



THE GREENBANK

Business conferences,
meetings and events

Let's get down to business...



Here at The Greenbank, we have extensive experience of providing facilities and services for business meetings, conferences, seminars and away days. With space to suit your every need, our close attention to detail, and a dedicated team of professional staff – we will ensure that your next event is a success.

With sweeping views across Falmouth harbour, our unbeatable location allows you to escape the usual humdrum for a breath of fresh sea air. Come and settle in our lovingly refurbished areas which promise laidback luxury and contemporary comfort, leaving your team to concentrate solely on the task at hand.

Around the hotel there are many breakout areas for your tea and coffee breaks, as well as the award-winning Water's Edge restaurant for delicious conference lunches.

We have two conference rooms:

Riverbank Suite

Maximum capacity 110

Sundeck

Maximum capacity 25

(subject to availability)

The Riverbank Suite



The Riverbank Suite is a large, bright and versatile room, providing a beautiful backdrop to any conference or event. The full length windows and three patio doors provide natural daylight and breath-taking views overlooking the harbour. The venue boasts its own private facilities, a bar, dancefloor and balcony overlooking the water.

Room details:

- Perfect for conferences, dinners and evening entertainment
- Private waterfront balcony with harbour views
- Patio chill out area
- Free Superfast Wi-Fi
- Private bar and dancefloor area
- Private external entrance staircase leading from onsite parking
- Ladies and Gents conveniences situated nearby
- Stereo surround sound system
- Situated on the first floor and accessed via the main staircase or part stairs and lift

Room set up:

Maximum number of delegates

Boardroom  50

Theatre  110

Classroom  60

Cabaret  60

Dinner  110

U Shape  50

The Sundeck



The Sundeck is an inspiring setting for smaller parties of up to 25 people, with panoramic views to the Roseland peninsula and beyond. It offers an intimate and quiet space for meetings, interviews or private lunches and dinners.

Easily accessible, The Sundeck can be found on the ground floor of The Greenbank, just a few steps from the hotel reception.

Room details:

- Natural light
- Perfect for meetings, interviews or private dining
- Perched on the water's edge with harbour views
- Adjacent to the Greenbank bar
- Free Superfast Wi-Fi

Room set up:

Maximum number of delegates

Boardroom	16	Theatre	25	Classroom	12
Cabaret	12	Dinner	18	U Shape	14

Day Delegate Rates



Classic Package:

Rates start from £25 per delegate, with a minimum of 10 delegates for The Sundeck or 25 for The Riverbank, and include:

- Conference room hire
- Projector and screen
- Flipchart and pens
- Delegate stationery
- Mints, iced water and pitchers of fresh juice
- Freshly filtered coffee, tea and biscuits on arrival
- Mid-morning tea, coffee and biscuits
- Two course hot and cold buffet lunch served in The Water's Edge or your conference room
- Afternoon tea and freshly filtered coffee with biscuits

Deluxe Package:

Rates start from £35 per delegate, with a minimum of 10 delegates for The Sundeck or 25 for The Riverbank, and include:

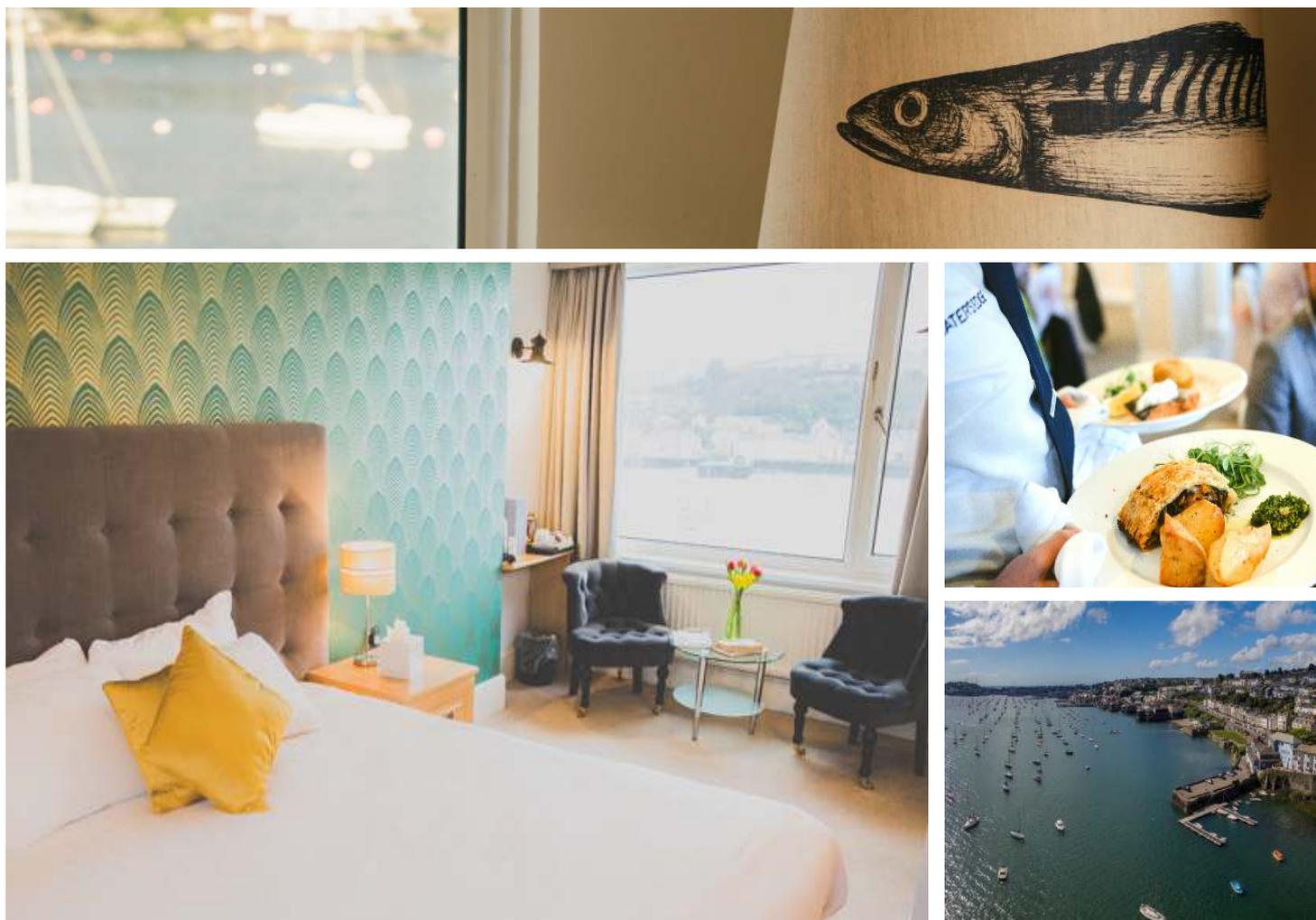
- Conference room hire
- Projector and screen
- Flipchart, pens and delegate stationery
- Mints, iced water and pitchers of fresh juice
- Freshly filtered coffee, tea, juice, croissants and preserves on arrival
- Mid-morning tea, coffee, juice and Danish pastries
- Two course hot lunch or buffet served in The Water's Edge or your conference room
- Afternoon tea, freshly filtered coffee, juice and homemade cake

Extras:

Sausage or bacon baps, freshly baked pastries, wine, fruit bowls and more can all be added to the above packages. Please contact our Events Manager to discuss your requirements, which we can build bespoke to you.



24 Hour Delegate Rates



Classic Package:

Rates start from £159 per delegate and include the Classic day delegate package with lunch and in addition:

- Overnight accommodation in a Classic Non-Harbour Double Room (for single occupancy)
- Full English breakfast
- Three course dinner in our 2 AA-rosette Water's Edge restaurant (select from our current dinner menu or we would be happy to create your own bespoke menu)

October to March: **from £159**

July to September: **from £231**

April to June: **from £204**

Deluxe Package:

Upgrade to a Classic Harbour Double Room for a £30 supplement.

**10%
DISCOUNT**
*on repeat
bookings*

Room Only Hire Rates



**10%
DISCOUNT**
*on repeat
bookings*

Room hire is available for full or half day and includes:

- Delegate stationery
- Iced water, cordials, and mints
- Projector and screen
- Flipchart
- Superfast Wi-Fi

Riverbank Suite

Half day £90

Full day £200

Sundeck

Half day £90

Full day £200

**Half day hire constitutes up to 5 hours*

Additional Refreshments:

Freshly filtered coffee and tea **£1.90 per head**

Freshly filtered coffee, tea and biscuits **£2.50 per head**

Pitchers of fresh juice **£4.50 small / £9 large**

Still/sparkling water **£2.80 per bottle**

Your choice from our buffet menu **£14 per head for 4 items**

Extra buffet items **£3.50 per item**

Three course dinner menu **£25 per head (£35 allocation)**

Secretarial services available on request.

Christmas Celebrations



Celebrate the festive traditions at The Greenbank this year, and let our team look after you.

Festive lunches

Spicy pudding. Pigs in blankets. Perfect parfait. Food is a favourite part of the Christmas season – so whether it's a laidback lunch or a lively gathering with cocktails on tap, we hope you can indulge with us. **Lunches are just £21 for three courses.**

Christmas parties

The perfect way to celebrate with friends and colleagues, with music from our resident DJ.

We welcome parties of any number, up to 120. Dates are available from 25th November until 28th January. Bespoke packages are available to suit all - just get in touch and we'll do the rest.

Party prices start at £29.95 per person and accommodation rates are available from £30pp midweek (Sunday until Thursday included) and from £35pp on weekends (Fridays and Saturdays.)

New Year's Eve

Promising a celebration to remember, our New Year festivities are sure to put the sparkle into 2017's arrival. Opt for a refined evening in the bar as cocktails are shaken and stirred, or get footloose in the Riverbank Suite. Prices including a four course meal start at **£59 per person.**

Terms and Conditions



Charges

A day delegate (eight hour) rate is deemed to include refreshments as detailed, a two course lunch or buffet, room hire and equipment. A 24 hour rate includes the eight hour package plus accommodation and a full English breakfast.

Account facilities will only be granted to those companies or individuals which have established credit facilities in advance. Companies requiring credit facilities will need to apply to an open account 14 days in advance of the event. If the event is within 14 days, a 25% deposit is needed to secure the booking.

The hotel reserves the right to withdraw credit facilities at any time without notice.

If credit facilities are not agreed then a deposit of 25% on booking will be required. The remaining balance must be paid on the day of the event. Failure to meet payment on due dates will incur an interest charge on a daily basis being charged for every day over the contracted due date.

Cancellations

The hotel reserves the right to charge the following sum for any loss of income due to cancellation, non-arrival, or substantial reduction in the numbers confirmed for services as follows, unless a booking is obtained for the same dates from a third party on no less favourable terms. In all instances, notification of cancellation must be made in writing and will be effective on the date received by the hotel.

Cancellation charges with a credit facility can be transferred to future conference bookings within a 6 month period from the date of the original booking. A 25% non-redeemable deposit will be taken once booking is confirmed from companies without a credit facility.

Cancellation period

Up to 3 months prior to event
3-1 months prior to event
1 month to 3 days prior to event
48 hours or less prior to event

Charges

No cancellation charge
25% of total anticipated charges
50% of total anticipated charges
100% of total anticipated charges