

Fairtrade® Tea & Coffee
Full English & Continental
breakfasts

Hot carvery lunch

Daily specials board

Freshly made sandwiches & paninis

Home-made cakes & savouries



Look for this mark on
Fairtrade products
www.fairtrade.org.uk

Terms & Conditions

1. Bookings must be confirmed in writing, stating room layout, numbers, equipment and catering requirements.
2. On receipt of written confirmation, a pro-forma invoice will be sent detailing all costs. Payment must be made prior to or on the day of your conference. Any additional requirements on the day must be paid for prior to departure, unless other arrangements have been agreed.
3. Only food and drink purchased from KWYMCA can be consumed on the premises.
4. Cancellations must be made in writing. Cancellations received within 7 days of the event will incur the full room hire charge. Requests received within 3 days will incur the full invoice charge.

MCA Surbiton

business matters

conference & training facilities at YMCA Surbiton

good food...

In the Conference Room we provide tea, coffee, water and soft drinks. Breaks are scheduled at your convenience. Each day we offer a roast and a selection of hot dishes to suit all tastes, served with a choice of seasonal vegetables or you may choose from the salad bar. Follow your main course with a home-made dessert or fresh fruit salad.

Menu	Cost (per person, inc VAT)
Tea/Coffee	£1.25
Tea/Coffee/Biscuits	£1.75
Breakfast	£3 - £5.75
Sandwich selection (inc Tea/Coffee)	£5.95
Carvery/Salad Bar lunch	£8.95
Selection of finger buffet menus	from £8.95



comfortable overnight accommodation...

Delegates can stay over at very competitive rates. Rooms are of good size, with en-suite facilities and are available as singles, doubles and triples. Limited **free parking is available** - please ask at time of booking.

YMCA Surbiton has a **well-equipped gym** and offers a wide range of **fitness classes** - conference delegates can purchase day passes at Reception.

competitive room hire rates...

YMCA Surbiton offers excellent value for money with special rates for voluntary organisations.

	Commercial Organisations	Voluntary Organisations
Whole Day	£200	£175
Half Day	£125	£100
Evening	£75	£50

enquiries or to book...

To discuss your requirements in detail and to book, please contact the **Catering Supervisor** on 020 8390 0148 or 020 8390 2748

Kingston & Wimbledon YMCA is a registered charity (Charity No:1045613)

excellent facilities
convenient location
good value



Photography Maren Hahnfeld & istockphoto.com

YMCA Surbiton
49 Victoria Rd
Surbiton, KT6 4NG
www.kwymca.org.uk

YMCA Surbiton is part of Kingston & Wimbledon YMCA, a 'not for profit' organisation that has served the local community for over 130 years. KWYMCA reinvests any surplus in projects that help vulnerable, young people. By using our services and facilities, you help to support our work and the community.

Flipchart, paper, pens, overhead projector, television and video player available **free of charge**

- Convenient high street location
- 5 minutes walk from Surbiton Station
- 1 minute from bus stop (71, 465, 514, K1, K3 & K4 routes)
- Limited free parking
- Overnight accommodation available
- On-site health & fitness facility



excellent facilities...

YMCA Surbiton is a bright, modern building, conveniently located a short walk from Surbiton main line train station. The large, fully air-conditioned **Conference Room** makes it a popular choice with commercial, public sector and voluntary organisations. Facilities are flexible - we can accommodate groups of between **2** and **200** and are suitable to host:

- conferences
- training events
- meetings & seminars
- annual dinners & celebrations

Adjacent to the Conference Room is **The Gallery Restaurant**, serving delicious home-prepared hot meals, fresh salads, sandwiches, cakes and savouries. All coffee and tea served in The Gallery carries the **Fairtrade®** mark.

friendly & flexible...

Our friendly and professional staff will do all they can to make your day enjoyable and productive. All conference facilities are on the ground floor and are easily accessible by wheelchair users.

The Conference Room is spacious and seating can be arranged to your specification.

Room Layout	Maximum Numbers
Theatre Style	70
Board Room	30
Class Room	30
U-Shape	26

well equipped...

Your presentation needs are taken care of - the YMCA can provide the following audio visual aids and business services:

Item	Cost
Flipchart/flipchart paper & pens	No charge
OHP & screen	No charge
Television & VHS player	No charge
PowerPoint projector	£60 per day
Photocopying	5p per sheet
Fax handling (outgoing)	10p per sheet

If you require any additional equipment, please ask when booking - we will do our best to accommodate.

