



events at gurnard

Information Pack

Events at Gurnard offers a professional and cost effective service for meetings and professional events. Our event spaces range from comfortable meetings rooms to large exhibition suites. The venue has a dedicated professional event planner with a wealth of experience to assist you in all aspects of your event, from one-to-one meetings to multi-day events with hundreds of visitors.

We are located on the outskirts of Cowes with ample free parking, just minutes away from the regular fast ferry services to Southampton and within a 45 minute drive from any town on the Island. The following information is intended to give you an overview of our facilities, but we pride ourselves on making sure your event is tailored exactly to your requirements, so please contact us so we can put together a package that is completely right for you.

Our Event Spaces

The Chart Room

This large, airy room is ideally suited for meetings, conferences and exhibitions. Its own bar makes it also a great room for dinners or receptions. For larger events, it can be used with the adjacent Compass Room which makes an ideal break-out space for refreshments, or syndicate room if workshops are required.

The Compass Room

Our smallest conference space has its own private entrance from the car park, making it ideal for company interviews or small visitor events. Light and airy, with windows wrapping three sides of the room, it is a versatile space either on its own or in conjunction with the adjacent Chart Room.

The Ballroom

Our largest event space can comfortably seat up to 350 people theatre style and has the benefit of a fully equipped stage at one end, perfect for presentations, lectures or award events. It can also be used as a great exhibition space, party venue or smart dining space. The adjacent bar, a DJ Booth and even a catwalk can be included when required for your event.

For large events, it is possible combine all three rooms and even use the nearby restaurant area for refreshments and meals. Additional facilities on-site include a supermarket, fully equipped leisure suite with gym and large indoor pool, a children's soft play area, tennis courts and outdoor terrace. Free WIFI is available throughout the venue and audio/visual equipment is available also.

For a guide to capacity for each of our rooms please see the separate diagrams. If you would like more detailed information please do not hesitate to let us know.

Room Hire & Packages

We are happy to cater for your event exactly to your liking, be it with the minimum of fuss or with a bespoke service and even a dedicated “event angel” at your disposal on the day – the choice is yours! In any event we guarantee that all charges are laid out clearly in advance, with no hidden extras or unexpected surprises after the event.

We can offer three levels of pricing:

Room hire only – ideal for exhibitions, interviews, half day events etc. The room will be set up as per your request and you can add items such as equipment, stationery, refreshments etc. as needed.

Day delegate rate – perfect for meetings, conferences and training courses, your package will include use of the room, Coffee/Tea on arrival, mid-morning and in the afternoon, plus a buffet or sit down lunch, as well as water and cordial plus mints or sweets for the tables.

A bespoke package – everything you want when you want it. We like a challenge, so please tell us exactly what you’d like us to provide and we’ll get it done. If you are unsure about certain things, feel free to say so and we’ll offer you advice and suggestions for the best results.

Room Hire Rates (discounts may be available depending on season or multiple bookings)

Room	Half Day Or Evening	Full Day	Full Day + Evening
The Compass Room	£100	£150	£200
The Chart Room	£250	£325	£450
Chart & Compass Suite	£275	£400	£525
The Ballroom	£300	£450	£600
All Three Rooms	£500	£700	£950

All Inclusive Day Package

Our all-in package includes everything you need for a successful meeting with no hidden charges. For just one price you get:

- a choice of our conference and meeting rooms for 10 to 200 delegates, or a lecture theatre seating up to 350 delegates, yours from 9 am – 5 pm;
- a two-course seated hot buffet lunch (minimum of 15 delegates) in the restaurant or a finger buffet served in your room;
- use of venue’s audio-visual equipment (on-site technical support is available)
- tea, coffee and fresh juice three times per day;
- snacks and treats including morning pastries, afternoon cakes, biscuits and fruit basket; bottled water, note pads and pens in your room plus flipchart with paper and pens;
- a dedicated staff member on call during the day in case of emergencies;
- access to your room one hour before start of the meeting or the evening before if possible;
- complimentary WIFI and parking on site.

Price per person £39.00

Bespoke packages: Price on application

Additions

In addition to you meeting, you may want to arrange for extras such as Bacon sandwiches on arrival, a working breakfast, drinks and canapés, dinner, use of leisure facilities or other – we will be happy to arrange these for you and can provide quotes and menus on request. Dietary requirements can always be catered for with a little notice and our event spaces are fully accessible.

Although we have no accommodation on site, we can offer an all-inclusive residential package using hotel accommodation in nearby Cowes at either the Best Western New Holmwood or the Fountain Hotel (part of Old English Inns), or other hotels on the Island such as the Premier Inn in nearby Newport. Transport can be arranged to and from the venue if required from hotels or from the Red Funnel Ferry, for delegates travelling from the mainland.

Enquiries and bookings

In the first instance please contact us to see if your chosen date is available. We are happy to hold a date for up to 14 days, giving you the chance to make arrangements for the event. We can also send you a no obligation quote which will remain valid for 14 days.

Once you are ready to confirm, we will ask for a deposit for first time bookings, usually of 50% of the room hire or £10.00 per person based on your expected number of delegates. Subsequent or regular bookings do not normally require a deposit.

Once we have received your deposit and/or confirmation we will send you an invoice for the full room hire or day delegate rate, which will need to be settled on or before arrival for the event. Any agreed extras can be settled within 14 days after the event.

All our prices are inclusive of VAT at the current rate (20%) and may be altered if the rate of VAT changes.

Contact us:

To email us: hello@eventsatgurnard.co.uk

To call us: 01983 300066 - we will always call you back if you leave a message.

In an emergency: Send a text to 07816 323691 and we'll get back to you asap.

Visit our website: www.eventsatgurnard.co.uk

Come in and see us: Events at Gurnard, Cockleton Lane, Cowes, IOW, PO31 8QE we're normally in the building between 10 am and 5 pm but we are happy to arrange a meeting outside of those hours if more convenient to you.



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