



LITTLE CHANNELS

Pratts Farm Lane West, Little Waltham, Chelmsford, Essex CM3 3PR
Telephone: 01245 362210

Conference Brochure

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.

Room layouts	Capacity
Board room	40
Theatre Style	90
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.

We can provisionally hold a date for 7 days. To secure your booking, a deposit of £300 is required along with a completed booking form which can be returned by email or post.

Benefits of using Little Channels

- Private bar if required
- Private courtyard
- Lots of natural daylight
- Large free car park
- Disabled facilities
- Free Wi-Fi
- 10 minutes by car from Chelmsford City centre

Little Channels Day Delegate

Minimum 20 guests, £40 per person

Included in the Day Delegate Package

- Venue hire 8:30am-5:00pm
- Arrival tea and coffee with biscuits
- Mid-morning tea and coffee with biscuits
- Choice of buffet from our menu options
- Afternoon tea and coffee with biscuits
- Jugs of water throughout the day
- Flip charts with paper and pens
- Paper and pens for the table
- Screen and projector
- Conference co-ordinator to ensure your day runs smoothly

Tailor-made Conference Options

- Venue hire 8:30am-5:00pm £400
- Up to 15 guests pre order from our lunch menu £13.00 per person
or 15 guests and over can choose from our buffet options
 - Jugs of water throughout the day
 - Flip charts with paper and pens £15.00
 - Screen and projector £75.00
- Conference co-ordinator to ensure your day runs smoothly

Little Channels Buffet Menu

Served with Jugs of Orange Juice

Buffet Option 1 £20.00 per person

Chicken Goujons
Sausage Rolls
Vegetable Spring Rolls
Potato Wedges
Crisps
Margherita Pizza Slices
Victoria Sponge Cake

Buffet Option 2 £20.00 per person

Assorted Sandwiches
Sausage Rolls
Quiche Selection
Victoria Sponge Cake
Crisps

Buffet Option 3 £25.00 per person

£5.00 per person upgrade for day delegate package

Houmous with Pitta Bread
Half Butterfly Chicken
Lamb Kofta
Greek and House Salad
Chargrilled Vegetables
Crusty Bread

Tailor-made Lunch Menu

Served with Jugs of Orange Juice

Jacket Potato, Salad and Coleslaw with 1 filling below:

Cheese (V)	Baked Beans (Ve)	Cheese and Beans (V)
Tuna Mayonnaise	Prawn Marie Rose	Three Bean Chilli (Ve)

Sandwiches or Baguettes with Crisps, Coleslaw and Garnish with 1 filling below:

Cheese/Pickle/Onion/Tomato (V)	Egg Mayonnaise (V)
Tuna Mayonnaise/Cucumber/Sweetcorn	Gammon Ham
Coronation Chicken	Vegan Cream Cheese And Cucumber (Ve)

Bistro Burger in a Brioche Bun with Lettuce, Tomato and Red Onion, Served With Chips, Onion Rings and Coleslaw

Classic Beef With Cheese And Burger Sauce
Southern Fried Chicken With Cheese And Chipotle Mayo
Beyond Meat With Smoked Vegan Cheese And Mayo (Ve)

Tuna, Prawn Or Falafel House Salad

Lettuce, Sweetcorn, Tomato, Red Onion, Cucumber and Pepper

Chicken Caesar Salad

Lettuce, Chicken Breast, Croutons, Parmesan and Caesar Dressing

We can cater for all dietary requirements. Please make your events coordinator aware during your final meeting with us.

Catering Charges

Unlimited Tea and Coffee with Biscuits	£10.00pp
Tea and Coffee with Biscuits	£4.00pp
Jugs of Orange Juice	£12.00 per jug
Bacon and Sausage Rolls on arrival	£6.00pp
Danish Pastries or Croissants	£3.00pp
Victoria Sponge Cake	£3.00pp
Bowl of Fruit	£3.00pp
Additional buffet item	£3.50pp

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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 _____

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 7 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 at least 7 days before the event.
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.