
CONFERENCE

Lysses House Hotel



Once a private residence built at the height of the Georgian era, Lysses House is now an elegant, stylish independent hotel.

Set in the heart of the old Hampshire market town of Fareham, Lysses House Hotel offers an almost unique blend of high standards, personal service, fine food and excellent facilities.

You will find a refreshing attention to detail on arrival at the hotel, where the awaiting welcome has an air of modern efficiency

Carefully designed to create the perfect balance conducive to both business and pleasure, Lysses House Hotel offers 21 en-suite bedrooms, equipped to meet the needs of the short stay guest, each reflecting a dedication to comfort. The hotel also boasts an excellent range of communication facilities and the Richmond Restaurant.

Public areas are attractively furnished to provide the ideal atmosphere for relaxation. The perfect blend of a working environment with warm friendly surroundings.

Lysses House is committed to sustainability and environmentally friendly initiatives. We are a member of the Green Tourism Business Scheme, which champions sustainable tourism in the UK. The scheme covers over 150 measures of sustainability. We are proud to have consistently achieved the Gold Award.

More information can be found at www.green-business.co.uk

OUR CONFERENCE PROMISE

We will provide:

- A relaxed, efficient atmosphere
- Professional service, tailored to your individual requirements
- Tea and coffee delivered on time
- Guaranteed message delivery
- No hidden extras
- All our equipment in working order
- Free parking for up to 35 cars (subject to availability)
- Complimentary wifi

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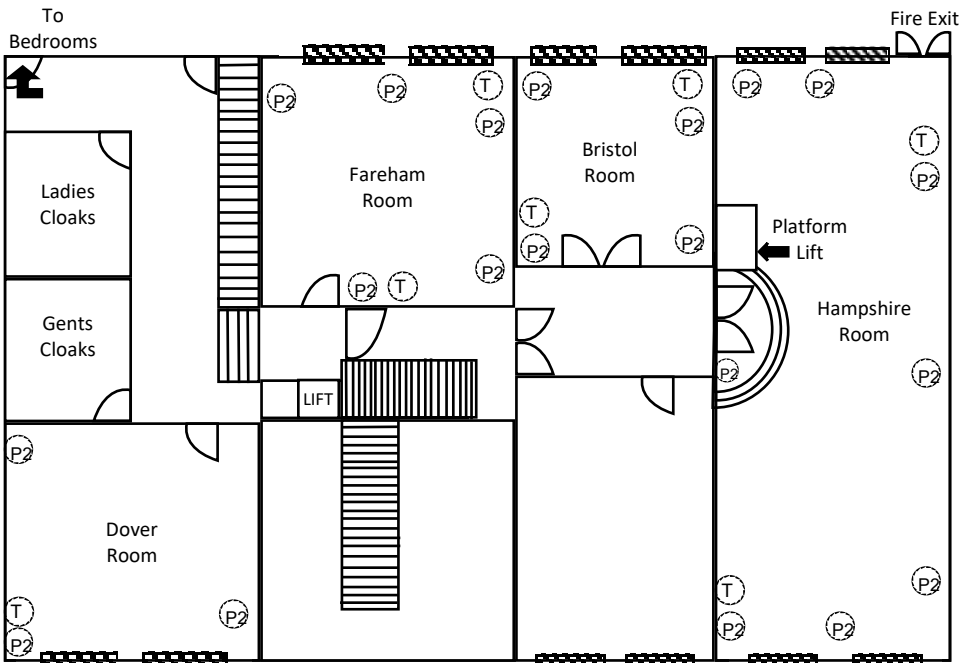
FACILITIES

Lysses House Hotel offers an all round capability to tailor its facilities to meet your requirements thus accommodating a wide range of capacities and configurations for a variety of events.

All conference suites are situated on the first floor with their own cloakroom facilities. A passenger lift is available to the first floor.

The Hampshire room is equipped with a wheelchair accessible platform lift. Please note there are 4 steps down into the Dover room and cloakrooms, so are unsuitable for wheelchair users. An accessible cloakroom facility is situated on the ground floor.

FIRST FLOOR



KEY

Windows



Telephone

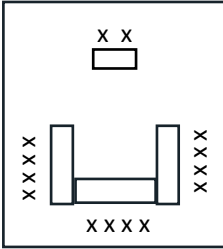


Socket

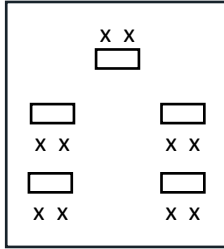


CONFERENCE ROOM LAYOUTS

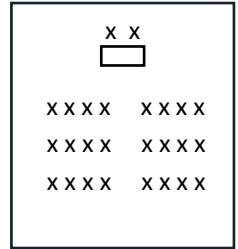
U-Shape



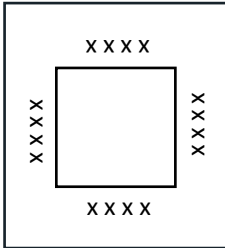
Classroom



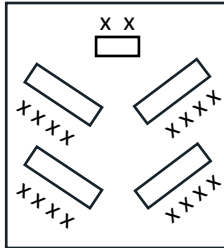
Theatre



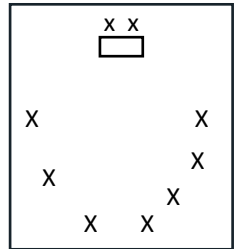
Boardroom



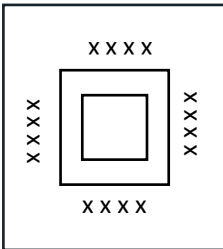
Herringbone



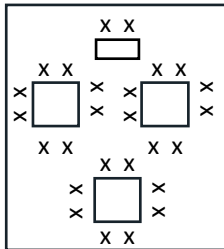
Horseshoe



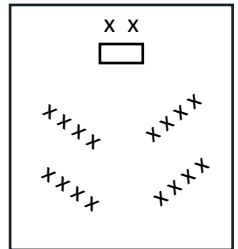
Open Square



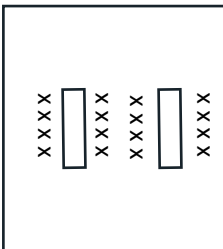
Satellite



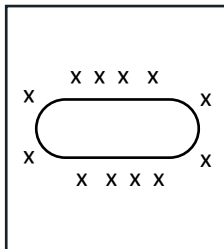
V-Shape



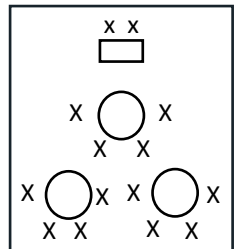
Family



Classic Boardroom



Cabaret



FUNCTION ROOM INFORMATION

CAPACITIES

	Hampshire	Fareham	Dover	Bristol
U Shape	26	10	10	8
Classroom*	30 (2's) 40 (4's)	10	10	8
Theatre	95	32	28	18

Boardroom	28	16	14	12
Open Square	36	16	14	12
Classic Boardroom	24	14	14	10
V Shape*	78	28	22	15
Herringbone*	40	10	10	8
Satellite*	8 x 4	3 x 4	3 x 4	2 x 4
Horseshoe*	32	16	16	12
Double Horseshoe*	58	N/A	N/A	N/A
Cabaret	36 (6x6)	N/A	N/A	N/A
Family Style	84	24	16	N/A

* The room numbers stated above allow for a top table in addition to the numbers stated and equipment if required.

Please ask one of our staff if you have your own style of room layout.

Our staff are always willing to offer advice concerning

DIMENSIONS				
	Hampshire	Fareham	Dover	Bristol
LENGTH				
Feet	38'8"	20'7"	21'	17'1"
Metres	11.8	6.3	11.8	5.2
WIDTH				
Feet	28'2"	17'1"	14'1"	15'5"
Metres	8.6	5.2	4.3	4.7
HEIGHT (max)				
Feet	9'	9'10"	7'9"	9'10"
Metres	2.75	3.0	2.4	3.0
HEIGHT (min)				
Feet	7'	9'10"	7'9"	9'10"
Metres	2.13	3.0	2.4	3.0
DOOR HEIGHT				
Feet	6'6"	7'1"	6'5"	6'6"
Metres	1.98	2.16	1.96	1.98
DOOR WIDTH				
Feet	4'10"	2'11"	2'4"	4'10"
Metres	1.4	0.90	0.71	1.47
TECHNICAL INFORMATION				
	Hampshire	Fareham	Dover	Bristol
POWER				
Sockets	16	10	6	8
LIGHTING				
LED downlights	Yes	Yes	Yes	Yes
Controls in room	Yes	Yes	Yes	Yes
Dimmers	Yes	Yes	Yes	Yes
Windows	Yes	Yes	Yes	Yes
Curtains/Blinds	Yes	Yes	Yes	Yes
OTHER				
Telephone points	2	2	1	2
AIR CONDITIONING	Yes	No	No	No
WIFI	Yes	Yes	Yes	Yes
WHEELCHAIR ACCESS	Yes	Yes	No	Yes

For all our conference guests the following services are available:-

We guarantee to serve your tea/coffee breaks on time or there will be no charge.

Alternative lunches to those listed in the 8 hour and 24 hour package can be arranged and the price adjusted accordingly. Sandwich lunches can be taken in the restaurant or in the conference room.

If you have a strict timetable to work to, please inform our staff who will do everything possible to ensure your lunch break is taken in the time allotted.

Alternative refreshment breaks.

Complimentary wifi access in all rooms.

Direct dial telephone in each conference room.

Data projector available for hire.

Photocopying, copy typing, fax service.

Express checkout.

Evening room hire is available per hour from 7.00 pm.
(Minimum of 2 ½ hours)

Join us in The Richmond Restaurant at your own leisure for breakfast or dinner.

For ongoing room hire bookings, please speak to a member of our reception team.

8 HOUR DAILY DELEGATE PACKAGE

Minimum number of 6 delegates in our Bristol,
Fareham and Dover Rooms

Minimum number of 16 delegates in our Hampshire Room

Our 8 hour daily delegate package includes:

Full day hire of conference room fully equipped with white board,
flipchart, marker pens, name cards, notepads, pens,
data projector, screen and wifi

Selection of cordials

Iced water

A selection of sweets and mints

Welcome tea and coffee, freshly brewed and served with
a selection of biscuits

Morning tea and coffee, freshly brewed and served with
a selection of biscuits

Finger buffet FB3 or 3-course set lunch in
our Richmond Restaurant

Afternoon tea and coffee, freshly brewed and served with
a selection of biscuits

Alternative refreshment breaks can be arranged prior to the event
at an additional cost. See page 15 for details.

Decaffeinated coffee, hot chocolate and a selection of herbal tea
are provided on request for any break at no extra charge

Guaranteed message delivery

Free car parking
(subject to availability)

24 HOUR DELEGATE PACKAGE

Minimum number of 6 delegates in our Bristol,
Fareham and Dover Rooms

Minimum number of 16 delegates in our Hampshire Room

Our 24 hour delegate package includes

Our 8 hour delegate package (see page 8)
with the addition of the following:

Overnight accommodation with en suite facilities, direct dial telephone, tea and coffee making facilities, radio alarm, remote control colour television, trouser press and hairdryer.

Three course dinner including coffee in our
Richmond Restaurant

Full English breakfast

Delegates are welcome to bring their partners for
a small additional charge when sharing a room.
(Meals are charged as taken)

BUFFET SELECTION

If you require information regarding the presence of allergens in any of our food or drink, please ask. Whilst a dish may not contain a specific allergen, due to the wide range of ingredients used in our kitchen, foods may be at risk of cross contamination by other ingredients.

Please ask a member of staff if you wish to have alternative sandwich fillings. Please note some fillings may incur an extra charge.

FINGER BUFFETS

Sandwich Buffet FB1

A selection of freshly made sandwiches using granary and soft white bread with a selection of the following fillings:

Egg and cress
Cheese and pickle
Ham and salad
Beef and mustard
Tuna and mayonnaise

Crisps and savoury nibbles
Danish pastries
Tea and Coffee

Our **Lounge Menu** is also available for conference parties of less than 20

FINGER BUFFETS

Hamble Buffet FB2

A selection of freshly made sandwiches using granary
and soft white bread

Homemade cheese scones

Indian selection with mini onion bhajis, spinach pakora
and vegetable samosas

Cheese and tomato puff pastry twists

Tortilla chips with sour cream and guacamole dip

Crisps and savoury nibbles

Danish pastries

Tea and Coffee

Solent Buffet FB3

A selection of freshly made sandwiches using granary
and soft white bread

Cranberry and brie wontons

Potato shells with crispy bacon and mature cheddar cheese

Mini duck and hoisin spring rolls

Goujons of plaice with tartar sauce

Cocktail sausages roasted with honey and mustard

Cheese and tomato puff pastry twist

Crisps and savoury nibbles

Danish pastries

Tea and Coffee

Our **Lounge Menu** is available for
conference parties of less than 20

FINGER BUFFETS

Meon Buffet FB4

A selection of freshly made sandwiches from the executive range,
using granary and soft white bread

Home made cheese scones

Roasted chicken drumsticks

Deep fried tails of scampi with tartar sauce

Roast beef mini Yorkshire puddings

Mango and brie parcels

Bruschetta topped with a dice of tomato, red onion and chives

Mini quiche

Cheese and tomato puff pastry twists

Tortilla wraps with cream cheese and smoked salmon

Crisps and savoury nibbles

Danish pastries

Tea and Coffee

Our **Lounge Menu** is also available for
conference parties of less than 20

FORK BUFFETS

Hot Fork Buffet FO3

This menu is a sample and changes regularly.

We guarantee your menu will be of the same variety and high standard

Honey roasted chicken pieces

Poached salmon fillets with basil mayonnaise

Roasted topside of Scottish beef

Char grilled vegetables with a basil pesto

Hot garlic bread

Lightly curried pasta salad

French bean and tomato salad

Mixed baby lettuce leaves

A potato, onion and bacon salad coated
with a chive mayonnaise

* * * *

A choice of two freshly made desserts

* * * *

Freshly brewed tea or coffee

Our **Lounge Menu** is also available for
conference parties of less than 20

FORK BUFFETS

Hot Fork Buffet FO4

A selection of two of the following dishes, served with rice or potatoes and salad leaves

(A minimum of 12 people is required for this menu)

Lasagne verdi

Chicken casserole

Beef Bourguignonne

Vegetable curry

Venison sausages braised in red wine

Spanish style pork with tomato and olives

Liver and bacon with onion gravy

Lysses fish pie topped with cheesy potato

Turkey a la king with peppers and mushrooms

Leek and macaroni cheese

Beef and Guinness casserole

* * * *

A choice of two freshly made desserts

* * * *

Freshly brewed tea or coffee

Our **Lounge Menu** is also available for conference parties of less than 20

ALTERNATIVE REFRESHMENT BREAKS

A selection of alternatives to the usual tea, coffee and biscuits. This must be organised prior to the event and is charged extra per person.

A1 THE BREAKFAST BREAK

Bacon sandwiches served with freshly brewed coffee, traditional English tea and a selection of fruit juice.

A2 THE PASTRY STOP

An array of fresh Danish pastries served with freshly brewed coffee and traditional English tea.

A3 THE HAMPSHIRE TEA PARTY

A selection of smoked salmon, cucumber and cream cheese, egg and cress and ham and English mustard sandwiches, traditional scones with clotted cream and preserves, freshly brewed coffee and traditional English tea.

A4 THE CAKE BREAK

A selection of three miniature cakes per person served with freshly brewed coffee and traditional English tea.

Decaffeinated coffee, hot chocolate and a selection of herbal tea are provided on request for any break at no extra charge.

If you require information regarding the presence of allergens in any of our food or drink, please ask.

Whilst a dish may not contain a specific allergen, due to the wide range of ingredients used in our kitchen, foods may be at risk of cross contamination by other ingredients.

TERMS AND CONDITIONS OF BOOKING

1. Booking

A booking is only regarded as firm when the contract form has been signed and returned. If you arrive for a meeting where we have not received a signed contract, it will be deemed that you have accepted our terms and conditions. The bill will be prepared from the details on the contract or from the number of delegates on the day, whichever is greater. A booking may only be made by the hirer if over 21 years of age.

2. Deposit

If a deposit is required to secure a booking, failure to submit the required amount within 14 days will be treated as cancellation, although we will inform you and allow 24 hours to confirm before re-letting. We regret that deposits are not refundable or transferable.

3. Final Numbers

Anticipated numbers of attendance must be conveyed to the hotel at the time of booking. The final numbers are required no later than 72 hours prior to the start of the conference. This number will then be used to calculate the final invoice or alternatively the number attending if this is greater. If numbers are reduced by more than 20% of the original booking, we reserve the right to change the meeting room without prior notice – where applicable a lower room hire rate will be charged.

4. Additions

Small additions to numbers may be possible at the discretion of the Management at least 24 hours in advance.

5. Prices

All prices quoted include VAT (where applicable) at the appropriate rate. Whilst every effort is made to honour the prices quoted, Lysses House reserves the right to apply increases in the event of changes in Government legislation or tax rates. We will give a 20% discount (room hire only) on any booking made by a registered charity based on our current published rate.

Guests are not permitted to bring food and beverages of any kind onto the premises unless agreed in writing. In this event a charge may apply.

6. Settlement Terms

Balance of payment is required in full at the end of the conference. Credit facilities can only be permitted where arrangements have been made prior to the function. Settlement is required within 14 days of the event.

7. Start and End Times

All functions are required to conclude at the time agreed when booking as an extended time may not always be possible. If you require time to set up/dismantle, please include this in your room hire time.

Continued.....pto

8. Accommodation

Accommodation reservations placed in conjunction with conferences are regarded as guaranteed with the confirmation of booking. In the event of non arrival, one night accommodation will be charged for each room reserved. Where accommodation requirements are applicable a list of residents names will be required at least 48 hours prior to the start of the conference.

9. Cancellation

In the event of cancellation you may be liable for a cancellation fee if the date cannot be re-let. The following scale of charges will be made:

Cancellation Time	% of charge
30 days or more	0
15 - 30 days	10% of room hire only
7 - 15 days	25% of room hire only
1 - 7 days	50% of total estimated account
24 hours or less	100% of total estimated account

Any deposit made will be taken into account when calculating a cancellation charge subject to the conditions shown in Paragraph 2. All cancellations must be received in writing, if you send an email please ensure you receive an acknowledgement reply.

10. Your Responsibilities

You may not sub let or allow our premises to be used for any unlawful purpose or anything which may bring the hotel into disrepute.

Any activities for children should comply with the provisions of The Children Act of 1989 in that only fit and proper persons have access to the children.

Any damage caused to the hotel, fixtures and fittings or equipment supplied may result in a charge to remedy such damage. This also includes any costs we incur to clean a non smoking room as a result of a customer smoking in the room.

Lysses House cannot accept liability for loss or damage to customer property unless the damage can be proved to have been caused by the negligence, wilful act or default of the management or its employees. Please register any valuable items with reception.

Cloakrooms are not secure and notices to that effect are in clear view.

11. Equipment

You may bring your own equipment into the hotel, with our prior consent, providing it is not dangerous, hazardous or illegal. Any electrical items should be Pat tested. You must accept liability for any equipment. Equipment can only be stored at the hotel with prior agreement. Insurance is the responsibility of the hirer.

12. Cancellation by Hotel

In the event that the hotel has to cancel any booking, an alternative date or venue will be offered or a full refund given. The hotel reserves the right to change the venue of the function without prior warning if numbers or circumstances warrant it.

These terms and conditions are subject to the laws of England.

THINGS TO SEE AND DO

Fareham is ideally situated in the centre of Hampshire, making it an excellent base to see a whole range of tourist attractions. Perfect for a welcome break during a long conference or if your delegates wish to stay on for a days holiday afterwards.

Portsmouth

Historic Ships & Dockyard

Royal Naval Museum

D-Day Museum

Blue Reef Aquarium

The Pyramid Centre

Southampton

Art Gallery

Maritime Museum

Netley Abbey

Hall of Aviation

Old Town & Waterfront

Royal Victoria Country Park

Around Hampshire

Longdown Dairy Farm

Manor Farm & Country Park

Paultons Park

Staunton Country Park

Stanstead House

Exbury Gardens

The New Forest

Birdworld

Beaulieu Motor Museum

Marwell Zoo

Watercress Line

Fareham

Titchfield Abbey

Portchester Castle

Fort Nelson

Gosport

Submarine Museum

Fort Brockhurst

These are to name but a few, there are many more attractions along with theatres, cinemas, restaurants, country pubs, beaches and guided walks. Hampshire is steeped in history and natural beauty. Whether you are a lover of sea or countryside, towns or cities, there is something for everyone. Please ask our receptionist for advice on local facilities, attractions and travel arrangements.

ACTIVITIES

If your delegates are staying with us for a few days we will be happy to arrange some alternative entertainments for an additional charge.

Activities such as clay pigeon shooting, golf, ten pin bowling, laser shooting, boat trips, horse riding, ice skating and group tours of local attractions can be organised on request before the event. Other activities within the hotel can also be arranged such as casino or murder evenings, international menu themes and wine tastings.

CORPORATE GIFTS

Make your conference a memorable one with a token gift with your company name and logo or if you prefer the hotel name and date. Alternatively a group photograph can be taken at a time convenient to yourself, whether during a refreshment break or a corporate activity session. Welcome gifts such as fruit baskets, flowers, chocolates or wine can be placed in the bedroom awaiting your guests arrival. Additional charges apply.

LYSSES HOUSE HOTEL

Ideally situated in the centre of historic Hampshire, there are many places of interest to visit, all within easy reach of Lysses House Hotel.



Where we are.....

Lysses House is easily accessible from the M27 (junction 11) south coast motorway.

Take the left lane down to the roundabout. Take the third exit into East Street and follow the road round to the right into the High Street. We are situated at the top of the High Street on the right hand side at the road junction.

Free car parking is situated through the archway to the rear of the building.

The nearest train station is Fareham (1 mile).

51 High Street, Fareham, Hampshire PO16 7BQ

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