

The Finer Details



Capacities and dimensions

Versatility at your service.

Bedruthan's venue is a flexible space which can be kept as one open space or split into separate rooms to suit your needs. There are also a number of breakout rooms available and if you are looking for something a little bit different why not have a meeting in the Ocean Spa hydro pool.

Most of our conference rooms have sea views and a ceiling height of 2.6 metres.

Location	Dimensions	Theatre Style	Open U	Board Room	Banquet	Cabaret
		The venue				
Suite 1	161.25m ² (12.9m x 12.5m)	160	n/a	n/a	120	100
Suite 2	80m ² (6.4m x 12.5m)	80	30	40	60	40
Suite 3	30.5m ² (6.5m x 4.7m)	30	18	18	n/a	18
Suite 4	31.8m ² (6.5m x 4.9m)	30	18	18	n/a	18
Suite 5	62.4m ² (6.5m x 9.6m)	60	20	26	44	30
Atlantic View	69.1m ² (12.8m x 5.4m)	80	30	40	80	60
Indigo Bay A	68m ² (10m x 6.8m)	40	20	20	40	30
Indigo Bay B	72m ² (10m x 7.2m)	40	20	20	40	30
The Meeting Room	9.36m ² (2.6m x 3.6m)	20	n/a	10	n/a	n/a

A welcome bar area for suites 1-5 is 59.6m² (7.1m x 8.4m)

Charges

For groups of ten or more our day delegate rate will apply. For groups of fewer than ten, a room hire charge will apply with catering costs added separately. Please see details below.

We also have a 24 hour delegate rate available from £120 per person to include dinner bed and breakfast at the hotel. For details of our superior delegate rate please contact the events team.

£35 Day Delegate Rate includes:

- Use of Bedruthan's purpose built conference venue
- Recycled paper and pencils, flip chart & marker pens
- Still & Sparkling water & delegate mints
- Kick Start welcome break
- Snack Attack morning break
- Refuel two course buffet lunch
- Re-charge afternoon break
- Use of the hotel leisure facilities after your event

Daily Room Hire Charge

Suite 1 (exclusive use of the whole venue)	£1000
Suite 2	£400
Suite 3	£250
Suite 4	£150
Suite 5	£400
Bedroom/ Apartment Suite Hire	£100

*Please enquire for details of breakout room prices

Technical Equipment for Hire

Laptop	£25.00
High Resolution Digital Projector	£25.00
Overhead Projector	£7.50
Video / DVD	£10.00
PA System	£20.00
Extra Microphones	£5.00
Extra Flip Charts and Pad	£5.00
Additional lighting, staging and technical support	P.O.A.

Wireless Broadband is available within the venue.

Please ask the events team if you require any other equipment or support.

Team building

Leave the office behind and think clearly.

The breathtaking coastal environment that Cornwall presents is an ideal location for trying your hand at all kinds of new adventures. With the help of our local experts Bedruthan can offer you and your team a refreshing and exciting experience never to be forgotten.

Making the most of the Atlantic Ocean you can choose invigorating activities including surfing, kite-surfing, wave skiing, deep sea fishing, coastering and stand-up paddle boarding. Staying put on dry land, you can have a go at horse riding on the beach, paint balling, coastal treasure hunts, beach games, abseiling, mountain boarding or a shipwreck challenge.

During a break in your day, why not be refreshed with a shoulder and neck massage from our Ocean Spa team or a stretch session from our personal trainer? This can take place during a break in the venue itself.

No matter what you and your group decide upon, there will be no doubt that your event in Cornwall will be unique. We promise to send your group home with unforgettable memories of their time spent by the sea.



Time out

Our team of innovative chefs have created a range of different breaks designed to sustain your energy levels throughout the day. We have a 'buy local' policy and take great pride in our homemade food using, where possible, the best seasonal produce.

For groups of 10 or more our day delegate rate is £35 per person. This includes one option from each of the breaks below and three servings of tea, coffee and herbal teas. Where indicated an additional supplement will apply per person.

Kick Start (welcome/ morning)

Selection of fresh Danish pastries

Homemade breakfast muffins

Cornish back bacon in a freshly baked roll £3.00

Seasonal fresh fruit £2.00

Snack attack (mid-morning)

Homemade biscuits

Bedruthan Muesli Bars

Dried fruits, nuts and seeds £2.00

Seasonal fresh fruit £2.00

Indulgent muffins £1.50

Refuel (lunch)

Our award winning restaurant Indigo Bay offers you light and refreshing lunches using seasonal Cornish produce. All palates and dietary requirements can be catered for. Please visit our website for our current seasonal lunch menus.

Re-charge (afternoon)

Homemade cake selection

Cream Tea: freshly baked scones with jam
and Cornish clotted cream £2.50

Seasonal fresh fruit £2.00

Roskilly's Cornish ice cream £2.00

Mixing business with pleasure

At the end of the day you can kick back and unwind in the Ocean Spa. Jump right into the inviting indoor pool and let the relaxing atmosphere wash over you. Enjoy the sunset from the infinity spa pool or treat yourself to a well earned signature massage or facial.

Delegates are also welcome to use the hotel's varied leisure facilities to complete their day. Soak up the sun on the venue's sun terrace or wander along the golden sands of the beach, just 10 minutes walk away.

At Bedruthan we welcome families. Take advantage of our fantastic childcare facilities during your event or bring the whole family for a break away.

Private dining

Enjoy your evening. Enjoy slow food. Chefs at Bedruthan are proud of what they create, using produce that is local, seasonal and bursting with flavour. Delicious wines compliment.

Whether you require cocktails and canapés on the sun terrace or an exclusive four course meal, your party will be special and memorable. Our team of chefs can meet you prior to the event to discuss your individual requirements and create an imaginative menu that fits the occasion.



1. The details outlined in our booking confirmation form the basis of your booking at Bedruthan Steps Hotel. Any amendments to the arrangements for the day itself must be notified to us in writing no later than 5 working days prior to commencement of your event.
 2. One copy of the contract should be kept by yourselves and the other signed and returned with your deposit payment in order to confirm your chosen date.
 3. A 25% deposit is required to confirm all bookings.
 4. **Cancellation:** While reasonable attempts will be made to re-sell the cancelled date, in situations where this does not occur the following charges will apply:
 - More than 16 weeks prior to the first day of the event we will refund your deposit less a booking fee.
 - 8 - 16 weeks prior to the first day of the event will result in loss of the deposit.
 - 4 - 8 weeks prior to the first day of the event - 50% of the projected business will be charged as a cancellation fee.
 - Less than 4 weeks prior to the first day of the event - 100% of the projected business will be charged as a cancellation fee.
 5. **Numbers:** We will accept minor changes within 10% of the original confirmation up to 5 working days prior to the event. The final number of guests must be confirmed to us no later than 5 working days prior to the event. Despite any last minute changes, this will be the number charged for.
 6. **Alterations:** Changes of more than 10% to the original confirmation may result in an additional room hire charge being made if the function room originally allocated is deemed too large for requirements.
 7. **Account:** We request settlement of the account on departure or if credit facilities have been approved by prior notification, no later than 7 days from receipt of the invoice. Where guests are responsible for payment of 'room extras', these should be settled by 10.30am on the morning of departure. Any unpaid room accounts will be included on the main account.
 8. **Damage:** Any loss or damage occurring to the hotel or its contents that is attributed to a member or members of your party will be charged, either for the repair or the replacement of such items.
 9. **If you are supplying your own wine:** The wine that is supplied by yourselves will only be allowed to be used for a welcome drink, a toast or at your sit down meal. Any left over wine is not permitted to be used at any time other than stated above. A Corkage charge will apply.
 10. The management does not accept any liability for any personal belongings left unattended in any area of the hotel and conference centre.
 11. Any children invited to a function must be supervised by an adult at all times in all areas of the hotel. The management does not accept liability for any accidents or occurrences in the case of unsupervised children. Children under the age of seven are not allowed in the main hotel restaurant after 7.30pm.
 12. The hotel reserves the right to allocate different function rooms or accommodation if deemed necessary.
 13. Where hotel accommodation has been booked please note that check in time is from 3pm. On the day of departure room bills should be settled and rooms vacated by 10.30am.
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