



CHANNELS ESTATE

Little Channels Conferences

Channels and Little Channels are both situated on The Channels Estate which is to the north of Chelmsford on the outskirts of the picturesque village of Little Waltham.

Channels is on the east and Little Channels on the west of the Estate which covers over 300 acres of undulating parkland with beautiful views of the Essex countryside.

This stunning setting has two of the finest function venues,
The 17th century Essex Barn at Channels and The Courtyard Suite at Little Channels
And two superb restaurants, The Brasserie at Channels and
The Bistro at Little Channels.

With ample free parking, beautiful patio's and private courtyards,
Channels and Little Channels are the perfect venues when booking a conference.

Within the grounds of Channels is Channels Lodge, a luxurious hotel with 17 en-suite bedrooms all individually designed, for accommodation enquiries please call 01245 441547.

Whether you choose our day delegate package or to tailor make your conference, our professional, experienced and friendly function co-ordinators are happy to discuss your individual requirements and help take some of the stress of organising your conference away.



Channels – The Essex Barn



Little Channels – The Courtyard Suite

Venue Capacities

Channels - Set in tranquil surroundings, with a choice of three conference rooms, Channels provides the perfect setting.

The Essex Barn

This stunning 17th century thatched Essex barn with a private patio and garden offers a great setting for larger conferences.

Clifford, Henrietta, Brenda-Rose Suites

These rooms are set within the beautiful 14th century clubhouse and offer smaller private meeting rooms.

Room layouts	Essex Barn	Cliffords	Henrietta	Brenda-Rose
Board room	40	16	12	20
Theatre Style	160	20	NA	25
U shape	50	16	NA	14
Classroom	50	12	NA	14
Cabaret	80	NA	NA	NA

Little Channels - This mid-19th century working farm complex has been superbly restored to create two intimate venues.

The Courtyard Suite

Set within the original farm buildings, with a splendid private flagstone courtyard, this suite can either be hired as a whole room or be divided up to create a smaller sized room, known as the Top Suite Section.

Room layouts	Courtyard Suite	Top Suite section
Board room	40	24
Theatre Style	90	60
U shape	30	
Classroom	50	
Cabaret	40	

Please note that most of these numbers can be increased but they are based on the amount that we would recommend to leave enough space for comfort.

Channels & Little Channels Day Delegate

£35 per person

Included in package;

- Venue hire
- Arrival tea and coffee
- Mid-morning tea and coffee with biscuits
- Chefs choice seven item finger buffet lunch (minimum of 10 delegates) **OR**
Choice of lunch from the delegate lunch menu (maximum of 12 delegates)
- Afternoon tea and coffee with biscuits
- Mineral water throughout day
- 2 Flip charts, pads and pens
- Pens and paper
- Screen
- Conference co-ordinator to ensure your day runs smoothly

Additional catering extras

- | | |
|--------------------------------------|-----------------|
| • Bacon and sausage rolls on arrival | £3.00per person |
| • Danish pastries | £2.50pp |
| • Selection of fresh fruit | £2.00pp |
| • Jugs of orange juice | £10.00per jug |
| • Two course meal for lunch | £7.00pp |
| • Three course meal for lunch | £10.00pp |

Additional equipment hire

- | | |
|----------------------------|--------|
| • LCD Projector | £50.00 |
| • Flip chart, pad and pens | £15.00 |
| • Screen | £15.00 |

Tailor-made Conference Options

Venue Hire Charges

Full day prices are from 9am-5pm, half day prices are from 9am-1pm or 6pm-10pm.

Channels	Full Day	Half Day
The Essex Barn	£500	£300
The Cliffords/Henrietta	£99	£70
The Brenda-Rose	£100	£70

Little Channels

The Courtyard Suite	£400	£250
The Top Suite Section	£150	£100

Please note; The venue hire charge is required as the deposit to secure your booking, all deposits are non-refundable.

Catering Charges

Tea and coffee with biscuits	£2.50pp per break
Jugs of orange juice	£10.00 per jug
Mineral water	£5.00 per bottle
Bacon and sausage rolls on arrival	£3.00 per person
Danish pastries	£2.50pp
Selection of fresh fruit	£2.00pp
Design your own seven item finger buffet. (See enclosed buffet menus)	£14.00pp
Two course meal	£15.00pp
Three course meal	£18.50pp

Equipment Charges

LCD Projector	£50.00
Flip chart, pad and pens	£15.00
Screen	£15.00

Channels Finger Buffet Menu

**For tailor-made conferences
design your own seven item buffet**

Assorted sandwiches
Sausage rolls
Peking duck spring rolls
Mini chicken and bacon pies
Chicken tikka strips
Savoury Indian selection
Red Thai chicken strips
Mini peppered steak pies
Honey glazed cocktail sausages

Sawadee tempura king prawns
Lemongrass king prawn skewers

Vegetable satay
Monterey Jack cheese and onion goujons
Jalapeño's filled with cream cheese
Carrot and coriander goujons
Nuts, crisps, tortilla chips and dips

Little Channels Finger Buffet Menu

**For tailor-made conferences
design your own seven item buffet**

Assorted sandwiches

Sausage rolls

Cocktail sausages

BBQ chicken kebabs

Piri Piri chicken kebabs

Duck and hoi sin spring rolls

Roast beef and red onion crostini

Pepperoni and margherita pizza slices

Mini chicken and bacon pies

Quiche Lorraine

Tempura battered king prawns

Smoked salmon platter

Mediterranean bruschetta selection

Crudities served with a selection of dips

Crispy vegetable parcels

Mini vegetable samosas

Potato wedges

Hot mozzarella melts

Nacho's served with a selection of dips

Services and Benefits

Services at Channels

Black and white photocopying	£0.25 per sheet
Colour photocopying	£0.30 per sheet
Receiving facsimiles	£0.30 per sheet
Sending facsimiles	£0.50 per sheet

Benefits of using Channels & Little Channels

- Picturesque, quiet surroundings
- Private facilities
- Break away lounge/area for coffee and lunch
- Private bar if required
- Private patio, garden or courtyard depending on chosen suite
- Lots of natural daylight
- Close and sufficient free parking
- Disabled facilities
- Free Wi-Fi
- 10 minutes by car from Chelmsford City centre
- 20 minutes by car from Stansted airport

Channels Lodge

Set in the grounds of Channels, this beautifully converted 15th century Tudor house is an ideal venue for conference overnight stays. The seventeen en-suite bedrooms have been individually designed and are equipped to the highest standards combining the best of the old with the best of the new.

All Lodge enquiries: Call 01245 441547 **e-mail** info@channelslodge.co.uk **web** channelslodge.co.uk

Contact Information

Channels

Pratts Farm Lane East,
Little Waltham, Chelmsford,
Essex CM3 3PT

Call 01245 440 005

Email sales@channelsestate.co.uk

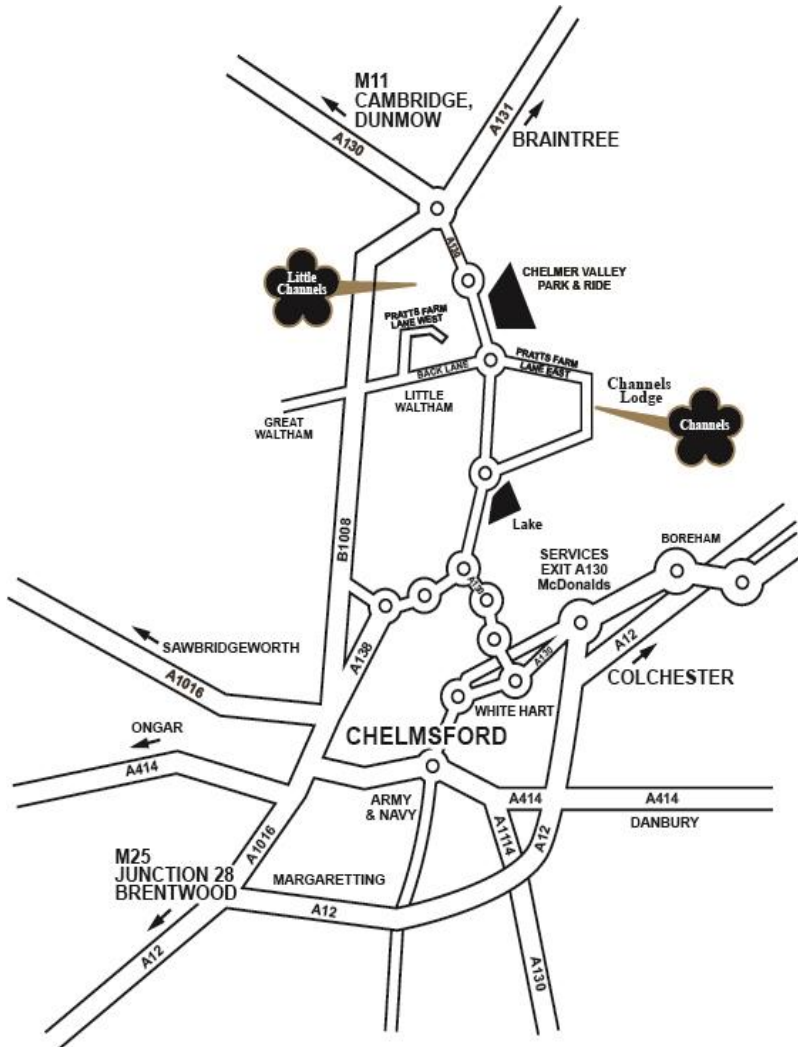
web www.channelsestate.co.uk

Little Channels

Pratts Farm Lane West,
Little Waltham, Chelmsford,
Essex CM3 3PR

Call 01245 362 210

Directions



Please note: Due to recent changes in the layout of the A130 it is now **ONLY** possible to access Channels via Pratts Farm Lane East.

Channels Booking Form

Pratts Farm Lane East, Little Waltham, Chelmsford, Essex, CM3 3PT.

Telephone: 01245 440005 www.channelssestate.co.uk

Date of conference Time

Name of client

Company address

.....

.....Post code

Contact number

E-mail

Please circle; The Essex Barn The Clifford The Henrietta The Brenda Rose

Approximate number of guests attending

Venue hire charge

Deposit amount Date paid

Name of Co-ordinator that took the booking

Please Note: I hereby agree that during the conference booked on
at Channels, I take responsibility for any damage caused by guests attending the
said conference.

Name Signed

Additional Information:

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Little Channels Booking Form

Pratts Farm Lane West, Little Waltham, Chelmsford, Essex, CM3 3PR.
Telephone: 01245 362210 www.channelssestate.co.uk

Date of conference Time

Name of client

Company address

.....Post code

Contact number

E-mail

Please circle; The Courtyard Suite The Top Suite Section

Approximate number of guests attending

Venue hire charge

Deposit amount Date paid

Name of Co-ordinator that took the booking

Please Note: I hereby agree that during the conference booked on
at Little Channels, I take responsibility for any damage caused by guests attending the said
conference.

Name Signed

Additional Information:
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.....
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Channels & Little Channels

Terms and Conditions

1. A provisional booking can be held for a period not exceeding 14 days. A booking cannot be confirmed until the required non-refundable deposit has been paid and the booking form completed.
2. It is regretted that no refund of deposits or pre-payments can be made in the event of cancellation.
3. Final numbers must be confirmed 5 days prior to the event taking place and these will be what the final invoice is based on, unless numbers increase on the day.
4. The final invoice must be paid within 28 days of the invoice date.
5. The management reserves the right to amend its published prices by giving a minimum of 3 months' notice.
6. The management also reserves the right to increase its published prices for VAT and duty increase imposed on them by the Government's budget, without prior notice.
7. The venue cannot accept responsibility for the loss of gifts, property or possessions however caused. Any properties left by the guests at the venue will be left at the owner's risk.
8. Damage to the building, plants, equipment, etc., (other than fair wear and tear) caused by the booking person or their guests, will be charged at cost to the person booking the function as an extra.
9. The venue cannot accept responsibility for the loss of gifts, property or possessions however caused. Any properties left by the guests at the venue will be left at the owner's risk.
10. All guests are required to stay within the confines of the particular functions designated areas for their own safety, to avoid triggering alarms and to avoid unnecessary annoyance to other events taking place, that in turn your functions may enjoy its own privacy and security.
11. The management reserve the right to cancel any function due to unforeseen circumstances beyond our control, or for any matter deemed necessary by the management and accept no resultant responsibility, financial or otherwise.
12. The venue accepts all bookings on the basis that the venue supplies all food and drink items.
13. All food will only be left out for a maximum of two hours. After such time it will be thrown away, this is due to health and safety regulations.