



“functionall” is a conference & meeting organisation, which has its facilities at the Bournemouth Indoor Bowls Centre.

Set in a quiet location with views over Kings Park, and yet with easy access to all main routes and motorway networks, the club is one of the most complete venues, which offers excellent services. We pride ourselves on our warm hospitality as well as the professionalism of our staff. You can be assured of our care and attention to all your needs.

The seven rooms have a capacity from 6 to 120 delegates in various layouts, providing a relaxing setting for meetings. The rooms have natural daylight and afford views over the park however, the windows have blinds which can be closed as required to repel the glare of the sun.

Whether your requirements are for staff meetings, training sessions, an exhibition or a conference venue you can be guaranteed a warm welcome and excellent service. We also have IT equipment with thirty computer workstations; Internet points in all rooms and the rooms are also networked. There is plenty of free parking.

We look forward to welcoming you at “functionall” and should you require any more information please check our website at www.functionall.com or contact me as shown below. You are also welcome to look round our facilities at any time.

Kind Regards

Terry Lockyer
Conference Manager

E-mail: terry@functionall.com



: 01202 300381

Conference Rooms

Seating Capacity (approximate maximum)

	U-shape	Boardroom	Theatre	Classroom
Room 1	16	20	40	12
Room 2	16	20	14	12
Room 3 IT Room	12	18	30	12
Room 4 IT Room	10/12	n/a	n/a	n/a
Room 5	30	40	150	20
Room 6	20	24	40	12
Room 7	16	20	40	12

Room only charges

Rooms 1,2,3,4 & 7

Day session £100 + VAT
Half Day or Evening Session £50 + VAT

Room 5

Day session £200 + VAT
Half Day or Evening Session £100 + VAT

Room 6

Day session £120 + VAT
Half Day or Evening Session £60 + VAT

Sessions

9:00 to 5:00 full day
9:00 to 1:00 half day
1:00 to 5:00 half day
6:00 to 10:00 evening

Please note: Full price will be charged for crossover sessions
e.g. 12:30 to 2:30

Day Delegate Rates

(Minimum of 8 delegates)

Economy

£7 per person plus VAT

Hire of meeting room

Flip chart & pens

Table refreshments

Pads & pencils (if required)

Conference telephones (excluding call charges)



Business Class

£12 per person plus VAT

Hire of meeting room

Flip chart & pens

OHP, LCD TV & Video

Tea & coffee on arrival

Mid-morning and afternoon tea & coffee

Table refreshments

Pads & pencils (if required)

Conference telephones (excluding call charges)



First Class

£17 per person plus VAT

Hire of meeting room

Flip chart & pens

OHP, LCD TV & Video

Tea & coffee on arrival

Mid-morning and afternoon tea & coffee

Table refreshments

Pads & pencils (if required)

Conference telephones (excluding call charges)

Buffet lunch with tea and coffee



NB. For IT facilities add £20 per person plus VAT (please ask for details)

CONFERENCE BUFFET MENU A

**PICKLES
COLESLAW/POTATO SALAD
CHIPS
CRISPS
FRUIT**

THEN TO COMPLETE YOUR MENU ADD

ASSORTED SANDWICHES ON WHITE AND BROWN BREAD
QUICHE
SAUSAGE ROLLS

OR

FILLED BAGUETTES
COCKTAIL SAUSAGES
BUFFET EGGS

OR

COLD MEATS
ASSORTED CHEESES
CHEESE BISCUITS

£6.00 per person

CONFERENCE BUFFET MENU B

MIXED SALAD
JACKET POTATO
CHEESE
TUNA
PICKLES
COLESLAW/POTATO SALAD
FRUIT

£6.00 per person

Cake 60p per person
Danish £1 per person

N.B. Buffets are provided for a minimum of 8 delegates, smaller groups may order lunch from our regular menu

TERMS AND CONDITIONS

1. CONFIRMATIONS

All bookings are provisional until telephone, written or email confirmation is received. This is required 14 days prior to the event.

Bookings will be released if confirmation is not received within this period.

2. FINAL DETAILS

Any amendments to numbers must be confirmed no later than **5** days prior to the booked event. Additions to numbers will be subject to availability and no refunds will be given after this time.

3. CANCELLATION

Should a booking be cancelled less than **7** days prior to the event, **75%** of the total cost will remain due.

“Functionall” reserves the right to alter or amend prices prior to an event, at its sole discretion.

4. DAMAGE

All event organisers will be held responsible for any damage caused to the property or its contents during their event.

5. PAYMENTS

Invoices will be dispatched at the end of the month and payment is required by the due date shown.

Companies will be charged based on final agreed numbers even if the actual attendance on the day of hire is lower. (If numbers increase on the day, the charge will reflect the actual number of delegates).

NOTES

Only food & drink purchased on the premises may be consumed. NO packed lunches please.