



# Ramada Guildford/ Leatherhead

Set in beautiful Surrey countryside just 30 minutes from both Gatwick and Heathrow, the Ramada Guildford/Leatherhead is in a good location for both conference and corporate events alike.

# Conferences

that deliver *from the start...*



**At the Ramada Guildford/Leatherhead, the Summit Conference Centre comprises 9 conference rooms suitable for hosting discreet boardroom meetings or conferences for up to 170 delegates.**

## Flexible to Your Needs

The hotel's business services and conference facilities will meet the highest expectations with your meeting room set up exactly to your specifications. There is a variety of equipment available to hire for your meeting, simply let us know what you need and we'll arrange it for you.

## One Contact

From your initial enquiry through to the day of your meeting, your Summit Sales Executive will be your one contact. They will take the details of your conference, as well as any changes you make once it has been booked and ensure that everything is exactly as you want it. That means you have one dedicated contact who knows you and understands your event.

## Communication

The communication continues through to the event and beyond. Where possible, we'll introduce you to the hotel operations team who'll be looking after your event so you have met them before the day.

## Summit Ambassador

Your Summit Ambassador will be in reception to meet and greet you on arrival.

## Summit Host

Once introduced to you, your Summit Host is your on the day contact. They will show you to your meeting room, double check all your details with you and be available to help with anything else you may need throughout the day.

- 87 bedrooms
- 6 twins
- 34 doubles
- 28 studio doubles
- 16 studio twins
- 3 feature rooms
- 9 meeting rooms including dedicated syndicate rooms
- Largest meeting room holds 170
- Thatchers Restaurant
- Club Bar
- Located just off J10 on the M25
- 30 mins from Gatwick and Heathrow
-  Designated car parking and accessible entrance for disabled guests
- Induction loop available for hearing impaired
- Infra red hearing enhancement for hearing impaired
- Wheelchair access throughout most of the hotel
- Specially adapted bedrooms for disabled guests
- BT Openzone (Wi-Fi service)

# Conferences

that deliver *on the day...*

## Summit Direct Button

For assistance throughout the day, just press your Summit Direct button in your meeting room and your Summit Host will be there to help.

## Summit Toolbox

What's more, you'll find within your meeting room the Summit Toolbox, perfect for any stationery bits and pieces you may need throughout your meeting, there's also secretarial support available should you require it.

## Summit Smart Technology

Your guarantee that the equipment supplied by us, will be checked prior to your arrival to ensure it's in full working order. If there is a problem with the equipment throughout the day that we're unable to rectify, we'll give you your equipment hire money back.

Free high-speed internet connections are now available in all Summit meeting rooms. BT Openzone (Wi-Fi) is also available so that you can use your wireless enabled laptop or handheld device to send and receive emails, access your office network or browse the web.

## Summit Food Choice

We realise that the food and beverage offering is an integral part of any successful meeting and so we have created a versatile Summit hospitality package that gives you the *food that you want to eat, where you want to eat it and when you want to eat it...*

We offer fresh and seasonal products to ensure you get the full flavours you deserve and a range of healthy food choices with no compromise on variety or taste.

## All Summit Conference Day Delegate Rates Include:

- Principal meeting room hire
- Flipchart with paper and pens
- Stationery holder containing notepads, pens and name cards
- Fresh seasonal fruit basket
- Complimentary sweets on every table
- Chilled water and Elderflower cordial
- Unlimited freshly brewed self help tea, coffee, hot chocolate and speciality beverages available in the room or a designated breakout area and at specified times
- Morning breakout basket featuring biscuits, flapjacks and a selection of mini sweets
- 2 course lunch in the restaurant or choice of one of four working buffet lunches or sandwich lunch in your meeting room
- Afternoon tea/coffee with a selection of cake slices
- VAT AT 17.5%.

## Summit Lunches

A selection of lunches are available to suit your needs..

### Summit Sandwich Lunch

If all you want is a light lunch, we have a choice of delicious freshly made sandwiches with chips and a healthy fresh fruit platter and while you're at it why not add a mug of soup. All of which can be served in the room or in a breakout area.

### Summit Working Lunch

A range of working lunches designed to be served in the conference room or a designated breakout area featuring a selection of sandwiches, wraps, finger food, vegetarian selections, a range of salads and a selection of desserts.

### Summit Restaurant Lunch

A selection of hot and cold buffet menus, salads and desserts served in the restaurant, featuring dishes such as: lasagne, beer battered haddock, pan-fried salmon, chilli prawns, cod and pancetta fish cakes and grilled Cumberland sausages.

## 24 Hour Delegate Rates

These include all the features of the Day Delegate rate plus:

- 3 course dinner
- Overnight accommodation
- Full traditional breakfast
- Use of leisure facilities where available.

## Summit Extras

These can be ordered and served in your meeting room.

- Bacon, sausage or vegetarian bap
- Mini Danish pastries or croissants
- Healthy fresh fruit platter
- Individual tubs of real dairy ice cream
- Mug of soup
- Chilled 2 pint jug of orange juice
- Chilled 2 pint jug of 100% pure fruit smoothie
- Chilled bottle of still or sparkling Highland Spring water
- Summit 'Salad to go' - choose from either a Goats' cheese, Poached pear, Salmon or Chicken Caesar salad with a fresh fruit selection.

## Relax and Unwind

After a long day, relax with your favourite drink in the refurbished Club Bar. Located next to the restaurant it's full of character – the ideal place to start and end your evening.

# Conferences

## that work...

### Summit Invoice

We'll log any extras that have been needed throughout the day, which you will sign for; thereby ensuring there won't be any unknown extras on your bill. Once the conference is completed, your bill will be sent directly to you, exactly as requested.

### Feedback

Once the conference is over your Summit Sales Executive will call you to see how everything went.

### And There's More...

Of course, it's not just conferences that we're renowned for; whether you're booking a wedding or other celebration, why not give us a call. With the services of an experienced Special Event Co-ordinator, we can ensure your event is one to remember. For more information or to book a Wedding or Event call 0844 815 9079 or visit [www.ramadajarvis.co.uk/guildford](http://www.ramadajarvis.co.uk/guildford)

# Rooms

## that deliver...

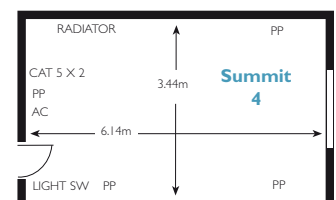
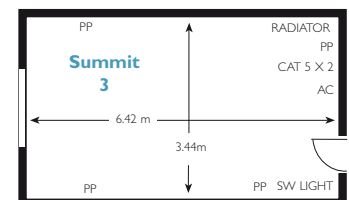
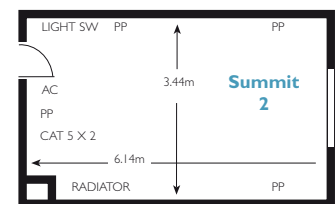
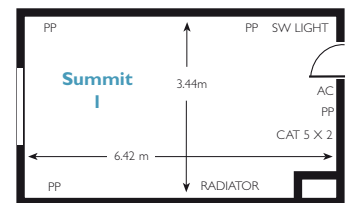
With a choice of 9 conference and special event rooms, there's a meeting room for you, whatever your requirements. Floor plans and dimensions for each room are detailed below:

### Summit 1, 2, 3, 4

Each of the 4 Summit rooms has been designed to a similar size and specification, making them an ideal choice for boardroom meetings with up to 12 delegates. Located on the ground floor, they are all fully air conditioned and offer natural daylight.

- Natural daylight
- Air conditioning
- Wheelchair access

	Summit 1	Summit 2	Summit 3	Summit 4
Floor location	G	G	G	G
Theatre	-	-	-	-
Classroom	-	-	-	-
Boardroom	12	12	12	12
U-shape	-	-	-	-
Reception/buffet	-	-	-	-
Dinner	12	12	12	12
Height (m)	2.30	2.28-2.30	2.30	2.28-2.30
Obstacles (i.e. pillars)	no	no	no	no
Windows	yes	yes	yes	yes
No. 13 amp sockets	8	8	8	8
Internet	yes	yes	yes	yes



### Key

- P - Power Point
- PP - Double Power Point
- T - Telephone
- TV - TV Aerial Socket

# Rooms that deliver

## Park Side

The Park Side measures approximately 9.3m x 8.1m. It's situated on the ground floor; offers natural daylight, air conditioning and benefits from having French doors with ramped access.

- Air conditioning
- Blackout
- Internet
- Wheelchair access

## Park Avenue

This room measures 6.5m x 3.9m, and is ideal for use as a syndicate or interview room - it's fully air conditioned, and interconnects with Park Side or can be used as a dedicated meeting room.

- Air conditioning
- Blackout
- Internet
- Wheelchair access

## West Park

Similar in layout and design to East Park, this air conditioned room is ideal for up to 80 delegates theatre style or 60 for a private dinner.

- Blackout
- Internet
- Natural daylight
- Wheelchair access

## East Park

Similar in layout and design to West Park, this air conditioned room is ideal for up to 80 delegates theatre style or 60 for a private dinner.

- Blackout
- Internet
- Natural daylight
- Wheelchair access

## Central Park

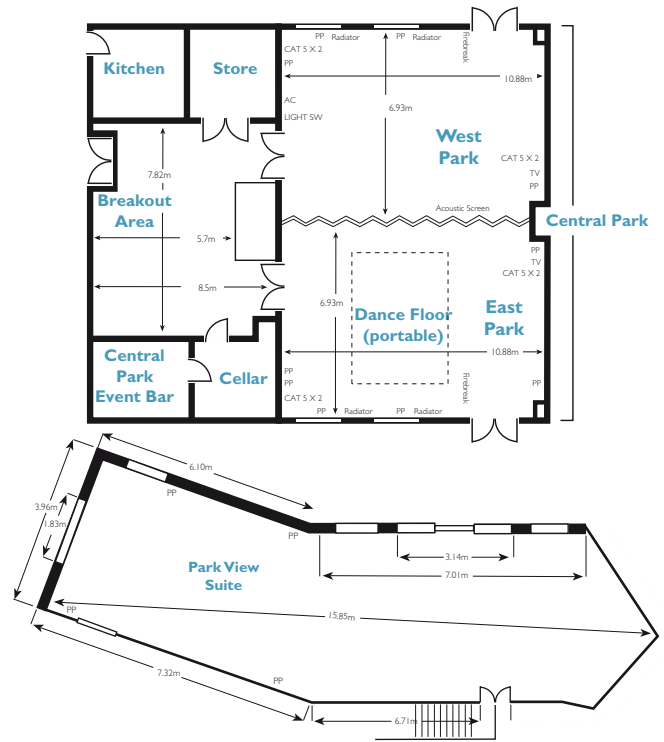
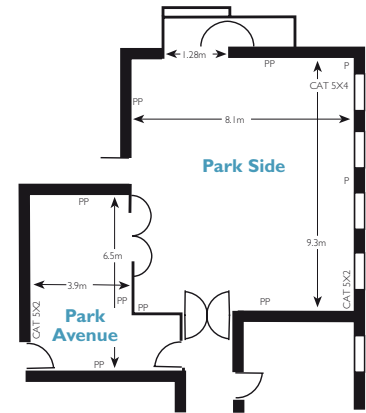
The largest of the hotel's event rooms, this holds up to 170 delegates. With state of the art 'white sound ceiling' - a great new invention, enabling your party to enjoy the maximum sounds from your entertainment, whilst confining it to your event room. West Park and East Park can be joined together to form Central Park. Located on the ground floor this is the perfect choice for any event, and offers its own private breakout area including a private event bar.

- Air conditioning
- Internet
- Natural daylight
- Wheelchair access

## Park View

Situated on the first floor; above the restaurant, this pretty oak-beamed room with its own balcony overlooks the gardens. Access is either via the restaurant or wooden stairs to the balcony. Full of character, this room is ideal for private dinners, or conferences for up to 30 people. It measures 15.85m x 3.96m at the widest point, and is light and airy.

- Blackout
- Internet
- Natural daylight



## Key

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BT Openzone is a convenient, easy-to-use broadband internet access service. Using wireless technology (Wi-Fi), you can access the internet - with no download limits - in any of the Hotspots throughout our hotels.

	Park Side	Park Avenue	West Park	East Park	Central Park	Park View
Floor location	G	G	G	G	G	1st
Theatre	60	20	80	80	170	30
Classroom	24	-	36	36	70	20
Boardroom	25	12	40	40	66	24
U-shape	25	-	37	37	48	12
Reception/buffet	70	30	70	70	150	40
Dinner	70	10	60	60	165	30
Dinner Dance	-	-	-	-	135	-
Cabaret	32	-	42	42	72	-
Height (m)	2.57	2.38	3.07	3.07	3.07	2.40
Obstacles (i.e. pillars)	no	no	no	no	no	no
Windows	yes	no	yes	yes	yes	yes
No. 13 amp sockets	11	8	8	12	20	8
Phone points	no	no	no	no	no	-
Internet	yes	yes	yes	yes	yes	yes



# Conference Desk

For details of over 400 conference rooms across more than 40 locations call

0800 036 2223

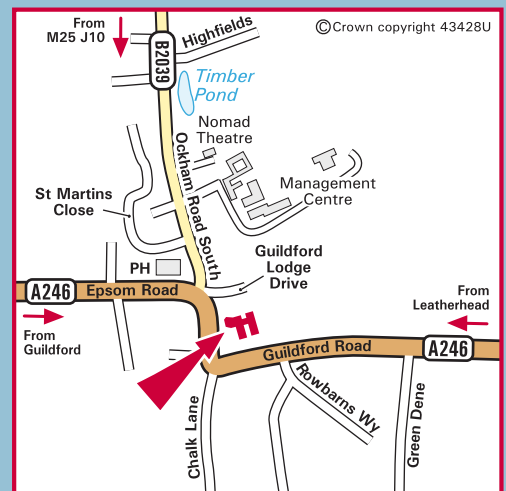
or visit

[www.ramadajarvis.co.uk/summit](http://www.ramadajarvis.co.uk/summit)



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## Location

Situated in the country just 24 miles from London on the main road between Guildford and Leatherhead.