



# Lytham Hall Conference





# Conference Facilities

The fine Palladian style house was commissioned by Sir Thomas Clifton in 1752 to replace a previous house on the site, the seat of the Clifton family. The house survives with little alteration today and is regarded as one of the best works of the eminent architect, John Carr of York. He spent ten years completing the design, which incorporated some of the earlier 16th century house, the remains of which are still visible in the Courtyard and West Wing.

The newly refurbished West Wing has the facilities to cater for your daytime meetings and conferences in a formal or informal style with food and beverages available.

There are facilities available to meet all your conference needs with ample car parking / disabled parking onsite. Ramp and lift access is available to the conference suites.

## GEORGIAN HALL HIRE CHARGES

Use of the full Ground Floor of Lytham Hall to greet your guests, with the Gold Room as a seminar room.

Half Day ( 9am—1pm) £300 inc VAT

Full Day ( 9am—5pm) £500 inc VAT

The **West Wing Function Room** is the largest room we have available

## UPPER WEST WING FUNCTION ROOM HIRE CHARGES

Half Day £120 inc VAT

Full Day £180 inc VAT

The **West Wing Boardroom** sits opposite the West Wing Function Room and can seat smaller numbers for a private dinner/ buffet / meeting room.

## BOARDROOM FUNCTION ROOM HIRE CHARGES

Half Day £50 inc VAT

Full Day £75 inc VAT

## UPPER WEST WING PLUS BOARDROOM FUNCTION ROOM HIRE CHARGES

Half Day £150 inc VAT

Full Day £220 inc VAT

**BEATERS ROOM HIRE CHARGES** A delightful small boardroom off the inner courtyard in the Jacobean Hall

Half Day £30 inc VAT

Full Day £50 inc VAT

# Conference Room Configuration

## **WEST WING MEETING ROOM**

The West Wing Function is the largest room we have available, which can seat:-

Boardroom style seats x 40

Cabaret style seats x 70 (7 tables of 10)

Theatre style seats x 90 -120

U Shape style seats x 30

We pride ourselves on being flexible and accommodate our guests to fit their individual requirements for the day. We can accommodate delegate numbers from 6 to 120.

## **WEST WING BOARDROOM**

*The West Wing Boardroom* sits opposite the West Wing Function Room, and is an ideal small meeting room, or breakout room.

Boardroom style seats x 16

## **BEATERS ROOM**

*The Beaters Room* is a charming period boardroom / meeting room accessed through the Jacobean Courtyard and can seat:-

Boardroom style seats x 12

*The West Wing Boardroom and Beaters Room can also be used as a syndicate / breakout room at separate cost.*

## **EQUIPMENT AVAILABLE**

Screen & Projector, Flip Charts, Pens, Writing Pads, Smart Screen TV with HDMI and USB ports

# Catering

## **BREAKFAST**

Assorted teas, fresh filter coffee, assortment of bacon or sausage baps £5.95

Assorted teas, fresh filter coffee, Danish pastries £4.95

Assorted teas, fresh filter coffee, biscuits £2.50

## **LUNCH**

Selection of freshly made sandwiches served with tea and coffee £7.95

Soup with freshly made sandwiches £8.95

## **BUFFET 1**

Assorted trays of sandwiches, sausage rolls, salad bowls, assorted quiches, chicken legs and wings, coleslaw, savoury rice bowls, savoury eggs, king prawn rings, mixed satay skewers, mini bruschetta selection.

**£12.95 per person**

## **BUFFET 2**

Assorted trays of sandwiches, sausage rolls, salad bowls, assorted quiches, chicken legs and wings, coleslaw, savoury rice bowls, savoury eggs, king prawn rings, mixed satay skewers, mini bruschetta selection, chicken and brandy terrine with melba toast, cheeseboard, Continental meat board.

**£15.95 per person**

## **BUFFET 3**

Assorted trays of sandwiches, sausage rolls, salad bowls, assorted quiches, chicken legs and wings, coleslaw, savoury rice bowls, savoury eggs, king prawn rings, mixed satay skewers, mini bruschetta selection, chicken and brandy terrine with melba toast, cheeseboard, salmon fillets dressed with Lytham shrimps, Continental meat board, plus a choice of desserts.

**£18.95 per person**

## **CANAPES**

Selection of canapés (4 per person) and a glass of prosecco.

**£11.95**

Selection of canapés only (4 per person)

**£5.50** (This option is only available on arrival – not as sole catering)

## **HOT SUPPERS**

### **Choose from either:-**

Hotpot served with Red Cabbage or

Beef / Vegetarian Lasagne or

Chicken Tikka Masala and Rice or

Mushroom Stroganoff and Rice

All the above served with fresh rolls and butter and salad bowls

**£9.95 per person**

ADD A DESSERT FOR **£3.00** ON BUFFETS 1 (Please enquire as to our selection)

# Drinks

## **HOT DRINKS**

Tea or Coffee

**£2.00** per person

Tea or Coffee and biscuits

**£2.50** per person

Large jug of pure orange juice

**£5.00** per jug

Large bottle of still or sparkling water

**£4.00** per bottle

## **RECEPTION DRINKS BY THE GLASS**

Glass of white / red wine - £5.45

Glass of prosecco - £6.45

Glass of champagne - £8.95

Jug of pure orange juice - £5.00

## **WINE BOTTLES FOR THE TABLE**

Bottles of House wine - £17.50

White: Sauvignon Blanc/Chardonnay

Red: Merlot/Shiraz

Rose: White Zinfandel Blush

Prosecco per bottle - £21.00

*We also have a fully licensed Bar for your function located in the Upper West Wing.*

# Booking details

## TOURS OF THE HALL

Why not incorporate a tour of the Hall or walk around the grounds and explore? This could be as part of your itinerary or simply if you need to relax between sessions. We have 78 acres of historic parkland with interesting landscape features, including a mount and ponds or why not use our grounds to hold a team building experience.

Our tours of Lytham Hall (an 18th Century Grade 1 listed Georgian Manor House) give an insight into the history of the colourful Clifton family. Tours are welcome by prior arrangement, for groups of 15 or more people.

Lytham Hall is operated and maintained by Heritage Trust for the North West, a registered charity. All income goes to the upkeep of Lytham Hall.

A booking can be made with no obligation but your date will only be secured on receipt of a deposit (all deposits are non-refundable). We will invoice you for the remaining monies, which must be paid one month prior to your date.

Payments can be made by :-

Cheque: made payable to "LHT Enterprises"

Debit/credit card: by calling the Lytham Hall Estate Office on 01253 736652

Bank Transfer: The Co-operative Bank, A/C No.50068762, Sort Code:08-90-00

If you would like to book or view our facilities, please give us a call to arrange a viewing. We look forward to welcoming you and your guests to Lytham Hall.

*Paul Lomax*

Deputy General Manager

Lytham Hall

Ballam Road, Lytham, FY8 4JX

Tel: 01253 736652

Email: [lytham.hall@htnw.co.uk](mailto:lytham.hall@htnw.co.uk)

Web: [www.lythamhall.org.uk](http://www.lythamhall.org.uk)

# Directions

## **DIRECTIONS TO LYTHAM HALL FROM M55**

Come off M55 at Junction 4 (uphill). At the roundabout, turn left onto A583 to Kirkham & Preston but stay in right hand lane. Continue on round next roundabout still on A583 & keep in right hand lane to traffic lights, signpost to Ballam. At lights bear RIGHT diagonally down Peel Road. Follow this country lane until it meets a T junction. Turn right onto Ballam Road. Continue on this road until you enter a 30 m.p.h. zone (Green Drive Golf Club entrance on your left.) Bear right at road fork . Large office complex SERCO will appear on left. Directly opposite is the Main Entrance to Lytham Hall. It is a slip road and easy to miss, just before a road called South Park. Drive through the main gate and follow drive until Hall appears then drive across front of the building. Follow the drive around until you reach the Stable Car Park. Another car park is located a little further along, take a left then the first right.

## **DIRECTIONS FROM SOUTH via LYTHAM TOWN CENTRE**

If approaching from south end of Lytham take right fork into Warton Street and continue straight along into Clifton Street. On reaching the 'piazza' on the left, turn right into Park Street (Stringers Dept. Store on left-hand corner). Proceed over railway bridge. SERCO office buildings are to the right and directly opposite, just after a road called South Park and over the mini roundabout , is the Main Entrance to Lytham Hall. Drive through the main gate and follow drive until Hall appears then drive across front of the building. Follow the drive around until you reach the Stable Car Park. Another car park is located a little further along, take a left then the first right.

## **DIRECTIONS FROM ST ANNES**

Proceed along Clifton Drive until Lowther Gardens, Lytham. Turn left, then right into main road into Lytham centre. Proceed until 'piazza' area appears on right and directly opposite turn left into Park Street. Drive through the main gate and follow drive until Hall appears then drive across front of the building. Follow the drive around until you reach the Stable Car Park. Another car park is located a little further along, take a left then the first right.

## **SATELLITE NAVIGATION USERS**

**Use Postcode:- FY8 4TS**

# Frequently Asked Questions

## **Parking**

We have parking available onsite. Any vehicle left overnight will have to check when the grounds are next open to access their car. The Heritage Trust North West does not accept responsibility for damage or theft to vehicles while on site.

Main car parking (woods) = 70 spaces

Stable car parking = 26 spaces

Parking charges apply

## **Fire procedure**

The fire evacuation procedure will be run through by a staff member before your meeting begins. The Meeting organiser needs to be aware how many delegates are present at all times.

## **Is there disabled access?**

The ground floor of the House is accessible to wheelchairs via a ramp to the North Entrance, and the ground floor is viewable without further steps. Unfortunately, there is no lift access to the first or second floor of the historic house.

There is access to the tea room, via a removable ramp and a lift, which also access the top floor of the West Wing for private functions. There is a disabled toilet in the West Wing and courtyard.

Paths in the parkland have been improved and adapted to be wheelchair accessible, and there is a spiral path without steps to the top of the Mount to access the viewpoint.

## **Catering?**

Catering must be booked through our in-house Lytham Hall caterers.

## **Are there music facilities?**

You are welcome to bring in your own music device with Bluetooth speakers or similar.

## **Is there WIFI?**

We do not have a public WIFI facility at the Hall.

## **When is the room available from?**

Access to the function room on the day of hire is from 10.30am for a lunch event or 12pm for an evening event. If access is required before this time, a charge may occur.

# Booking Terms & Conditions

## 1. Confirmation

Following your initial inquiry a booking form will be populated with all your initial requirements – Dates, Times, Numbers, Food and beverage requirements etc.

All provisional bookings will be held for *14 days* then automatically cancelled unless a letter / email of confirmation is received along with the appropriate non-refundable deposit.

A Written Confirmation of the booking and your requirements will then be issued. Please inform us as soon as possible if your booking requirements change or differ from this confirmation.

All prices are subject to change without notice 30 days prior to the event, unless previously confirmed in writing VAT at the current rate is included in the price.

## 2. Payments and Food Requirements

Full payment of the function ***must be made 7 Days prior to the date of your booking.***

We will also need final numbers for any catering requirements 7 Days before.

Payments can be made by credit or debit card, cash or cheque. Cheques should be made payable to 'LHT Enterprises Ltd'

## 3. Cancellation by Client

In the event of cancellation by the Client less than 12 months in advance, Lytham Hall reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no less favourable terms. Cancellation in advance between:

1 and 12 months	Loss of deposit
Less than 30 days	100%

In addition to the above, any charges payable to any sub-contractors or any other costs incurred on behalf of the client will be charged. In all instances, notification of cancellation ***must be made in writing*** and will be effective on the date received by Lytham Hall

## 4. Cancellation by Lytham Hall

Lytham Hall reserves the right to cancel any booking in the event of:

A, the Client not fulfilling the requested prepaying schedule.

B, the management having reasonable grounds to believe that the holding of such function would prejudice the reputation, good name or standing of Lytham Hall.

Lytham Hall is not liable for any occurrence outside its control which prevents the performance of obligations towards the booking. In such an event, Lytham Hall shall use reasonable endeavours to offer

In the event that this is not possible, however, Lytham Hall's obligation to the client extends up to, and is limited to, the full refund of any deposits held.

## 5. Outside Contractors

Outside contractors employed by the client must comply with appropriate legislation and be in contact with Lytham Hall prior to the event. They must provide evidence of their insurance (minimum of Third Party Liability) and relevant PAT testing of equipment.

Lytham Hall cannot accept responsibility for work carried out by outside contractors.

## 6. Consumption of Food and Drink

Consumption of food and drink other than supplied by Lytham Hall / Contract Caterers is not permitted without prior agreement.

Please see our Function brochure for details of corkage charges for wine bottles.

Lytham Hall cannot be held responsible for the quality of food supplied by outside caterers.

Please note that due to our Bar and Entertainments license, all evening functions must finish at 12 Midnight at the latest.

## 7. Entertainment

Prior consent of Lytham Hall must be sought for any entertainment or service contracted for the function by the client. Clients may not use candles, smoke machines, lasers, or dry ice at Lytham Hall.

Lytham Hall reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary steps to alleviate the situation.

In the event of failure to comply with management requests, Lytham Hall reserves the right to terminate the contract and the event without being liable for any refund or compensation.

## 8. Damage

The Client will be responsible for any damage caused to the Hall by themselves, a sub-contractor or their guests and shall pay for such damage or loss of business caused as a result.

## 9. Disclaimer

Whilst every effort is made to safeguard clients' property, Lytham Hall does not accept any liability for any loss of damage caused or for vehicles parked in the car parks. Nor can we be responsible for gifts or decorations that have been delivered for a function.

## 10. Insurance

Clients are recommended to take out insurance