



DE VERE

Hotel, Meetings &
Events
Negotiated Rates



ROOM HIRE - EMCC | Banqueting Suite | Conference Theatre

Booking Term	Room Hire Charge	Catering Charges
3 Consecutive Days	£3,000 + VAT per day	Additional Cost
Single use Monday or Friday	£6,000 + VAT per day	Additional Cost
Single use Thursday	£10,000 + VAT per day	Additional Cost
Weekend Saturday / Sunday	£3,000 + VAT per day	Additional Cost

DAY DELEGATE RATE - EMCC | Banqueting Suite | Conference Theatre

Booking Term	Minimum Delegate Numbers	Charge Per Person	Catering Charges
3 Consecutive Days	Banqueting Suite – 350 Conference Theatre – 200	£30.00 + VAT	Unlimited Tea/Coffee & Biscuits. Room Hire, Buffet Lunch & Basic AV
Single use Monday	N/A	£33.00 + VAT	As above
Single use Tues/Weds/Thurs	N/A	£38.00 + VAT	As above
Single use Friday	N/A	£28.00 + VAT	As above
Weekend Events Saturday and Sunday	N/A	£23.00 + VAT	As above

CATERING PRICES

Booking Term	Price Per Person	Inclusions
Tea/Coffee & Biscuits	£2.75 + VAT	
Lunch Buffets	From £10.50 - £15.50	2 course lunch
Dinners	From £18.00	3 course dinner
House Wine	£11.00 per bottle	

Core Events

Rates offered are fixed until 31st July 2018

- All booking to be made via the **De Vere Sales Office** at the East Midlands Conference Centre (EMCC)
- An '**internal account code**' is required to confirm the booking and will be used to raise payment
- All payments will be made at the end of each calendar month
- All quotes sent from the De Vere Sales team, will automatically add VAT; however all UoN bookings for EMCC and Orchard Hotel VAT will not be charged
- All rates are subject to availability
- Minimum numbers apply

Contact Details

Orchard Hotel Reservations: 0115 876 0900 (Option 1)
EMCCReservations@devere.com

EMCC Sales Team: 0115 876 0900 (Option 2)
EMCCConference@devere.com

Nottingham Conferences Sales Team: 0115 748 6100
conferences@nottingham.ac.uk

Jubilee Conference Centre: 0115 938 0080
Meeting enquiries – conferences@nottingham.ac.uk
Bedroom reservations – JCCreservations@devere.com

Room Type	Rate 2017	Rate 2018 & 2019	Inclusions
Double or twin room Single occupancy	£95.00 inclusive of VAT	£99.00 inclusive of VAT	Bed & Breakfast, Car parking Wi-Fi
Double or twin room Double occupancy	£104.00 inclusive of VAT	£108.00 inclusive of VAT	Bed & Breakfast, Car parking Wi-Fi
Executive room - £20.00 supplement per room per night			

JUBILEE CONFERENCE CENTRE (JCC)

Room Type	Rate 2017	Rate 2018 & 2019	Inclusions
Double or twin room Single occupancy	£85.00 inclusive of VAT	£89.00 inclusive of VAT	Bed & Breakfast, Car parking Wi-Fi
Double or twin room Double occupancy	£94.00 inclusive of VAT	£98.00 inclusive of VAT	Bed & Breakfast, Car parking Wi-Fi

Graduation Rates 2017/2018/2019

- Valid for Summer and Winter Graduations
- All rates are subject to availability
- Cancellation policy – 12noon on day of arrival
- Credit card required to guarantee reservation
- Rates are bookable direct with the properties
- Please ensure you quote “Graduation” at the time of booking

Contact Details

Orchard Hotel Reservations:

0115 876 0900 (Option 1)

EMCCReservations@devere.com

Jubilee Conference Centre Reservations:

0115 938 0080

JCCReservations@devere.com

DE VERE

EAST MIDLANDS CONFERENCE CENTRE (EMCC) – All rates are exclusive of VAT - (Tues-Thursday reduced by £5)

Day of week	DDR Rate	Inclusions
Monday	£35.00	<ul style="list-style-type: none">Room HireUnlimited refreshments
Tues / Wed / Thurs	£40.00	<ul style="list-style-type: none">2 course lunchFlipchart
Friday	£30.00	<ul style="list-style-type: none">Mineral waterStationary
Sat / Sun	£25.00	<ul style="list-style-type: none">Basic AV (inclusive of data projector and screen; excluding PA system, laptops and AV technical support)

ORCHARD HOTEL – All rates are exclusive of VAT - (Tues-Thursday reduced by £10)

Day of week	DDR Rate	Inclusions
Monday	£30.00	<ul style="list-style-type: none">Room HireUnlimited refreshments
Tues / Wed / Thurs	£35.00	<ul style="list-style-type: none">2 course lunchFlipchart
Fri / Sat / Sun	£25.00	<ul style="list-style-type: none">Mineral waterStationaryBasic AV (inclusive of data projector and screen; excluding PA system, laptops and AV technical support)

ADDITIONAL INFORMATION

- The above rates are for use of Conference Suites 1-4, Gallery 1-3 and The Atrium
- Use of the Banqueting Suite and Conference Theatre can be considered, minimum numbers apply (Banqueting Suite - 350 | Conference Theatre - 250)
- Catering prices for all food & beverage items outside the agreed DDR will be charged at the **Best Available Rate** for both EMCC and Orchard Hotel.

NOTTINGHAM CONFERENCES (NC) & JUBILEE CONFERENCE CENTRE (JCC) – All rates are exclusive of VAT Primarily during UoN vacation dates

Day of week	DDR Rate	Inclusions
Monday	£35.00	<ul style="list-style-type: none">Room Hire3 servings – tea/coffee/biscuits
Tues / Wed / Thurs	£40.00	<ul style="list-style-type: none">2 course lunchFlipchart
Friday	£30.00	<ul style="list-style-type: none">Mineral waterStationary
Sat / Sun	£25.00	<ul style="list-style-type: none">Basic AV (inclusive of data projector and screen; excluding PA system, laptops and remote AV technical support)

Meeting Rates

Fixed rates until 31st July 2018 & based on:

- (DDR) – Day Delegate Rate
- All events to be booked via the EMCC, NC or JCC sales team.
- Purchase order (PO) required at the time of contract to confirm the booking.
- Accounts team will issue a cursory invoice for review 3 days after the event has taken place.
- If there are any differences in value between the PO and invoice, we will require the PO value to be updated in Agresso within 2 working days.
- Final invoice will be issued from EMCC Ltd to the **Payment Centre** at the University of Nottingham
- All bookings are subject to availability and minimum numbers apply.

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Bedroom reservations – JCCreservations@devere.com

ORCHARD HOTEL

Room Type	Rate	Inclusions
Double or twin room Single occupancy	£75.00 inclusive of VAT	<ul style="list-style-type: none"> • Bed & Breakfast • Car parking • Use of in-house fitness facilities • Wi-Fi
Double or twin room Double occupancy	£85.00 inclusive of VAT	
Executive room - £20.00 supplement per room per night		VAT not charged to UoN bookings
Dinner, Bed & Breakfast Rate - £20.00 supplement per person, per night		

JUBILEE CONFERENCE CENTRE (JCC)

Room Type	Rate 2017	Inclusions
Double or twin room Single occupancy	£65.00 inclusive of VAT	<ul style="list-style-type: none"> • Bed & Breakfast • Car parking • Use of in-house fitness facilities • Wi-Fi
Double or twin room Double occupancy	£75.00 inclusive of VAT	
Superior room - £10.00 supplement per room per night		VAT not charged to UoN bookings

RATE ENTITLEMENT

AREA	COMMENTS	PAYMENT
University Employees Council Members / Associate & Subsidiary Companies	All current employees who wish to book accommodation; confirmation will be emailed to their UON address. Bookings will also include personal use.	Credit card number and expiry date required to hold the room; payment due on arrival. Staff ID required on arrival for proof of ID.
University departments	For visitors to the UON. Bookings must be made via the department paying for the guest. Confirmation will be emailed to their UON address.	Third party credit card form. Valid email confirmation required on arrival for proof of ID
Associates	All current associates of the UON and their guests	Third party credit card form. Valid email confirmation required on arrival for proof of ID
Students & Immediate Student Families	Current students must quote student number when booking. Email confirmation will be sent to their UON address. Immediate family (Mum, Dad, brother or sister), must provide student UON email address to make booking.	Credit card number and expiry date required to hold the room; payment due on arrival. Student ID or valid email confirmation required on arrival for proof of ID
Alumni	Alumni to quote their Alumni reference number and provide email address to make booking	Credit card number and expiry date required to hold the room; payment due on arrival. Valid email confirmation required on arrival for proof of ID.

Accommodation Rates

Valid until 31st July 2018

- Should a valid form of ID or confirmation email not be provided on check in, rates are subject to change in line with Best Available Rate of the day
- Any tactical or seasonal centrally led promotions (agreed with EMCC Ltd) will be the only exception to deviate from the agreed rates. In this instance, the terms & conditions of the tactical or promotional rate will be adhered to; including any advance payments linked with such promotions
- Rooms that are related to a conference must form part of a residential package and the agreed rates do not apply i.e. more than 9 bedrooms
- Rooms must be booked via the in-house reservations team; this is a closed offer and the email stated on the agreed rates must be used
- Cancellation policy – 12noon on the day of arrival
- All non arrivals and cancellations made after 12noon will be charged
- Rates are not valid during Summer / Winter Graduation
- All rates are subject to availability
- Credit card required for guarantee

How to book

Book online 24hours a day by visiting
devere.com/devereorchard or devere.com/deverejcc
 selecting "Special Codes" from the drop down, enter Corporate ID number: UNI001 to qualify

EMCCreservations@devere.com / JCCreservations@devere.com

Orchard Hotel | 0115 876 0900 (Option 1)

JCC Hotel | 0115 938 0080