



THE WALTHAM BARNs
AT LITTLE CHANNELS

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

Telephone: 01245 362210

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.

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 £4.00pp
- Danish pastries £3.00pp
- 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	£150

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	£3.00pp per break
Jugs of orange juice	£12.00 per jug
Mineral water	£5.00 per bottle
Bacon and sausage rolls on arrival	£5.00pp
Danish pastries	£3.00pp
Victoria sponge cake	£2.50pp
Seven item finger buffet	£19.00pp

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 20 or more guests, please design your own seven item buffet.

Indian Selection

Honey Glazed Cocktail Sausages

Chicken Goujons

Duck & Hoi Sin Spring Rolls

Sausage Rolls

Mozzarella Sticks

Vegetable Spring Rolls

Potato Wedges

Crisp Selection

Margherita Pizza

Tempura King Prawns

Doughballs

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

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.