



Pax Lodge Conference Room Hire Information

We offer accommodation, international volunteering opportunities, programmes, activities, conference facilities and much more.

Our Conference Rooms

Our conference suite is a multi-purpose room with the capacity to hold up to 100 people (theatre style seating). It can also be split into two smaller rooms suitable for groups of 45 and 50 people (theatre style seating). We also have a series of smaller break-out rooms suitable for groups up to 15 people.

Rates

	Full Day	Half Day
USA Room <i>(Up to 45 people)</i>	£250.00	£200.00
Canada Room with Access to Garden <i>(Up to 50 people)</i>	£325.00	£225.00
Full Conference Suite <i>(Both the USA and Canada Room – up to 100 people)</i>	£475.00	£300.00

Break-out rooms' rates and consecutive multiday rates are available on request.

Meals and Refreshments

We kindly ask that external food not be brought to your event. We offer a full catering service that includes weekend lunches and dinners, sandwich, vegetable and fruit platters and morning and afternoon teas. Please enquire about our different menu options if interested. **Any catering requests or changes must be made at least two weeks prior to your event in order to be able to accommodate your requests.**

Alcohol is only permitted with the approval of the World Centre Manager.

Accommodation

Pax Lodge has a range of rooms, including en-suite, twin and shared rooms, which are able to accommodate up to 64 guests in total.

Accommodation rates for different room types are available on request.

Additional Services

We are able to offer everything you need to make your conference or meeting successful. Use of our audio visual equipment (projectors, screens and laptops) is complementary. **The Pax Lodge office can also provide you with access to photocopying, microphones, whiteboards and flipcharts.**



Terms and Conditions

Booking Confirmation

No agreement shall exist between the client and Pax Lodge until:

- a. The booking agreement, signed by the client, has been returned to Pax Lodge.
- b. Pax Lodge has received the required deposit as stated on the booking agreement.
- c. A confirmation of booking has been issued by Pax Lodge to the client.

Payment terms

A unique code will be issued to the client when booking and must be quoted when making all payments.

A deposit of 50% of the total fee is required in order to confirm the booking. There will be a period of 28 days to pay the deposit. All deposits are non-refundable and may not be transferred to another date. The balance is due on the day of the conference, prior to the departure.

If a booking is made less than 1 month before the conference, a deposit of 50% is required within 14 days of enquiry to secure your booking.

Amendments

Pax Lodge reserves the right to charge an administration fee for any amendments being made to the respective booking agreement, if requested by the guest.

Pax Lodge reserves the right to provide the client with catering of their own choice if the client's requests are not communicated to Pax Lodge at least 2 weeks prior to the conference.

Cancellations

Cancellation shall take effect only when written notification from the person signing the booking agreement is received by Pax Lodge. In all cases of cancellation, booking policy applies.

If your event is cancelled less than 7 days before the start of the conference the full cost of the conference room hire is payable.

Alterations by the World Centre

In the unlikely event of Pax Lodge making a major alteration to or cancelling a booking, Pax Lodge shall offer to transfer any payments to an alternative date where possible. If this is not possible, Pax Lodge shall refund any payments made to date.

Refunds

Pax Lodge will not make refunds to the client on unused accommodation and catering, or for programme activities booked by the guest but not participated in.