



Welcome to Little Channels

Little Channels is situated in North Chelmsford on the outskirts of the picturesque village of Little Waltham.

This stunning setting has one of the finest function venues around, The Waltham Barn, as well as a superb adjacent restaurant serving a bar menu and afternoon tea in the Waltham Bistro.

With ample free parking, a beautiful patio and private courtyard, Little Channels is the perfect venue when booking a conference.

Within a miles distance is Channels Lodge, a luxurious hotel with 27 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.



Venue Capacities

The Waltham Barn

This mid-19th century working farm complex has been superbly restored to create the perfect setting for a conference.

Set within the original farm buildings, with a splendid private flagstone courtyard, this barn 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	Waltham Barn	Top Suite section
Board room	40	24
Theatre Style	90	60
U shape	30	
Classroom	50	
Cabaret	60	

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



Little Channels Day Delegate

£35 per person

Included in the Day Delegate Package

- Venue hire
- Arrival tea and coffee
- Mid-morning tea and coffee with biscuits
- Seven item finger buffet lunch (min of 10 delegates) **OR**
- choice of lunch from the delegate lunch menu (max of 12 delegates)
- Afternoon tea and coffee with biscuits
- Mineral water throughout day
- Flip charts with paper and pens
- Paper and pens for the table
- Screen
- Conference co-ordinator to ensure your day runs smoothly

Additional catering extras

- | | |
|--------------------------------------|----------------|
| • Bacon and sausage rolls on arrival | £3.00pp |
| • Danish pastries | £2.50pp |
| • Selection of fresh fruit | £2.00pp |
| • Victoria sponge cake | £2.50pp |
| • Jugs of orange juice | £12.00 per jug |

Additional equipment hire

- | | |
|-----------------|--------|
| • LCD Projector | £50.00 |
| • Screen | £25.00 |



Tailor-made Conference Options

Venue Hire Charges

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

	Full	Half
The Waltham Barn	£400	£250
The Top Suite Section	£200	£125

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

Catering Charges

Tea and coffee with biscuits	£2.50pp per break
Jugs of orange juice	£12.00 per jug
Bacon and sausage rolls on arrival	£3.00pp
Danish pastries	£2.50pp
Victoria sponge cake	£2.50pp
Design your own seven item finger buffet	£17.50pp

Equipment Charges

LCD Projector	£50.00
Flip chart, pad and pens	£15.00
Screen	£25.00

All prices shown include VAT



Little Channels Buffet Menu

For tailor-made conferences or day delegate conferences of 10 or more guests, please design your own seven item buffet.

Assorted Sandwiches
Mini Batch Roll Selection
Homemade Sausage Rolls
Honey Glazed Cocktail Sausages
Cajun Breaded Chicken Goujons
Duck And Hoi Sin Spring Rolls
Mini Chicken And Bacon Pies
Watermelon, Feta And Parma Ham Bites
Tempura Battered King Prawns
Salt And Pepper Chilli Squid
Thai Fish Cakes
Mediterranean Bruschetta Selection
Mini Vegetable Samosas
Cheddar And Courgette Quiche
Cream Cheese And Chive Stuffed New Potatoes
Jacket Potato Wedges
Halloumi Fries
Nacho's Served With A Selection Of Dips
Buffalo Cauliflower Bites

If you would like something sweet, please choose three desserts and this will count as one item from your buffet.

Mini White Chocolate And Raspberry Meringue
Mini Passion Fruit Tart
Mini Brownie
Mini Custard Tart
Fruit Skewer
Strawberry And Cream Shortbread



Services and Benefits

Benefits of using Little Channels

- Picturesque and quiet surroundings
- Private facilities
- Break away lounge area for coffee and lunch
- Private bar if required
- Private courtyard
- Lots of natural daylight
- Close, sufficient and 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 27 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

Website www.channelshotel.co.uk



Contact Information

Little Channels

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

Call 01245 362210

E-Mail events@littlechannels.co.uk

Web www.littlechannelswaltham.co.uk/work/





Little Channels Booking Form

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

Call 01245 362210 **E-Mail** events@littlechannels.co.uk **Web** www.littlechannelswaltham.co.uk

Date of conference_____

Name of client_____

Address for correspondence_____

_____Post code_____

E-mail_____

Contact Number_____

Please circle; The Waltham Barn The Top Suite Section

Approximate number of guests_____

Approximate time of arrival_____

Venue hire charge_____Deposit amount_____Date paid_____

I have agreed to the terms and conditions of this booking ☐ Yes

Name_____Signature_____

Additional Information_____



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 7 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.