



# Meetings & Events

Whatever your business needs we can cater for you

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— HOTEL & SPA —

The hotel is the ideal venue for large and small, formal and informal events for 2 -250 people.

Knights Barn with its unique setting, atmosphere and versatility, offers the perfect venue whatever the occasion. The Great and Small Barns interconnect, giving the organiser greater flexibility.

On the first floor there are two climate controlled boardrooms, interconnecting with the central Syndicate Room.

Across in the main hotel are the Admirals and Captains room ideal for smaller events, with the Library and Study giving privacy for one to one discussions.

The hotel offers 79 bedrooms, free car parking, grounds available for team building activities and further onsite dining options including our Garden Brasserie and traditional pub, The Farmers.

Meeting Room	Theatre Style	Board Room	U-Shaped	Cabaret
Great Barn	190	-	40	72
Small Barn	90	30	30	30
Board Room 1 & 2		-	16	-
Captains Room	-	14	-	-
Admirals Room	16	12	-	-

- Meeting rooms for 2 - 250 people
- Free car parking
- Free wifi
- 79 bedrooms
- Choice of dining options
- Onsite health club and spa

## **Buffet Menus**

### **Knights Barn Buffet**

Sandwich platter  
Hot sausage rolls  
Crispy breaded mozzarella dippers v  
Vegetable crudities and dips v/ve  
Cajun chicken skewers  
House mixed salad v/ve  
Fresh fruit platter

**£15.00 per person**

### **Chef's Hot Buffet**

*Please choose two dishes from those listed below*

Chilli con carne  
Beef bourguignon  
Lasagne  
Fisherman's pie  
Flaked salmon and broccoli mornay  
Coq au vin  
Sausage and caramelised onion bake  
Chicken tikka masala curry  
Chicken Jalfrezi curry  
Cottage pie

Vegetarian & vegan options  
Thai green vegetable curry  
Wild mushroom risotto  
Vegetable lasagne  
Baked pepper and roasted vegetable  
cous cous

#### **Desserts**

Baked Raspberry and white chocolate cheesecake  
Profiteroles with chocolate sauce  
Lemon swirl cheesecake with vanilla ice cream ve  
Sticky toffee pudding with butterscotch sauce  
Chocolate brownie with salted caramel sauce and vanilla bean ice cream  
Lemon posset with amaretto crumb and raspberry gel  
English and continental cheeses with celery, grapes and biscuits

*The above dishes include hot baked potato or minted new potatoes or rice, mixed salad, coleslaw, crusty bread and butter, a choice of dessert, coffee and mints.*

**£25.00 per person**

## **Selector Buffet**

*Choose 6, 7, or 9 items from the list*

Assorted sandwiches  
Sausage rolls  
Mini pigs in blankets  
Assorted mini savoury tartlets  
Cajun chicken skewers  
Vegetable samosas  
Breaded mozzarella dippers ✓  
Vegetable pakoras ✓  
Pork pies  
Assorted mini pies  
Smoked salmon and crab parcels with a sweet chili dip  
Tempura battered prawns with tartare sauce  
Lemon and pepper haddock goujons  
Vegetables crudities and dips ✓ve  
Sweet potato falafel bites ✓ve  
Garlic dough balls ✓ve  
Indian snack selection ✓ve  
Vegetable spring rolls ✓ve  
Vegan sausage rolls ✓ve  
Potato wedges ✓ve  
Chunky chips ✓ve  
Grilled chicken Caesar salad  
Tomato, cucumber and red onion salad ✓ve  
Greek salad of tomato, onion, olives feta cheese ✓  
Fruit platter ✓ve

Selector buffet:	per person
6 items	£15.00
7 items	£16.00
9 items	£17.50
Any additional choice	£2.00

## **Delegate Packages**

### Daily Delegate Rate

#### Price includes

- Main meeting room hire
- LCD projector and screen (must be pre-booked to ensure availability)
- Unlimited coffee, tea and water
- Unlimited fresh fruit, fresh pastries or biscuits
- 2 course delegate buffet lunch including 1 hot dish
- Note pads and pencils
- Flip chart and marker pens
- Cordials, iced water and mints
- Free high speed wifi internet access

£45.00 per person

### 24 Hour Delegate Rate

#### Price includes

- The daily delegate conference package (as above)
- Three course dinner with coffee
- Full English breakfast
- Complimentary use of the Leisure Club
- Single occupancy accommodation

£170.00 per person

Daily delegate and 24 hour delegate rates are only available for parties of 12 or more

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#### Rooms available

- The Great and Small Barns
- Boardrooms 1 & 2
- Admirals Room
- Captains Room
- Study
- Library

#### Support Services

Available by prior arrangement

- LCD projector
- Projector screen
- Microphone
- TV
- Conference phone
- Photocopying
- Additional flipcharts

## Prices for 2023

### Room Hire Charges

Full day / half day

Small Barn	£220/£155
Great Barn	£380/£255
Both Barns	£600
Boardroom 1	£170/£105
Boardroom 2	£170/£105
Admirals Room	£130/£90
Captains Room	£130/£90
Study	£75/£45
Library	£85/£55
Exhibitions from	£1000.00

*Included in the hire of the room for conference:  
Note pads, pencils, iced water, cordials and up to  
two flipcharts with marker pens*

### Conference Rates

Daily delegate rate	£45.00
24 hour delegate rate	£170.00

### Support Services

Audio visual equipment	
LCD projector	£50.00
Projector screen	F.O.C
Large projector screen	F.O.C
Microphone	£10.00
Wi-Fi	F.O.C
Photocopies (black & white)	£0.30
Photocopies (colour)	£0.40
Additional flipcharts (x2 included)	£15.00

### Buffet Menus

per person

Knights Barn buffet	£15.00
Chef's hot buffet	£25.00
Selector buffet:	
6 items	£15.00
7 items	£16.00
9 items	£17.50
Any additional choice	£2.00

### Ancillary Services

per person per service

Tea/coffee	£2.60
Tea/coffee and biscuits	£3.25
Danish pastries	£2.00
Bacon Rolls	£5.50



## **Terms & Conditions**

### **Contract**

Clients are reminded that signature of the function contract creates a contract between them and Abacus Hotels Ltd.

### **Booking**

A booking will be held as an enquiry only; for 10 working days from the time of the enquiry.

### **Confirmation**

A booking will be confirmed only upon receipt of the required deposit or the signed function contract. Amendments and variations to the details shown on the signed contract will only be recognised if confirmed in writing.

### **Numbers**

The numbers booked as expected to attend is shown on the contract and will be used as the minimum when calculating the final account. Any variation/final numbers must be agreed in writing no less than seven days prior to the event.

### **Pricing Policy**

We reserve the right to amend the quoted prices without notice.

### **VAT**

Quoted prices, where applicable, include VAT at the prevailing rate. Prices will be adjusted in the event of any change in the VAT rate between the time of booking and date of event.

### **Deposit requirement**

The deposit shown on the contract will be non-refundable.

### **Payment terms**

The hotel reserves the absolute right to refuse credit. In the absence of agreed credit facilities full payment may be required at the time of confirmation. Any additional charges incurred are due for payment on departure. If credit has been agreed, invoices are due 28 days from the date of the invoice. In the event of a query, the undisputed part of the invoice remains payable within 28 days, the balance being due immediately upon resolution of the query.

### **Insurance**

The hotel's insurance does not cover client equipment and effects. We recommend clients ensure that their own insurance cover extends to the event. For larger gatherings, we recommend that clients take out cancellation cover.

### **Cancellation by Client**

Cancellation and substantial changes by client

The client may alter the delegate numbers by up to 10% up to 5 working days before the event. Changes of more than 10% may incur additional charges. Delegate numbers charged will be those confirmed no later than 5 days before the event or the minimum number agreed at the time of the booking or the actual number of delegates that attended the event, whichever is higher.

For changes more than 10% the hotel reserves the right to relocate the event to a suitable alternative space within the same venue as best fits the revised number.

Alternatively an additional room charge or revised rates may be levied to reflect the changes made to the original booking. In the case of delegate packages, the hotel reserves the right to amend rates if the new delegate numbers do not meet the minimum criteria for the agreed package. In the case of cancellation, the client must let the hotel know in writing as soon as possible. In the event that all or part of the affected space cannot be re-let and as long as written notice of the cancellation is acknowledged three months before your event, we will not charge any cancellation fee. If the hotel receives notification within three months we will charge you our equivalent lost gross profit (65% of the ex VAT food and beverage sales and 90% of ex VAT room hire and accommodation sales) If we are able to re-let some or all of the affected space, then the charges will be reduced to take account of the space re-let.

### **Cancellation by the hotel**

The hotel will not be liable if for reasons beyond its control, it has to cancel the event.

### **Hotel liability**

The hotel is not liable for the personal effects or equipment of hotel clients or their guests.

### **Client liability**

Clients will be held responsible for any damage and/or consequential loss caused by the actions or behaviour of their guests attending their event.

### **Signage - on site**

No client signage may be displayed within the hotel or its environs without the permission of the hotel management. Such permission is not unreasonably withheld.

### **Signage in local area**

The client will not place or cause to be placed any external signage within the locale of the hotel without permission of the relevant authorities.

### **Sub letting of space**

The client will not sublet space to a third party without prior written permission of the hotel. Such permission is not unreasonably withheld.

### **Charging for entry**

The client will not charge for entry without prior permission. Such permission is not unreasonably withheld.

### **Licence requirements**

The hotel can only guarantee the service of alcohol during permitted hours. Extensions can, in certain circumstances be applied for.

### **Client equipment**

The use of any electrical equipment or any other such equipment that may pose a health and safety risk must be approved by the hotel management prior to use. Such approval is not unreasonably withheld.

### **Guest provided food and drink**

No food or beverage will be brought into the hotel by clients for consumption in the hotel without the express permission of the hotel management.

### **Health and safety**

Clients are wholly responsible for ensuring that they and their guests comply fully with all current statutory health and safety regulations.

### **Noise**

The hotel management shall be the sole and final arbiter as to the accepted level of noise created by a function and reserve the right to terminate any function that fails to moderate the sound levels if requested.