



# *The Old* **Palace Lodge**

CONFERENCE FACILITIES





“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 WiFi internet access. Our executive accommodation has additional extras such as luxurious toiletries, 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 Rooms

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 WiFi 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.

## *Room Capabilities*

|                            |        |
|----------------------------|--------|
| <b>BOARDROOM:</b>          | 25     |
| <b>U-SHAPE:</b>            | 20     |
| <b>THEATRE:</b>            | 50     |
| <b>CLASSROOM:</b>          | 18     |
| <b>RECEPTION / BUFFET:</b> | 40     |
| <b>LUNCH / DINNER:</b>     | 40     |
| <b>FLOOR LEVEL:</b>        | Ground |
| <b>DAYLIGHT:</b>           | Yes    |
| <b>DIMMERS:</b>            | Yes    |
| <b>13 AMP SOCKETS :</b>    | 4      |
| <b>AIR CON:</b>            | Yes    |
| <b>TELEPHONE POINTS:</b>   | 1      |
| <b>TV AERIAL:</b>          | 1      |

## *Measurements (m)*

|                     |      |
|---------------------|------|
| <b>HEIGHT:</b>      | 3.2  |
| <b>LENGTH:</b>      | 9.6  |
| <b>WIDTH:</b>       | 4.8  |
| <b>DOOR HEIGHT:</b> | 2.0  |
| <b>DOOR WIDTH:</b>  | 0.8  |
| <b>AREA (SQ M):</b> | 46.7 |



*“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.

## *Room Capabilities*

|                     |       |
|---------------------|-------|
| 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.

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.



## Day Delegate Rate:

|                        |                                     |
|------------------------|-------------------------------------|
| <b>1 DAY:</b>          | £49.50 per person per day (ex. VAT) |
| <b>2 DAYS:</b>         | £45.00 per person per day (ex. VAT) |
| <b>3 DAYS OR MORE:</b> | £40.00 per person per day (ex. VAT) |

Please see below for what is included within this package:

- Meeting room hire
- Complimentary fruit platter served with lunch
- Unlimited servings of tea & coffee throughout the day
- A finger buffet or 2 course restaurant lunch
- Flipchart, OHP or LCD projector & projection screen
- WiFi internet access
- Mineral water, mints, pads and pens
- Unlimited faxes and photocopies
- Dedicated conference co-ordinator







## 24-Hour Delegate Rate:

|                        |                                      |
|------------------------|--------------------------------------|
| <b>1 DAY:</b>          | £130.00 per person per day (ex. VAT) |
| <b>2 DAYS:</b>         | £120.00 per person per day (ex. VAT) |
| <b>3 DAYS OR MORE:</b> | £110.00 per person per day (ex. VAT) |

All the above items are included in 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)

## Day Delegate Rate:

| <b>SUITE</b>            | <b>8 HOUR PRICE</b> | <b>4 HOUR PRICE</b> |
|-------------------------|---------------------|---------------------|
| <b>CATHERINE SUITE</b>  | £300.00 (ex. VAT)   | £150.00 (ex. VAT)   |
| <b>HENRY VIII SUITE</b> | £250.00 (ex. VAT)   | £125.00 (ex. VAT)   |
| <b>SYNDICATE SUITE</b>  | £150.00 (ex. VAT)   | £75.00 (ex. VAT)    |

## Individual Prices:

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

|                                   |                                              |
|-----------------------------------|----------------------------------------------|
| <b>RESTAURANT LUNCH</b>           | A la Carte Menu – Dishes priced individually |
| <b>FINGER BUFFET LUNCH</b>        | £12.50 per person                            |
| <b>SANDWICH LUNCH</b>             | £7.50 per person                             |
| <b>BACON SANDWICHES</b>           | £7.50 per person                             |
| <b>TEA, COFFEE &amp; BISCUITS</b> | £2.50 per person                             |
| <b>FLIPCHART</b>                  | £20.00 each per day                          |
| <b>OHP &amp; SCREEN</b>           | £50.00 per day                               |
| <b>LCD PROJECTOR &amp; SCREEN</b> | £150.00 per day                              |
| <b>TV &amp; VIDEO</b>             | £100.00 each per day                         |
| <b>PHOTOCOPIES</b>                | £0.20p per sheet                             |
| <b>FAXES</b>                      | £1.50 each to send                           |
| <b>RESTAURANT DINNER</b>          | A la Carte Menu – Dishes priced individually |
| <b>ENGLISH BREAKFAST</b>          | £14.50 per person                            |
| <b>CONTINENTAL BREAKFAST</b>      | £14.50 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](mailto:conference@mgmhotels.co.uk)

## WEBSITE

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

# How to Find Us

## CAR PARKING

60 spaces in the hotel grounds free of charge

## RAIL

Luton Rail Station - 4 Miles

## ROAD

Situated on the A505 between Dunstable and the M1 Junction 11

## AIR

London Luton Airport - 5 Miles

