



**Chatsworth Hotel**  
W O R T H I N G

## **CONFERENCES & CORPORATE EVENTS**

**2011/2012**

The Chatsworth Hotel, Worthing, is a distinctive choice for any business conference or private meeting. Ideally situated in the town centre and overlooking the promenade and gardens, the Chatsworth is easily accessible by rail or car. Worthing has excellent links to London and the rest of the South Coast, and is well positioned between Brighton and Chichester.

Here at The Chatsworth we provide the professionalism we know conferences demand. We supply free event co-ordination service to ensure the smooth running of your event no matter what the size. We can cater for small, informal meetings or large scale presentations and team-building days. We can offer packages for events running from a couple of hours, to all day and night, our Conference & Events Team will be happy to compile a package to suit you.

Expert advice and guidance is on hand, ensuring smooth running from beginning to end. At the Chatsworth Hotel you can always be assured of our personal attention.

If you would like to arrange an appointment to view our facilities or to discuss particular requirements, please contact us on 01903 236103 or alternatively email us at [hotel@chatsworthworthing.co.uk](mailto:hotel@chatsworthworthing.co.uk).

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## **Conference Rooms**

Whether you are looking to hold an informal meeting, a training day or a large conference, the Chatsworth Hotel has 14 well appointed conference rooms all with natural light and most with air conditioning. Capacities vary depending on your chosen layout, with rooms suitable from 2 delegates to 160.

Please refer to our room layout chart within this pack for details of room sizes and layouts available.

Each room is set with a choice of fruit cordials, still and sparkling mineral water, mints, conference paper, pencils and name cards. We are also able to supply the audio visual equipment that you may require, for a small additional charge.

The Chatsworth Hotel offers free Wi-Fi to all delegates, which is accessible from all conference and bedrooms.

## **Dining**

The Chatsworth Hotel is an independent family run hotel, and is renowned for its friendly, efficient staff and excellent cuisine. We offer an extensive choice of menus for our conference and business guests ranging from Full English Breakfast and Buffet Lunches to Private Dining.

Our menus are attached for your information, but please do not hesitate to discuss any special requests as we will do our very best to accommodate them. The hotel also offers a lounge bar lunch menu and room service menus.

## **Accommodation**

All of our 98 en-suite bedrooms have WI-FI internet access, Free view TV, tea/coffee tray, trouser press, hair dryer and a desk area. We offer double or twin rooms for single occupancy to our guests, and many rooms have sea or garden views. The hotel has two lifts servicing three floors.

Within this information pack you will find details of a 24 hour delegate rate which includes accommodation.



## **Car Parking**

On-street parking is available outside and around the hotel and is free before 9am and after 6pm and also on Sundays and Bank Holidays. During the week we are able to offer discounted vouchers to our guests.

There are also a number of large car parks within walking distance. The Chatsworth Hotel is able to validate car parking tickets on departure from the NCP car park within 5 minutes walking distance. Please ask your delegates to present their NCP tickets to Reception for validation on departure.

## **Leisure Facilities**

Take a break from conferencing and visit our newly refurbished Games Room on the lower ground offering a Skittle Alley, Snooker and Pool Table, Darts Board and Table Tennis.

## **Delegate Packages**

We offer two delegate packages which include the essential elements required for a successful meeting. **Alternatively, we are happy to tailor-make a package to suit your individual and budget requirements.**

### **Residential Conference**

24 hour delegate rates (minimum number of delegates is 6) include:

- Accommodation in en-suite Double or Twin Rooms
- Conference room with natural daylight
- Full English Breakfast
- Midmorning Coffee and Danish Pastries
- Finger Buffet or a Hot or Cold Buffet Lunch
- Afternoon Tea/Coffee and Biscuits
- Three Course Conference Dinner in our Hardwick Restaurant
- Jugs of Iced water & Cordials & Mints
- Flipchart and Pens
- Screen for Projection Purposes
- Inclusive of V.A.T.

**From £95 per delegate**

### **Daily Conference**

8 hour delegate rates (minimum number of delegates is 6) include:

- Conference room with natural daylight
- Tea and Coffee on arrival
- Midmorning Coffee and Danish Pastries
- Finger Buffet or a Hot or Cold Buffet Lunch
- Afternoon Tea/Coffee and Biscuits
- Jugs of Iced Water & Cordials & Mints
- Flipchart and Pens
- Screen for Projection Purposes
- Inclusive of V.A.T.

**From £29.50 per delegate**



The following buffet options are included in the price of our Delegate Packages:

### **Conference Buffet - Option A**

Traditional Ploughman's Lunch

*Please choose either: English Cheddar, English Stilton or French Brie*

All served with Mini Pork Pies, Celery, Grapes, Pickles, Crisps and French bread  
Fresh Fruit Platter and Yoghurt

*(Can be served as a Selection)*

### **Conference Buffet - Option B**

Chicken Satay with a Peanut Sauce

Goujons of Haddock with Tartar Sauce

Stilton & Broccoli Quiche (V)

Potato Wedges with Sour Cream Dip (V)

Mixed Crudities and Dips (V)

Cocktail Sausages with Honey and Sesame Seeds

Selection of Sandwiches *(Choose 2 from the list overleaf)*

### **Conference Buffet - Option C**

Goujons of Chicken with Lemon Mayonnaise

Fillet of Salmon Fingers Roasted with Pine nuts  
and Pesto Dressing

Tempura Battered Vegetables with Chilli Dip (V)

Spinach and Mushroom Quiche (V)

Mixed Crudities and Dips (V)

Selection of Sandwiches *(Choose 2 from the list overleaf)*

## **Sandwich Fillings**

Roasted Chicken & Salad  
Tuna Mayonnaise  
Ham & Salad  
Cheese & Pickle  
Roast Beef & Horseradish  
Egg Mayonnaise

## **Optional Extras**

Fresh Fruit Platter and Yoghurt at £3.40 per person (V)  
Mixed Fruit Basket at £2.90 per person (V)  
Garlic Bread @ £1.45 per person (V)

Fresh Coffee or Tea is included in each buffet option, on a complimentary basis.  
Fruit Juices are available at £1.00 per person.

## **Conference Fork Buffet - Menu D**

(Choice of 1 item if less than 15 Delegates / Choice of 2 items if over 15 Delegates)

Beef Madras with Basmati Rice  
Chicken a la King with Basmati Rice  
Italian Chicken in Tomato, Oregano and Pepper Sauce with Penne Pasta  
Mushroom and Sweet Pepper Stroganoff with Basmati Rice (V)  
Three Bean Chilli served with Rice and Tortillas (V)  
Beef Bourguignonne with Baby Potatoes and French bread

## **Choices of Desserts**

Please ask for available dessert choices.  
We charge an additional cost of £3.75 per person.

Fresh Coffee or Tea is included in each buffet option, on a complimentary basis.  
Fruit Juices are available at £1.00 per person.  
All dishes may contain nuts or nut traces, please ask for more details.

## **Breakfast Meetings**

Room Hire  
Unlimited Tea/Coffee  
Full English breakfast or  
Continental Buffet  
**£12 per person**

## **Working Lunch**

Selection of Sandwiches (two fillings) & Crisps  
Crudities and Dips (V)  
Tea/Coffee  
**£6.50 per person**

## **Executive Lunch**

*(minimum of 6 delegates)*  
Panini with French Fries  
(Ham & Cheese / Tuna Melt / Bacon, Lettuce and Tomato)  
Fruit Salad  
Tea/Coffee  
**£8.50 per person**

## **Afternoon Treat**

Toasted Tea Cake with Tea/Coffee  
**£5.00 per person**

Chocolate or Blueberry Muffin or  
Slice of Cake  
**£2.75 each**

## **Additional Refreshments**

Tea/Coffee and Biscuits	£2.50 per person
Conference Buffet (A, B, C or D)	£12.50 per person
Danish Pastries	£1.75 each
Bacon Baps	£3.95 each
Full English breakfast	£10.50 per person
Three-Course Dinner	£16.95 per person
(Excluding Coffee)	

*Please be aware that some of our food may contain nut or nut derivatives. In case of any uncertainties our Chefs will be happy to advise.*

## Additional Equipment Hire / Conference Facilities

Microphone & PA system	Complimentary
Flipchart/ 1 Pad & Pens	Complimentary
Photocopying	£0.20 per sheet
Fax	£1.50 per sheet
Additional Flipchart Pad	£5.00 per pad
TV/ DVD Player	£40.00 per day
Laptop Projector	From £45.00 per day
Additional Syndicate Rooms	From £60.00 per day

## Map and Directions

The Chatsworth is situated within Worthing town centre, and is easily reached via the A27, A24 or A23. As part of our commitment to Greener Tourism, we encourage our guests to use sustainable transport. Our nearest British Rail Station is Worthing Central, with regular buses available to Marine Parade. We are also adjacent to the Coach Station. Alternatively, Chatsworth is a 20 minute walk through the town centre. Please call our Reception for instructions or click on our map to visit Google Map to download directions.



### Conference Rooms & Rates

Styles:	Devonshire (Ground Floor)	Shrewsbury (Ground Floor)	Georgian (Ground Floor)	Cissbury (First Floor)	Chanctonbury (First Floor)	Hartington (First Floor)	Amberley (Ground Floor)	Arundel/ Steynin & (Ground Floor)	Bramber (Ground Floor)
Theatre	180	60	60	60	40	50	20	20	20
Boardroom	30	30	30	26	20	24	18	12	12
U-Shape	30	30	30	26	16	25	10	10	10
Classroom	70	36	48	48	18	36	15	8	12
Cabaret	120	60	60	40	24	30	-	-	-
Horseshoe	60	30	30	30	20	20	16	12	12

Length (metres)	12.80	10.40	10.97	7.92	7.01	12.60	6.40	4.90	4.40
Width (metres)	10.36	7.31	6.70	7.31	5.10	4.57	4.20	4.60	4.20
Height (metres)	2.74	2.74	2.74	5.48	5.48	2.74	2.74	2.74	2.74
Air-conditioned	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Plug Sockets	16	9	12	12	9	4	6	6	8

Full Day from:	£575	£260	£260	£250	£180	£180	£100	£80	£80
Part Day from:	£325	£150	£150	£140	£130	£130	£ 70	£60	£60

- ▶ All rooms have wheelchair access with the exception of the Hartington
- ▶ All rooms have natural daylight and most have air conditioning

**Liz Tait & Rebecca Doherty**  
Conference and Events Team