



CHANNELS ESTATE

Welcome to the Channels Estate

Situated to the North of Chelmsford, just a 10 minute drive from the city centre, on the outskirts of the picturesque village of Little Waltham.

It hosts two stunning venues, Channels on the East and Little Channels on the West of the Estate which is set in acres of undulating parkland with beautiful views of the Essex countryside.

This fabulous setting has five conference suites catering from 4 - 200 people as well as two superb restaurants, The Channels Bar & Brasserie and The Bistro at Little Channels.

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 assist in any way they can.

For guests looking for a place to stay, Channels Lodge provides a warm welcome, within the grounds of Channels the luxurious hotel offers 21 en-suite bedrooms all individually designed.

With ample free parking, beautiful patio's and private courtyards, Channels and Little Channels are the perfect venues when booking a conference.



Channels – The Essex Barn



Little Channels – The Courtyard Suite



Venue Capacities

Channels - Set in tranquil surroundings with a choice of three conference rooms, Channels provides the perfect setting.

The Essex Barn

This stunning 17th century thatched Essex barn with a private patio and garden offers a great setting for larger conferences.

The Trophy Room & The Boardroom

Both rooms are set within the beautiful 14th century farmhouse and offer smaller private meeting rooms.

Room layouts	Essex Barn	Trophy Room	Boardroom
Board room	40	16	12
Theatre Style	160	20	
U shape	50	15	
Cabaret	80		

Little Channels - This mid-19th century working farm complex has been superbly restored to create two of the finest intimate venues.

The Courtyard Suite

Set within the original farm buildings, with a splendid private flagstone courtyard, this suite 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	Courtyard Suite	Top Suite section
Board room	40	24
Theatre Style	90	60
U shape	30	
Cabaret	36	

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



Channels & Little Channels Day Delegate

£35 per person

Minimum of 6 delegates

Included in package;

- Venue hire
- Arrival tea and coffee
- Mid-morning tea and coffee with biscuits
- Chefs choice seven item finger buffet lunch (minimum of 10 delegates) **OR**
Choice of lunch from the delegate lunch menu (maximum of 12 delegates)
- Afternoon tea and coffee with biscuits
- Mineral water throughout day
- 2 Flip charts, pads and pens
- Pens and paper for each delegate
- Screen (*projector not included in delegate price*)
- Efficient and friendly Conference Co-ordinator to ensure your day runs smoothly

Additional catering extras for Delegates

- | | |
|-------------------------------------|-----------------|
| • Bacon or sausage rolls on arrival | £3.50per person |
| • Danish pastries | £2.95pp |
| • Selection of fresh fruit | £2.50pp |
| • Jugs of orange juice | £12.00per jug |
| • Two course meal for lunch | £7.00pp extra |
| • Three course meal for lunch | £10.00pp extra |

Additional equipment hire

- | | |
|----------------------------|--------|
| • LCD Projector | £40.00 |
| • Flip chart, pad and pens | £15.00 |
| • Screen | £15.00 |



Tailor-made Conference Options

Venue Hire Charges

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

Channels	Full Day	Half Day
The Essex Barn	£500	£300
The Trophy Room	£100	£70
The Boardroom	£100	£70

Little Channels

The Courtyard Suite	£380	£160
The Top Suite Section	£160	£100

Please note; The venue hire charge is required as the deposit along with a completed booking form to secure your booking, all deposits are non-refundable.

Catering Prices

Tea and coffee with biscuits	£2.50pp per break
Jugs of orange juice	£12.00 per jug
Mineral water	£5.00 per bottle
Bacon and sausage rolls on arrival	£3.50 per person
Danish pastries	£2.95pp
Selection of fresh fruit	£2.50pp
Design your own seven item finger buffet	£14.50pp
Two course meal	£15.00pp
Three course meal	£18.50pp

Equipment Charges

LCD Projector	£40.00
Flip chart, pad and pens	£15.00
Screen	£15.00

All prices shown include VAT.



Finger Buffet Menu

For tailor-made conferences design your own seven item buffet

Assorted sandwiches
Assorted French bread sandwiches
Homemade sausage rolls
Peking duck & hoi sin spring rolls
Mini chicken and bacon pies
Chicken satay skewers
Homemade chicken goujons
Pepperoni & Margherita pizza slices
Honey glazed cocktail sausages

Tempura battered king prawns
Salt & pepper squid
Calamari rings with garlic aioli
Breaded fish goujons

Mediterranean bruschetta selection
Mini vegetable quiches
Selection of filled jacket potato skins
Cajun potato wedges
Hot mozzarella melt
Tortilla chips served with a selection of dips



Services and Benefits

Services at Channels

Black and white photocopying	£0.25 per sheet
Colour photocopying	£0.30 per sheet
Receiving facsimiles	£0.30 per sheet
Sending facsimiles	£0.50 per sheet

Benefits of using Channels & Little Channels

- Picturesque, quiet surroundings
- Private facilities
- Break away lounge/area for coffee and lunch
- Private bar if required
- Private patio, garden or courtyard depending on chosen suite
- Lots of natural daylight
- Close and sufficient free parking
- Disabled facilities
- Free Wi-Fi
- 10 minutes by car from Chelmsford City centre
- 20 minutes by car from Stansted airport

Informal meetings

When 'business can be done on the golf course' try the testing Little Channels 9 hole golf course or organise a team building event at our 22 bay floodlit driving range.

Little Channels 9 hole golf course	£12.00
Team building event	Price on request

Channels Lodge

Set in the grounds of Channels, this beautifully converted 15th century Tudor house is an ideal venue for conference overnight stays. The twenty one 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 **web** channelslodge.co.uk



Contact Information

Channels

Pratts Farm Lane East,
Little Waltham, Chelmsford,
Essex CM3 3PT

Call 01245 440 005

email sales@channelstate.co.uk

web www.channelstate.co.uk

Little Channels

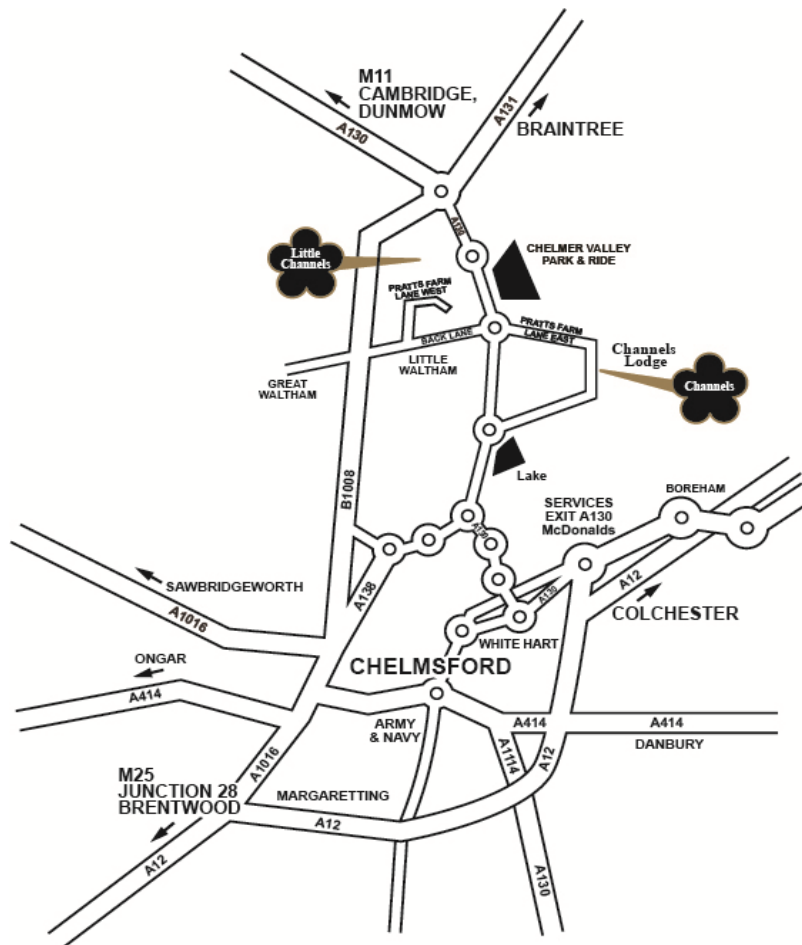
Pratts Farm Lane West,
Little Waltham, Chelmsford,
Essex CM3 3PR

Call 01245 362 210

email info@littlechannelsce.co.uk

web www.channelstate.co.uk

Directions



Please note: Due to recent changes in the layout of the A130 it is now ONLY possible to access Channels via Pratts Farm Lane East



Channels Booking Form

Pratts Farm Lane East, Little Waltham, Chelmsford, Essex, CM3 3PT.
Telephone: 01245 440 005 www.channelsstate.co.uk

Date of conference..... Time.....

Name of client.....

Address for correspondence.....

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.....Post code

Contact number.....

E-mail

Please circle room required; The Essex Barn The Trophy Room The Boardroom

Approximate number of tailor-made conference guests attending.....

Number of Day Delegates **OR** Venue Hire Charge.....

Deposit amount..... Date paid.....

Name of Co-ordinator that took the booking.....

Please ensure you read our terms and conditions before signing below:

I hereby agree that during the conference booked on at
Channels, I take full responsibility for all guests attending and agree to the terms and
conditions which I find acceptable.

Name..... Signed.....

Additional Information:

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Little Channels Booking Form

Pratts Farm Lane West, Little Waltham, Chelmsford, Essex, CM3 3PR.
Telephone: 01245 362210 www.channelsestate.co.uk

Date of conference..... Time.....

Name of client.....

Address for correspondence.....

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.....Post code

Contact number.....

E-mail

Please circle room required; The Courtyard Suite The Top Section Suite

Approximate number of tailor-made conference guests attending.....

Number of Day Delegates **OR** Venue Hire Charge.....

Deposit amount..... Date paid.....

Name of Co-ordinator that took the booking.....

Please ensure you read our terms and conditions before signing below:

I hereby agree that during the conference booked on at
Channels, I take full responsibility for all guests attending and agree to the terms and
conditions which I find acceptable.

Name..... Signed.....

Additional Information:

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CHANNELS ESTATE

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 5 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 charge.
9. If as a result of over indulgence in alcohol and guests should vomit excessively within the building, there will be an additional £50 clear up charge added to the final bill.
10. 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.
11. 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.
12. 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.
13. The venue accepts all bookings on the basis that the venue supplies all food and drink items.
14. 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.