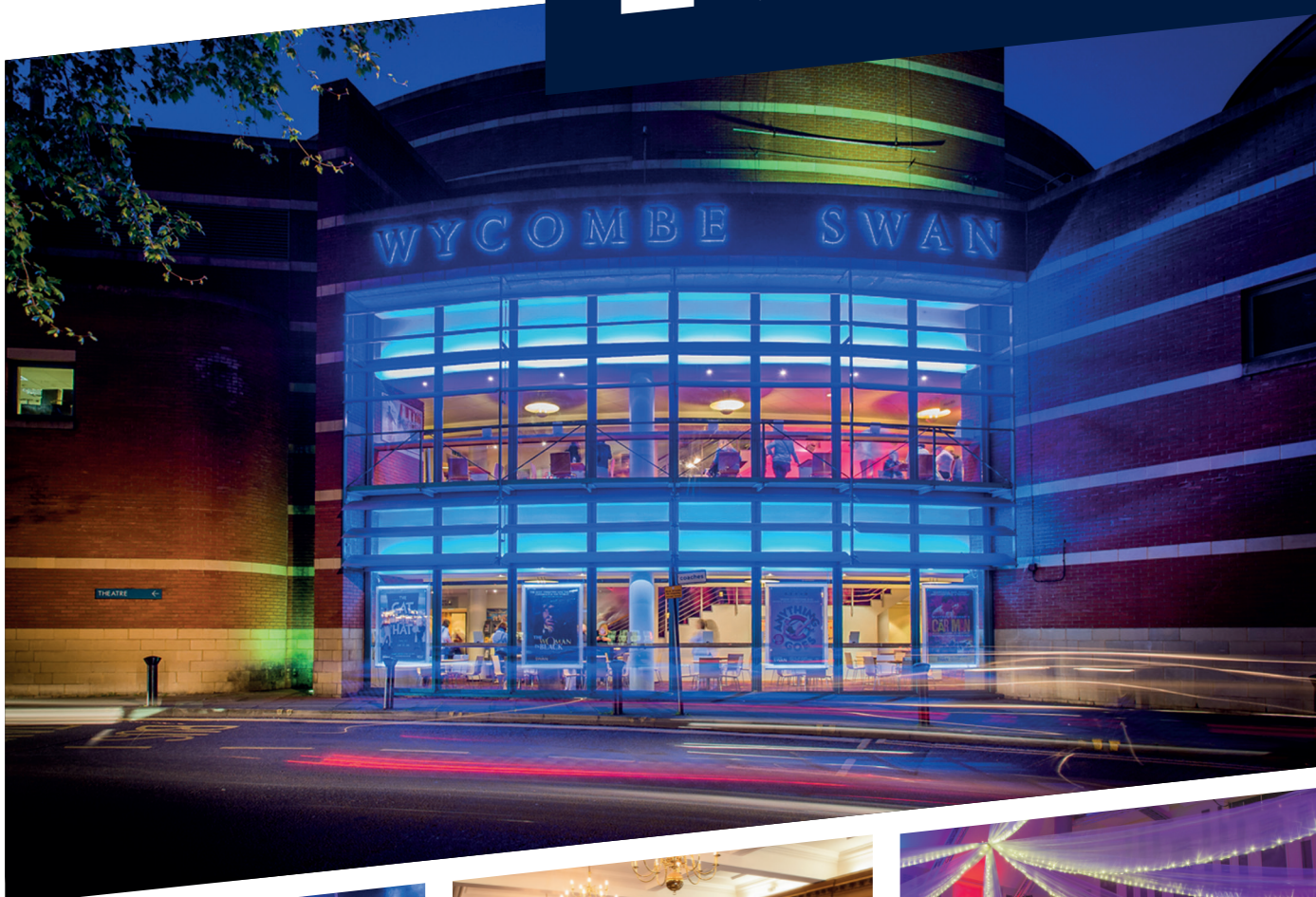


# WYCOMBE SWAN

— HIGH WYCOMBE —

## EVENTS



[wycombeswan.co.uk](http://wycombeswan.co.uk)

St. Mary Street, High Wycombe, HP11 2XE

**TRAFALGAR**  
THEATRES  
EVENTS

# WELCOME

A unique venue offering bespoke packages to suit all your needs.

From an intimate occasion to a large event we've got it covered!

Wycombe Swan is a thriving entertainment complex within the heart of High Wycombe and offers an unrivalled array of adaptable spaces available to hire. Wycombe Swan is the perfect venue for your event and the dedicated hospitality team can help you cater for any size occasion.

From conferences and meetings to weddings and graduations, Wycombe Swan's friendly team will work with you to create an unforgettable event.

Based in High Wycombe with excellent transport links, Wycombe Swan is perfectly located just two miles from the M40 with easy access to the M4 and M25 ensuring simple links to London, Oxford, Birmingham and beyond. High Wycombe railway station is just 0.5 miles away with Heathrow Airport just a 30 minute drive. Trains run regularly to London Marylebone, with a journey time of around 30 minutes.



# SERVICES & FACILITIES

A unique venue with theatrical flair which offers:

- Flexible spaces
- Dedicated Events Manager
- Freshly prepared and delicious food to suit your event
- Complimentary Wi-Fi

With a variety of options available to suit your requirements, our team will work with you to plan your perfect event.

- Dedicated and experienced staff to ensure your event is perfectly delivered
- Local car park
- Coach set down and pick up facilities
- Comprehensive access policy
- Complimentary wireless broadband
- Fully licensed bar
- Recommended suppliers
- In-house technicians for full AV & Lighting Support

*'The team were just wonderful and the food was delicious - I keep telling people about the whole event and how supportive you were.'*

**J. MOWFORTH**



# EVENT SPACES

## WYCOMBE SWAN THEATRE

With a capacity of 1,076 seats, the Main auditorium is perfect for conferences, graduations and of course performances and events! With exquisite acoustics, a large stage and adaptable seating, the Swan Theatre will add a touch of grandeur to your event.

## OLD TOWN HALL

A smart, distinctive, multi-use space for up to 600 guests with staging and seating and its own fully licensed bar. The venue is fully flexible and able to move smoothly from hosting a conference during the day to staging a party or performance in the evening.

## OAK ROOM

The glorious settings of the Oak Room, will ensure your event has elegance and beauty. Able to hold up to 120 people, the Oak Room is perfect for parties, weddings, and events, in an elegant and ornate setting. The space is also perfect for workshops and rehearsals.

## SWAN FOYERS

Wycombe Swan's foyers create the perfect opportunity to enjoy your visit to Wycombe Swan with special VIP treatment, VIP areas of the foyers can be reserved for events and celebrations. With fully licensed bars, the Swan foyers will add some sparkle to your event.

# CONTACT

To hire a room or the whole venue for an event, please email [events@trafalgartheatres.com](mailto:events@trafalgartheatres.com)

# SOCIAL EVENT HIRE

Whatever the occasion, corporate or private, birthday or celebration, your event will be personally catered for by our own creative and innovative team of chefs.

The sample menus reflect our passion for food and use only the freshest ingredients. We endeavour to make as much as possible in-house from canapés to cakes. We are happy to suggest a bespoke menu to incorporate any themes or special requests, thus making the best use of seasonal, local and organic produce.

Offering an extensive range of beers, wines and spirits, we can set you up with an account behind the bar, a pay bar, or combination of both. We can also arrange welcome drinks or cocktails to start your evening off in style.

To complement your event we have a wide-ranging wine list to suit all occasions.



Wycombe Swan is the perfect setting for any social event with a host of flexible, multi-use spaces. It is an impressive stage for dinner dances, celebrations, awards ceremonies, wakes and weddings.

Our amazing venue offers flexibility and variety to deliver events from an intimate private reception with drinks and canapés to a Gala Dinner Dance for 250 or an informal party catering for over 500 guests, we truly have something for every event.

Our Menus are fresh, innovative and constantly changing to reflect seasonality and all our ingredients are locally sourced wherever possible and prepared in house by our dedicated team of Chef's, who specialise in catering for hospitality events producing exceptional options to suit a range of tastes and dietary requirements.

Our experienced first class hospitality team will seamlessly deliver a professional service along with our fully qualified technicians ensuring your bespoke event runs smoothly.

## ROOM HIRE

- Old Town Hall Hire from £1000
- Oak Room Hire from £500

## FOOD OPTIONS

- Three-course Menu from £40.00pp
- Finger Buffet from £15.00pp
- Fork Buffet from £28.00pp
- Canape package from £10.50
- Deli Lunch from £17.95



## ROOMS CAPACITY & LAYOUT

	BOARDROOM	THEATRE	CABARET	BANQUET	STANDING
<b>WYCOMBE SWAN THEATRE</b>	-	1,076	-	100*	-
<b>OLD TOWN HALL</b> 25.8m x 15.9m	100	400	200	250	600
<b>OAK ROOM</b> 14m x 8.4m	50	100	72	90	120
<b>SWAN FOYERS</b>	-	-	-	-	800

\* for private hire stage dining POA

## MEETING HIRE RATES

HALF DAY (4HRS)	FULL DAY (9AM - 5PM)
-	from £4000
from £700	from £1000
from £350	from £500
P/A on request	P/A on request

### DAY DELEGATE from £40pp

- Room hire
- 3 servings of Tea/Coffee with AM & PM snacks
- Working Deli Lunch
- Conference Stationery Pads & Pens
- Screen & Projector
- Flipchart & Pens
- WIFI
- Chilled Water

### HALF DAY DELEGATE from £30pp

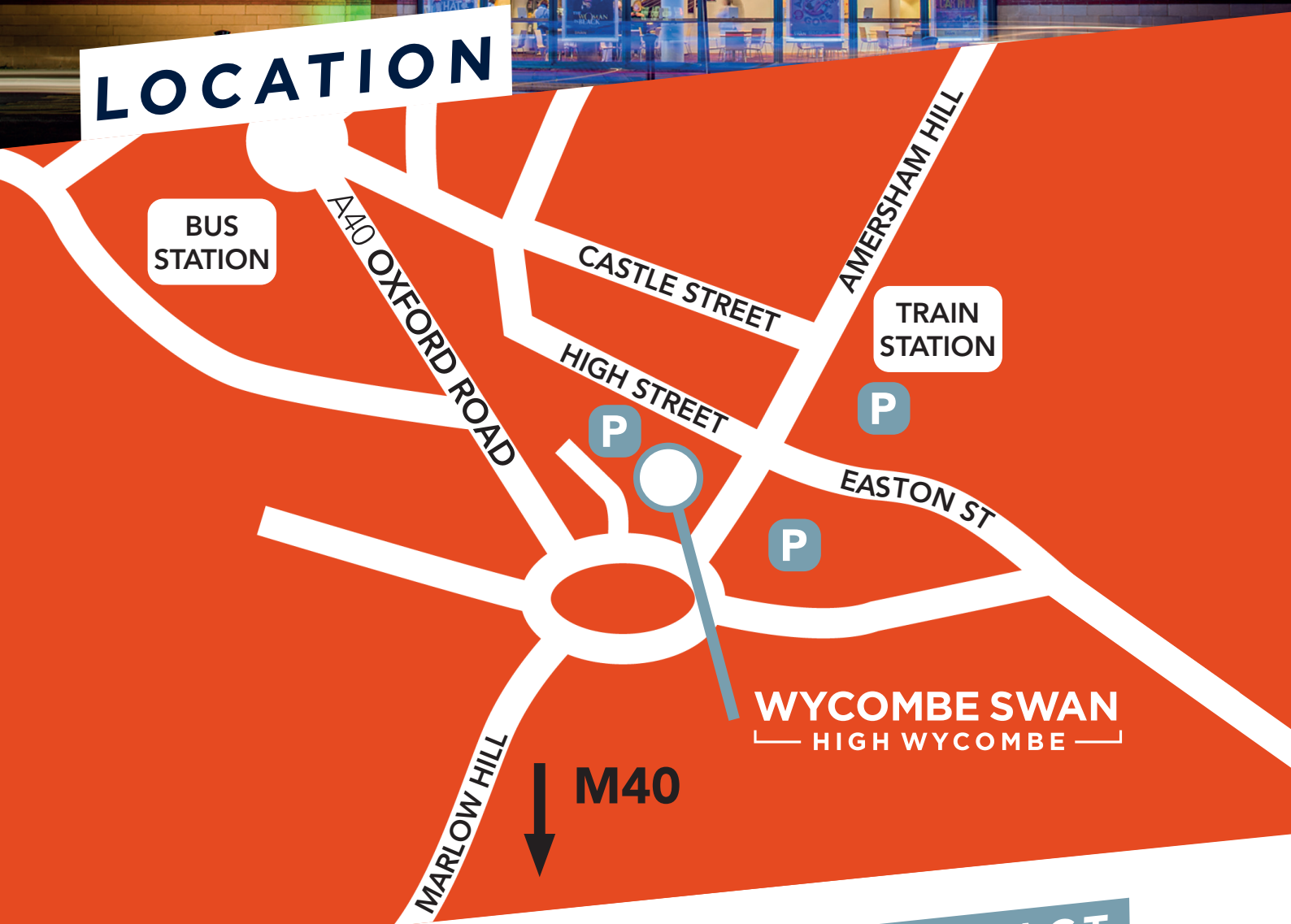
- 4-hour Room Hire
- 3 servings of Tea/Coffee with AM & PM snacks
- Working Deli Lunch
- Conference Stationery Pads & Pens
- Screen & Projector
- Flipchart & Pens
- WIFI
- Chilled Water

### BREAKFAST DELEGATE from £22.50pp

- 3-hour Room Hire
- 2 Servings of Tea, Coffee
- Bacon Rolls & Assorted Pastries (Full English upgrade available)
- Conference Stationery Pads & Pens
- Screen & Projector
- WIFI
- Flipchart & Pens
- Chilled Water

# WYCOMBE SWAN

## LOCATION



**WYCOMBE SWAN**  
— HIGH WYCOMBE —

## CONTACT

### BUS

Wycombe Swan is a 10 minute walk from Eden Bus Station. Visit [arrivabus.co.uk](http://arrivabus.co.uk) or [carouselbuses.com](http://carouselbuses.com)

### TRAIN

Chiltern Railways provide fast and frequent services to High Wycombe. You'll find train times and tickets on [chilternrailways.co.uk](http://chilternrailways.co.uk)

### CAR

Use HP11 2XE to find us with Sat Nav. Wycombe Swan car park is sometimes busy but more spaces can be found at Easton Street, 5 minutes away.

To hire a room or the whole venue for an event, please email [events@trafalgartheatres.com](mailto:events@trafalgartheatres.com)

**ST MARY STREET,  
HIGH WYCOMBE, HP11 2XE**

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