



CLAYTON
HOTELS

**MEETINGS
& EVENTS**

Our Service Promise

- 1. Dedicated meetings co-ordinator**
from enquiry to arrival
- 2. Meet & greet host**
on day of event
- 3. Maximum enquiry response time 3 hours**
3 working hours
- 4. Clear event contract**
transparent costs
- 5. Prior access to meeting room**
30 minutes before start time
- 6. Porterage & parking**
where available for event organiser
- 7. Standard AV provided**
including free WiFi
- 8. Wide range of refreshments**
including unlimited bottled water
- 8. Follow up within 3 working days**
opportunity to feedback on your event
- 10. Invoice or receipt within 3 working days**



 **Claytonhotels.com/meetings**