

THE LEISURE AND EVENT VENUE FOR BENTLEY MOTORS

Legends External Conferencing Brochure 2024



THE LEISURE AND EVENT VENUE FOR BENTLEY MOTORS

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Registered in England under number 992897

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Welcome to Conferencing at Legends

Thank you for considering Legends at Bentley as the venue for your forthcoming event. Whether you are planning a large conference, a training event or a small meeting, you will be sure a warm and professional welcome awaits you.

With our contemporary style, we offer a refreshingly vibrant atmosphere for business, offering 8 flexible meeting rooms, all fully equipped with the latest in audio-visual technology. We also boast extensive grounds and a large sports hall, ideal for team building events and other activities:

BELUGA & TUNGSTEN

These two rooms are perfect for small meetings and 1:1 catch-ups, fitting a maximum of 8 delegates each. They also work perfectly as breakout rooms for larger events. Please note that furniture in these rooms cannot be moved.

ARCTICA

This room is ideal for small meetings and 1:1 catch-ups, fitting a maximum of 10 delegates. This also works perfectly as a breakout room for larger events. Please note that furniture cannot be moved in this room.

VENUSIAN

An ideal room for a board meeting or training event; comfortably accommodating 15 delegates. This also works perfectly as a breakout room for larger events.

ANTHRACITE

An ideal room for a board meeting or training event; comfortably accommodating 18 delegates, but can accommodate up to 21 when required. This also works perfectly as a breakout room for larger events.

GLACIER

An ideal room for a board meeting or training event; comfortably accommodating 20 delegates. This also works perfectly as a breakout room for larger events. Please note that for fire regulations furniture cannot be moved in this room.

SPECTRE

A highly adaptable room; suitable for larger conferences, training events or presentations. Spectre Suite comfortably accommodates 24 delegates, but can accommodate up to 40 dependent upon the style of the room layout.

ONYX

A highly adaptable room; suitable for large conferences, training events or presentations. Onyx Suite comfortably accommodates up to 110* delegates dependent upon the style of the room layout.

Room Capacities



	BOARDROOM	U-SHAPE	THEATRE	CABARET
BELUGA	8	-	-	-
TUNGSTEN	8	-	-	-
ARCTICA	10	-	-	-
VENUSIAN	15	-	-	-
ANTHRACITE	18	-	-	-
GLACIER	20	-	-	-
SPECTRE	15	24	40	40
ONYX	21	45	110*	100*

*Onyx Suite can accommodate more delegates' dependant on various factors, such as catering and refreshment needs and any other equipment brought into the room. Please contact Legends for further capacity information.

Room capacities are correct at the time of publishing, but are subject to change in-line with any changes in COVID19 restrictions.

Conference Suites and Equipment Hire

CONFERENCE ROOM PACKAGE

Our Conference Room Package includes all of the following for full or half day meetings:

- The exclusive use of one of our business meeting rooms
- Ceiling mounted data projector and projection screen OR LED TV presentation screen
- Sound system
- Flipchart and pad
- Click Share
- Stationery including extension cables and presentation clicker
- Network access
- Wi-Fi – Codes available on request, please allow at least 24 hours' notice.

	HALF DAY 07.30-12.30/13.00-17.00	FULL DAY 07.30-17.00
BELUGA	£145.00	£220.00
TUNGSTEN	£145.00	£220.00
ARCTICA	£155.00	£235.00
VENUSIAN	£175.00	£265.00
ANTHRACITE	£190.00	£280.00
GLACIER	£200.00	£290.00
SPECTRE	£220.00	£300.00
ONYX	£260.00	£330.00

Should you wish to extend your meeting a small charge of £15.00 per hour will be made*

Should you require overnight storage, an additional £55.00 will be charged to your final invoice*

**Subject to availability*

ADDITIONAL EQUIPMENT

Extra flipchart and pad	£15.00
Conference phone	£40.00
Wireless microphone	£20.00

If you require further equipment such as staging and lighting, we will be happy to arrange this for you. Please advise us of any requirements at your earliest opportunity in order for availability and prices to be agreed. If you are bringing your own presentation or other equipment, please be advised that we cannot accept responsibility for any equipment or belongings left on the premises at any time. All electrical equipment brought into our venue must hold a current PAT certification.



Menu Planning



Menu Planning

Catering at Legends is provided by Compass, Bentley's onsite catering supplier. They offer a wide selection of beverages, breakfast and lunch menus to choose from, along with snacks and treats throughout the day. We are also able to cater to any dietary requirements and offer alternative suggestions to any menus upon request.

Please note that catering and refreshments are not available to purchase on the day, and must be ordered at least 24 hours prior to your meeting date.

Catering and refreshments will be served in the room for all Onyx suite bookings.

For Anthracite, Arctica, Beluga, Tungsten and Venusian, this will be served in the lounge area unless otherwise stated.

Tea and coffee for Anthracite, Arctica, Beluga, Tungsten and Venusian will be available from our self-service hot beverage station, situated directly outside of these rooms. Depending on what catering you order, Tea and coffee will be either be unlimited with cups for this being found in your meeting room, or served directly into your room if you choose the individual option.

Tea and coffee for Glacier and Spectre will be available from our self-service hot beverage station, situated in the room adjacent to Spectre. Depending on what catering you order, Tea and coffee will either be unlimited, with cups for this being found in your meeting room, or served directly into your room if you choose the individual option.

Cold beverages will be served direct to all meeting rooms at the requested time.

HOT BEVERAGES

TEA and COFFEE single serving	£2.00
Half day unlimited TEA and COFFEE	£3.30
Full day unlimited TEA and COFFEE	£5.50

Freshly brewed coffee and a selection of breakfast, fruit and herbal teas.

BISCUITS	£0.85
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MINERAL WATER

500ml bottle of STILL or SPARKLING MINERAL WATER	£1.60
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CHILLED SOFT DRINKS

Coca-Cola 500ml	£2.05
Diet Coca-Cola 500ml	£1.80
Sprite 500ml	£2.05
Sprite Zero 500ml	£1.80
Fanta 500ml	£2.05
Fanta Zero 500ml	£1.80

CHILLED JUICE

Orange	£1.75
Apple	£1.75

BREAKFAST

BACON or SAUSAGE FILLED BLOOMER	£2.90
BREAKFAST MUFFIN <i>bacon, egg, cheese</i>	£3.30
MINI DANISH PASTRY SELECTION	£2.10
MINI CROISSANTS <i>served with butter and preserves</i>	£2.05
FRUIT SKEWER <i>mixed fruit served with passion fruit compote</i>	£3.05
MULTIGRAIN GRANOLA SLICE	£2.15

LUNCH BUFFETS

BRONZE SELECTION	£9.35
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Goujons of chicken, siracha mayonnaise, pork sausage rolls, sweet pickle, samosas/bhajis with mango chutney, pita bread and crudities with houmous, assortment of sandwiches

SILVER SELECTION	£19.80
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Sliced smoked chicken breast, supreme of hot smoked salmon, pork and vegan sausages with mustard mayonnaise, carved kent ham with piccalilli, roasted cauliflower with red pepper salsa, potato salad, tomato, mozzarella and pesto salad, broccoli caesar salad with chick peas, tossed salad & French dressing, bread selection with butter & oils, assorted cakes and fruit platter

WORKING LUNCH BUFFET	£15.95
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Roast chicken skewer, southern fried chicken goujon, sweet chilli sauce, bubble prawn, selection of wraps, onion bhaji, samosa, mini vegetable quiche, cocktail sausages and vegan sausages with garlic mayonnaise, crisp tortillas with guacamole and salsa

WORKING LUNCH BAG	£9.10
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Selection of sandwiches on traditional sliced bread, packet of crisps, chocolate bar, piece of fruit, bottle of water

BENTO BOX

ASIAN STYLE	£14.85
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Salt & pepper king prawn, Thai slaw, chicken satay skewer, chilli & cucumber rice noodles, sweet chilli dressing, roast pineapple and Chinese leaf salad

PERUVIAN STYLE	£14.85
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Poached salmon, roasted pepper salsa, Peruvian chicken Caesar salad, halloumi & harissa skewer, charred corn and spring onion salad

MEDITERANIAN STYLE	£14.85
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Chicken coronation, sliced cured salmon with beetroot and dill salad, charred broccoli caesar salad, Greek salad with grilled halloumi

SANDWICH SELECTION & CRISPS	£5.50
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For Allergen Advice Please Ask A Member Of The Team

Further Information

SECURITY

Other Guests and Members have access to our Central Coffee Station situated adjacent to some of the Conference Rooms. In the interests of confidentiality, and in order to comply with the General Data Protection Regulations, we ask that you please ensure that both the room blinds and the door be closed during your meeting when sharing any sensitive information or data.

GUEST / DELEGATE LIST

For health and safety purposes, we request that the host complete an attendance list of all delegates upon arrival. In the event of an evacuation, the host will take this list and account for their delegates at the assembly point on Legends carpark. This can be found in the Welcome Brochure within your conference room.

MARKETING and DISPLAYS

You are free to display materials and equipment in our meeting rooms; however, we cannot permit anything to be displayed on the walls with any type of adhesive. Please use the flipcharts and magnetic whiteboards provided in our conference rooms to display materials. We ask that you destroy any materials containing personal or company sensitive data after your meeting has finished; either by cleaning the whiteboards or using the Confidential Waste bin provided. This can be found in the lounge area by our Venusian suite. All further materials used are disposed of at the end of every conference session unless otherwise requested.

We have a printer and are able to assist with any printing requirements during your meeting.

ROOM EQUIPMENT and USEFUL INFORMATION

Your room will contain a welcome brochure. Inside this brochure, you can find information on how to use the projector, television screen and air conditioning, as well as where additional leads, board cleaner and equipment are stored. There is also a list of local taxi companies for your delegates and guests to utilise.

CAR PARKING at LEGENDS

Delegates and guest are welcome to utilise the car park during the meeting times. We do request that you remove your vehicle at the end of this time.

A barrier system is in operation on the carpark. Guests/delegates need to drive up to the barrier and this will raise for them to gain entry to the facility. On finishing your meeting, they will need to be aware of the exit code, which can be obtained from our reception. Please note that this code changes regularly so it is advisable to obtain the code when exiting the facility. If you wish to obtain this code to share with your guests prior to the end of your meeting, please do so, whilst making the receptionist aware of when you will be leaving to ensure the code doesn't change during this time.

Conference Booking Terms and Conditions



GENERAL

In this contract ("the contract") unless the contract otherwise requires:

- "client" means the company, firm, body or person purchasing the Services.
- "Venue", means Legends and its facilities as specified in the event planner.
- "Services" means the services to be provided by Legends to the client as set out in the Conference brochure and confirmation/contract sheet.

CHARGES and PAYMENT

- a) The price of the Services ("the price") is that set out in the Conference Brochure issued by Legends or as agreed in a quotation from the management.
- b) Legends reserve the right to amend the Price upon written notice to the Client in order to reflect any changes in costs beyond the reasonable control of Legends (including changes in VAT rates). The Client will be asked to confirm acceptance of the increased price.
- c) Unless another form of payment has been approved prior to booking, you will receive an invoice after your event.
- d) Credit facilities must be agreed in writing by Legends not less than 28 days prior to the date of your event.
- e) Legends reserves the right to withdraw credit facilities at any time, without further liability, upon written notice to the Client if Legends has doubts as to the financial position of the Client.
- f) Payment for services must be made in Pounds Sterling.
- g) If payment is not made in accordance with paragraphs c), d) and e) above, then Legends may charge interest at an annual rate of 3% above the base rate of HSBC bank plc from time to time, such interest to be calculated on a day by day basis on the balance outstanding from the due date of payment until payment in full is received by Legends.
- h) The Client shall not be entitled to withhold payment of any amount payable under the Contract because of any disputed claim of the Client in respect of defective services or any other alleged breach of Contract nor shall the Client be entitled to set off against any amount payable under the Contract, any monies which are not then presently payable by Legends or for which Legends disputes liability.

CANCELLATION BY THE CLIENT

- a) In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the date of arrival, Legends reserves the right to charge the Client the following cancellation.
- b) Cancellation 30+ days prior to the event – No charge
- c) Cancellation 29 – 14 days prior to the event – 50% of total anticipated charges
- d) Cancellation 13 – 8 days prior to the event – 60% of total anticipated charges
- e) Cancellation less than 7 days prior to the event – 100% of total anticipated charges

AMENDMENTS OR CANCELLATION BY LEGENDS

- a) Should Legends for reasons beyond its control, needs to make any amendments to the Contract, it reserves the right to offer an alternative facilities.
- b) Should the Client make significant changes to the Contract, this may result in amendments in the applicable rates, and/or facilities offered by Legends. Legends reserves the right to change the agreed meeting rooms with, appropriate discussion if booked numbers do not reach the Minimum Number and will keep the Client informed.
- c) Legends also reserves the right to offer alternative rooms, if in the opinion of the management they can offer the same facilities and service in another room.
- d) Legends may cancel the Contract:
 - If the booking might, in the reasonable opinion of Legends prejudice the reputation of Legends.
 - If Legends or any part of it is closed or damaged due to circumstances beyond its reasonable control.
 - If the customer is more than 30 days in arrears of payment to Legends for previously supplied services;
 - If the Client is not abiding with the terms of the Contract
- e) Should our Company/Company board members require sole use of our facility, we will endeavour to offer as much notice as is possible in this occurrence

ARRIVAL/DEPARTURE



- a) The rooms and facilities are available from the time agreed in accordance with the Contract. Any extension may incur additional charges and are subject to availability and management discretion.
- b) It is the responsibility of the organiser/host to ensure that their guests have made onward travel arrangements.
- c) Legends doors and gates close promptly at the conclusion of the evening facility close time. Legends cannot be held responsible and its staff cannot wait, whilst onward travel arrangements are made.

Outside Contractors

- d) Should the Client wish to employ the services of any outside contractor other than those arranged by Legends, it undertakes to indemnify Legends against claims, cost, damages or expenses made, or suffered by it howsoever resulting from an act or default by any of its servants or caused by any equipment supplied by it or them. This indemnity is also to include cover under the Health & Safety at Work Act 1974. Any outside contractor employed by the Client must comply with appropriate legislation including the Fire Precautions Act.
- e) All visiting contractors must report to reception and sign in, prior to any work commencing. At the end of the day, all contractors must sign out prior to leaving.
- f) All electrical contractors must be NICEIC, EEA or IEE registered. Legends must have written evidence from the Client to support this prior to work commencing.
- g) Legends cannot accept responsibility or liability for any outside contractor employed to carry out work on behalf of the Client. It is therefore, the responsibility of the Client to ensure that all contractors are competent and are aware of the Legends Procedures and also that they comply with any Health & Safety policies in place.

GENERAL

- a) Legends reserves the right to refuse any externally arranged entertainment, services or activities that the Client may have arranged and cannot accept liability for any resultant costs.
- b) Should any of the delegates of the Client be unable to correct any aspect of poor behaviour or activities unacceptable to Legends, Legends reserves the right to terminate the Contract. Should this occur monies would not be refunded to the Client. Legends decision is final.
- c) The costs of repairing any damage caused to the property, contents or grounds of Legends by the Client or its guests/delegates must be reimbursed to Legends.
- d) No wines, spirits, beverages or foods brought into Legends may be consumed without the consent of Legends management.
- e) Legends will not be liable for any failure to provide or delay in providing facilities or services as a result of events or matters outside its reasonable control.
- f) Legends Name, Logo and telephone number, including Bentley Motor Cars details, cannot be used in any advertising or publicity without the prior knowledge of the Head of Colleague Services or Company Solicitor.
- g) Legends is concerned for the health & safety of its Clients and their guests. All accidents must be reported to a member of Legends staff.
- h) The Client is required to obtain written approval of Legends Management if it wishes to fix items to the walls, floors or ceilings
- i) Unless specific security arrangements are made with Legends, Legends accepts no responsibility for any Client equipment or other Client property left in Legends or its grounds.

Contact Us



If you have any questions, would like to find out about availability or for a detailed quote, please contact us.

TELEPHONE 01270 656868 Ext. 6868
EMAIL Legends.ConferenceBooking@bentley.co.uk
POST Legends, Sunnybank Road, Crewe, CW2 8WD

Privacy Policy

The personal data that you provide will be stored and processed for Conference booking purposes and in accordance with Legends Privacy Policy which can be found at <https://legends.bentleymotors.com/en/misc/privacy-policy.html>