

Conference Facilities at The Old Palace Lodge





‘the best mix of traditional style
and modern facilities’



Traditional Charm in the Chilterns

Set near the Dunstable downs, the Old Palace Lodge Hotel is the ideal location for exclusive meetings and events. Situated with the M1 nearby and Luton airport only 5 miles away, this beautiful, ivy clad building encompasses English charm from the wood panelling to the period furnishings – the best mix of traditional style and modern facilities.

Designed with your comfort in mind

Your delegates will enjoy excellent levels of comfort in our 68 spacious bedrooms which are a mixture of doubles and twins, designed to Standard or Executive level, each offering en-suite bathroom and shower, hair-dryer, flat-screen colour LCD television with Sky and freeview network, welcome tray with tea and coffee making facilities, iron and board, direct dial telephone and free Wi-Fi internet access. Our executive accommodation has additional extras such as luxurious toiletries, DVD player, dressing gown and mineral water.

We have a working lift that can access all three floors of the hotel and all overnight guests have complimentary use of a nearby gym.

Relax and Dine with us

Our oak panelled, air-conditioned restaurant seats up to 100, serving delicious a la carte freshly prepared food. If you fancy something lighter, the Lounge Bar serves refreshments throughout the day in a more relaxed and informal atmosphere

Conference Suites

The Old Palace Lodge Hotel offers some of the best facilities in the area with two fully equipped meeting rooms offering the perfect fit for business seminars and private functions for up to 50 guests. Each suite has Wi Fi internet access along with air conditioning and can be configured to a variety of layouts to suit your event.



The Catherine Suite

This suite is situated on the ground floor for easy access and is adjacent to the Lounge Bar.

It accommodates up to 50 delegates with natural daylight and has blackout facilities.

Capacities

Boardroom	25
U-Shape	20
Theatre	50
Classroom	18
Reception / Buffet	40
Lunch / Dinner	40
Floor Level	Ground
Daylight	Yes
Dimmers	Yes
13 amp sockets	4
Air Con	Yes
Telephone Points	1
TV Aerial	1

Measurements (m)

Height	3.2
Length	9.6
Width	4.8
Door Height	2.0
Door Width	0.8
Area (sq m)	46.7



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‘two fully equipped meeting rooms with some of the best facilities in the area’



The Henry VIII Suite

This room has real charm hosting a traditional fireplace and oak beamed pitch ceiling.

It accommodates up to 25 guests and also has natural daylight and blackout facilities.

Capacities

Boardroom	18
U-Shape	12
Theatre	25
Classroom	12
Reception / Buffet	25
Lunch / Dinner	20
Floor Level	First
Daylight	Yes
Dimmers	Yes
13 amp sockets	5
Air Con	Yes
Telephone Points	1
TV Aerial	1

Measurements (m)

Height	2.2
Length	6.2
Width	4.7
Door Height	1.8
Door Width	0.6
Area (sq m)	29.6



Conference Tariff

Please find below the prices for hosting an 8-hour or 24-Hour conference here at the Old Palace Lodge Hotel. Please note the below prices are based on minimum numbers of 10.

We pride ourselves on the fact that all our Delegate Packages include everything you require to host a meeting, with no hidden costs.

Day Delegate Rate	(VAT to be added at the current government rate)
1 Day	£49.50 per person per day (Ex VAT)
2 Days	£45.00 per person per day (Ex VAT)
3 or More Days	£40.00 per person per day (Ex VAT)

Please see below for what is included within this package

- Meeting room hire
- Bacon sandwiches on arrival
- Unlimited servings of tea & coffee throughout the day
- A finger buffet or 2-course restaurant lunch
- Flipchart, OHP or LCD projector & projection screen
- Wi Fi internet access
- Mineral water, mints, pads and pens
- Unlimited faxes and photocopies
- Dedicated conference co-ordinator

24-Hour Delegate Rate	(VAT to be added at the current government rate)
1 Day	£130.00 per person per day (Ex VAT)
2 Days	£120.00 per person per day (Ex VAT)
3 or More Days	£110.00 per person per day (Ex VAT)

All the above items are included within this package along with

- A three course evening meal
- Overnight accommodation
- Choice of English or continental breakfast
- A meal at a local restaurant one evening (only available to guests staying at the hotel for a minimum of 4 nights)

Conference Tariff (continued)

We are very flexible at the Old Palace Lodge and can cater to your every need.

If you are looking to organise a smaller conference, maybe you only need a room for a couple of hours or are looking for an event in the evening we can offer the following room hire rates.

Room Hire Rates	(VAT to be added at the current government rate)	
Conference Suite	8 Hour Price	4 Hour Price
Catherine Suite	£300.00	£150.00
Henry VIII Suite	£250.00	£125.00
Syndicate Bedroom	£150.00	£75.00

You can tailor make your conference to suit your requirements with the below items at the following prices:

Individual Prices	(VAT to be added at the current government rate)
Restaurant Lunch	A la Carte Menu – Dishes priced individually
Finger Buffet Lunch	£12.50 per person
Sandwich Lunch	£5.95 per person
Bacon Sandwiches	£3.95 per person
Tea, Coffee & Biscuits	£2.50 per person
Flipchart	£20.00 each per day
OHP & Screen	£50.00 per day
LCD Projector & Screen	£150.00 per day
TV & Video	£100.00 each per day
Photocopies	£0.20p per sheet
Faxes	£1.50 each to send
Restaurant Dinner	A la Carte Menu – Dishes priced individually
English Breakfast	£9.95 per person
Continental Breakfast	£9.95 per person

Our Details

Location:

The Old Palace Lodge Hotel
Church Street
Dunstable
Bedfordshire
LU5 4RT

Telephone 01582 662201
Fax 01582 661848
Email conference@mgmhotels.co.uk
Website www.oldpalacelodge.com

Car Parking:

60 spaces in the hotel grounds free of charge

Rail:

Luton Rail Station – 4 Miles

Road:

Situated on the A505 between Dunstable town centre and the M1 Junction 11

Air:

London Luton Airport – 5 miles

