no cancellation charge. Charges apply to room hire, audio-visual equipment and catering as applicable.

4. Changes

Changes to timings, numbers, room layout, catering or equipment must be agreed with the Hotel. If delegate numbers change, the Hotel may allocate a more suitable meeting room.

5. Damage & conduct

The Client is responsible for reasonable costs of damage caused by the Client, guests or contractors. Hotel safety, licensing and operating requirements must be followed.

Practical information

6. Food & drink

Food and beverages may not be brought into or consumed at the Hotel unless agreed in writing. Dietary requirements and allergies must be notified in advance.

7. Equipment & internet

Audio-visual equipment is subject to availability. Complimentary Wi-Fi is provided for reasonable business use. Internet facilities must be used lawfully and responsibly.

8. Privacy & CCTV

CCTV may operate in public areas for safety, security and crime prevention. Personal information is handled in accordance with the Hotel's privacy policy and applicable data-protection requirements.

9. Events beyond reasonable control

The Hotel will not be responsible for failure to perform obligations where caused by circumstances genuinely beyond its reasonable control, subject to rights that cannot lawfully be excluded.

10. General

These terms form part of the meeting agreement. Any variation should be agreed in writing. A full copy of the Hotel's applicable terms is available on request.



GET IN TOUCH

Let's plan something great

For availability, tailored packages or to discuss your next meeting, please contact our Events & Meetings team.

The Birch Hotel

Lewes Road, Haywards Heath, West Sussex, RH17 7SF

01444 451565 • events@birchhotel.co.uk

www.birchhotel.co.uk

Meet • Connect • Achieve