



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

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 Lounge	£200	£160
The Olympic Beechenlea Lane Swanley BR8 8DR	Meeting Room	£200	£160

LAYOUTS & CAPACITIES

Rooms	Boardroom	Theatre	Cabaret
Alexandra Suite	90	200	100
The Pavilion	30	100	50
The Lounge	18	70	40
Meeting Room	18	70	40

CATERING

Refreshments

Tea and coffee	£1.80 per cup
Tea, coffee and biscuits	£2.00 per cup
Fresh juice	£8.00 per jug

Breakfast/Lunch

Hot bacon/sausage rolls	£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 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
Sausage rolls
Seasonal fruit
£10.00 per person

(Please let our team know upon booking if there are any allergies or dietary requirements)

TECHNICAL EQUIPMENT

Data Projector and screen	£37.00
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Free internet is available in all venues. Please ask for the Wi-Fi password on arrival.



We are proud to have hosted companies such as:



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