

Ground Floor Conference Plan

- | | |
|--------------------|----------------------------|
| 1. Garden Room | 7. Morning Room Lounge |
| 2. Verandah Room | 8. Lounge |
| 3. Library | 9. The Courtyard Bar |
| 4. The Study | 10. Lewis Wigan Restaurant |
| 5. Billiard Room | 11. John Wigan Atrium |
| 6. John Wigan Room | 12. Stable Lounge |

Key

- Conference room
- WC Baby changing
- Recreation area
- Lift



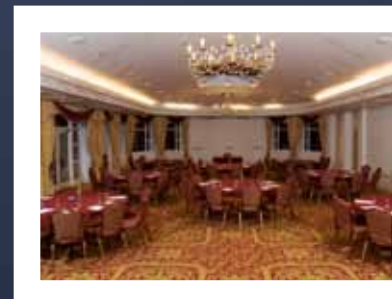
First Floor Conference Plan



- | | |
|-------------------------|----------------------|
| 1. Willow Room | 8. Cedar Room |
| 2. Sycamore Room | 9. Magnolia Room |
| 3. Maple Room | 10. Apple Room |
| 4. Chestnut Room | 11. Syndicate Room 4 |
| 5. Charles Babbage Room | 12. Syndicate Room 5 |
| 6. Mary Wigan Room | 13. Stilwell Room |
| 7. Ivy Room | |

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Conferences at Oakwood House



At Oakwood House we appreciate the importance of your meeting. That's why we offer bespoke solutions to suit individual needs, from the room and setting to the refreshments and equipment.

We have a wide range of rooms available. Our largest rooms can accommodate up to 300 delegates and make an ideal venue for corporate events whilst the smaller rooms are suitable for numbers as low as 4 delegates or are ideal as breakout rooms. Clients also have access to the landscaped gardens, with the west lawn perfect for alfresco hospitality or team building activities.

A range of audio visual equipment is available on site and we can also provide bespoke solutions and full production support if required.

We offer free broadband WiFi access in all of our conference rooms, bedrooms and public areas, allowing your guests to stay in touch whilst they are out of the office.

The Courtyard bar and restaurant is available for a pre-meeting coffee or relaxing after the event with an ice cold beer or a glass of wine from our extensive list.

At Oakwood House we strive to provide the very best in service and standards and to ensure your training, meeting or conference runs smoothly.

An experienced conference organiser will be available at the initial booking of your event and will then be at your convenience throughout the day.

Features of Oakwood House

- Meeting rooms to accommodate from 4 to 300 delegates
- John Wigan Conference Suite includes built in audio visual with electronic screen, data projector, DVD and control lectern
- Located just 10 minutes from Junction 5 of the M20
- Exclusive use is available at an additional charge
- 40 stylish bedrooms
- Courtyard Bar and Restaurant
- Ample free parking
- Free Broadband WiFi
- Accessible access
- Induction loop available for the hearing impaired

Additional facilities

- Indoor or Outdoor team building activities
- Product launches
- Car launches
- Film location
- Helicopter access can be arranged with prior notice and subject to availability. Price on application

Day delegate package

- Hire of main meeting room
- Use of standard audio-visual equipment, including flipchart and markers, TV/DVD, Screen.
- Conference paper and pens
- Broadband WiFi access
- Arrival Coffee, Tea and Biscuits
- Mid Morning Coffee, Tea and Biscuits
- Choice of either a 2 course Lunch or a Working Buffet Lunch (minimum numbers for a buffet is 8 delegates)
- Mid Afternoon Tea and a Selection of Cakes or a fresh Fruit Platter
- Bottled Still and Sparkling Water and Confectionary

24 hour delegate package

- As above plus;
- Three course Dinner
- Overnight accommodation in one of our stylish bedrooms
- Full English Breakfast

Additional Food and Beverage items can be arranged

- Bacon Rolls
- Danish Pastries
- Croissants
- Full English Breakfast
- Fruit Juices
- Cakes
- Fruit
- Afternoon Cream Teas

These items are also available from the Courtyard Bar.

Contact us

To discuss all your conference requirements contact our Conference and Events team on **01622 620720**.

Capacities

All of our conference rooms offer a free Broadband Wi-Fi facility.

Ground Floor	Theatre	Boardroom	Cabaret	Open Block	U-Shape	Horseshoe	Classroom
John Wigan	300	40	150				
Combined with Lewis Wigan	400		280				
Garden	30	20		20	20	25	16
Verandah	40	22		22	22	35	20
Library		20					
Billiard	50	25	40	25	25	30	28
Study		12					

First Floor	Theatre	Boardroom	Cabaret	Open Block	U-Shape	Horseshoe	Classroom
Stilwell	60	32	40	32	32	35	34
Syndicate 4		6					
Syndicate 5		12					
Ivy		10		10	10		
Magnolia				10		15	
Apple	15	12		12	12	15	
Mary Wigan	30	20		20	20	25	16
Charles Babbage		10				12	
Willow	20	14		14	14	15	
Sycamore	20	16		16	16	20	
Maple		8					
Chestnut	20	16		16	16	20	

Layouts

The visuals displayed below show the most popular conference layouts. However, at Oakwood House, rooms layouts can be tailored to suit your specific requirements.

