



Alexandra Suite & The Olympic



Conference & Meeting Facilities



The Alexandra Suite

St Mary's Road | Swanley | Kent | BR8 7BU

The Olympic

Beechenlea Lane | Swanley | Kent | BR8 8DR

01322 613900

sales@swanleytowncouncil.gov.uk

The Alexandra Suite & The Olympic offers a comprehensive conference and banqueting service across two superb venues.

- ◆ **Flexible meeting rooms and exhibition spaces across two venues**
- ◆ **Free and plentiful parking at both sites**
- ◆ **Excellent transport links by rail, located by M25 & M20**
- ◆ **Dedicated conference management team**
- ◆ **Flexible high quality catering**
- ◆ **Wi-Fi access available**





Alexandra Suite & The Olympic

CONFERENCE AND MEETING FACILITIES

VENUE FEES

Venue	Rooms	Full Day	Half Day
Alexandra Suite St Mary's Road Swanley BR8 7BU	Alexandra Suite	£450	£280
	The Pavilion	£300	£180
The Olympic Beechenlea Lane Swanley BR8 8DR	Meeting Room 1	£200	£160
	Meeting Room 2	£200	£160

LAYOUTS & CAPACITIES

Rooms	Area m2	Boardroom	Theatre	U Shape	Cabaret	Classroom
Alexandra Suite	256	90	200	90	100	80
The Pavilion	109	30	100	30	50	40
Meeting Room 1	43	16	30	16	30	12
Meeting Room 2	58	26	60	26	50	24



CATERING

Refreshments

Tea and coffee	£1.80 per cup
Tea, coffee and biscuits	£2.00 per cup
Fresh juice	£8.00 per jug
Still/sparkling water	£3.50 large bottle

Breakfast/Lunch

Hot bacon/sausage baguettes	£3.60 per person
2 Slices of Toast with butter & jam	£2.50 per person
Danish pastries	£3.00 per person
Fruit selection	£1.50 per person
Premium sandwich platter with kettle crisps and salad garnish	£6.00 per person
Premium sandwich platter with chips or wedges	£7.50 per person

Breakfast Buffet

Scrambled Egg

Sausages

Bacon

Tomatoes

Fried Slice

Beans

Tea, Coffee & Orange Juice

£15.00 per person

Finger Buffet

Selection of sandwiches

Crunchy coated chicken breast pieces with a barbeque dip

Seasoned potato wedges with a tomato dip

Seasonal fruit

Sausage rolls

Crudités, relish and dips

£10.00 per person

TECHNICAL EQUIPMENT

Data Projector	£37.00
Additional flipchart pads	£6.00
Photocopy per A4 sheet	£0.10



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