



Knights Hill
— HOTEL & SPA —

YOUR COUNTRY HOTEL IN NORFOLK

CONFERENCE
AND
BANQUETING

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CONFERENCE AND BANQUETING

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.

An excellent venue for: -

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

Across in the main hotel are the Admirals and Captains rooms ideal for smaller events, with the Library and Study giving intimate 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 Arms Inn

An excellent venue for:

LARGE CONFERENCES

SMALL MEETINGS

TRAINING SEMINARS

BANQUETS

DINNER DANCES

CELEBRATIONS

FAYRES, TRADE SHOWS AND EXHIBITIONS

PROMOTIONAL EVENTS

CORPORATE HOSPITALITY

Included in the hire of the room for conference:

Note pads, pencils, iced water, cordials, free WiFi and up to two flipcharts with marker pens

Included in the hire of the room for banqueting:

Linen cloths and napkins, tea lights, square or round cake stand and knife and easel and frame.

Further support services are available at an extra cost.

We would recommend you discuss your requirements and preferences with a member of our Conference and Banqueting team

Leisure Club and Imagine Spa

Hotel residents have complimentary membership of the Leisure Club which has the following facilities:

Swimming pool - Steam room - Sauna - Spa Bath - Gym

Imagine Spa with treatment rooms, mineral grotto, aromatherapy and serail baths is available at an additional cost.

(Please ask for the Spa breaks and packages brochure and tariff)

MEETINGS & SEMINARS

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

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 which includes
Flat Screen TV with Freeview
Direct-dial telephone
Tea and coffee making facilities

A further range of audio visual equipment
can be hired by prior arrangement

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

Rooms available

The Great and Small Barns

Boardrooms 1 and 2

Admirals Room

Captains Room

Study

Library

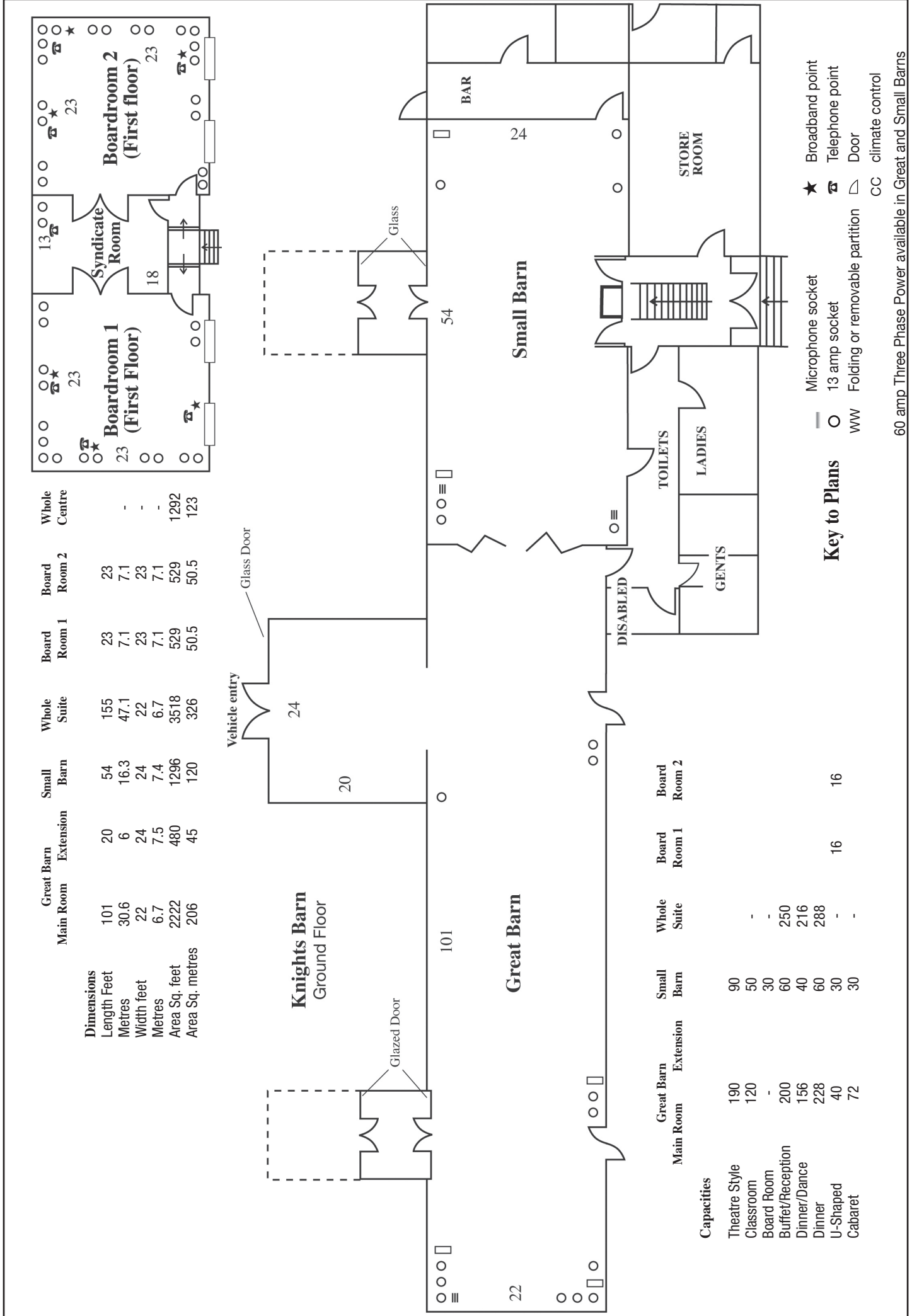
Support Services

Available by prior arrangement

LCD projector
Projector screen
Microphone
TV and DVD player
Conference phone
Photocopying
Faxing
Post (deposited by 4.45pm)
Additional flipcharts
and much more

Ancillary Services

Tea/coffee
Tea/coffee and biscuits
Danish pastries
Assorted cake
Juices
Mineral water
Bacon sandwiches



Dimensions	Great Barn		Small Barn	Whole Suite	Board Room 1	Board Room 2	Whole Centre
	Main Room	Extension					
Length Feet	101	20	54	155	23	23	-
Metres	30.6	6	16.3	47.1	7.1	7.1	-
Width feet	22	24	24	22	23	23	-
Metres	6.7	7.5	7.4	6.7	7.1	7.1	-
Area Sq. feet	2222	480	1296	3518	529	529	1292
Area Sq. metres	206	45	120	326	50.5	50.5	123

Knights Barn Ground Floor

Great Barn

Small Barn

Capacities

	Great Barn		Small Barn	Whole Suite	Board Room 1	Board Room 2
	Main Room	Extension				
Theatre Style	190		90	-		
Classroom	120		50	-		
Board Room	-		30	-		
Buffet/Reception	200		60	250		
Dinner/Dance	156		40	216		
Dinner	228		60	288		
U-Shaped	40		30	-	16	16
Cabaret	72		30	-		

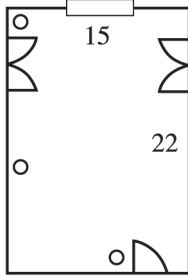
Key to Plans

- Microphone socket
- 13 amp socket
- WW Folding or removable partition
- 60 amp Three Phase Power available in Great and Small Barns
- ★ Broadband point
- ☎ Telephone point
- ◻ Door
- CC climate control

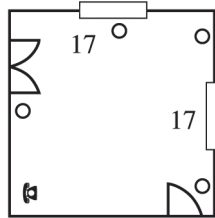
ROOM DIAGRAMS

All dimensions shown in feet

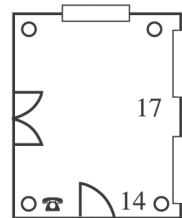
Captains Room
Ground Floor



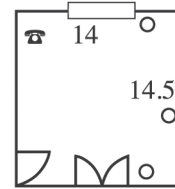
Admirals Room
Ground Floor



Library
Ground Floor



Study
Ground Floor



Captains Room Admirals Room Library Study

Dimensions

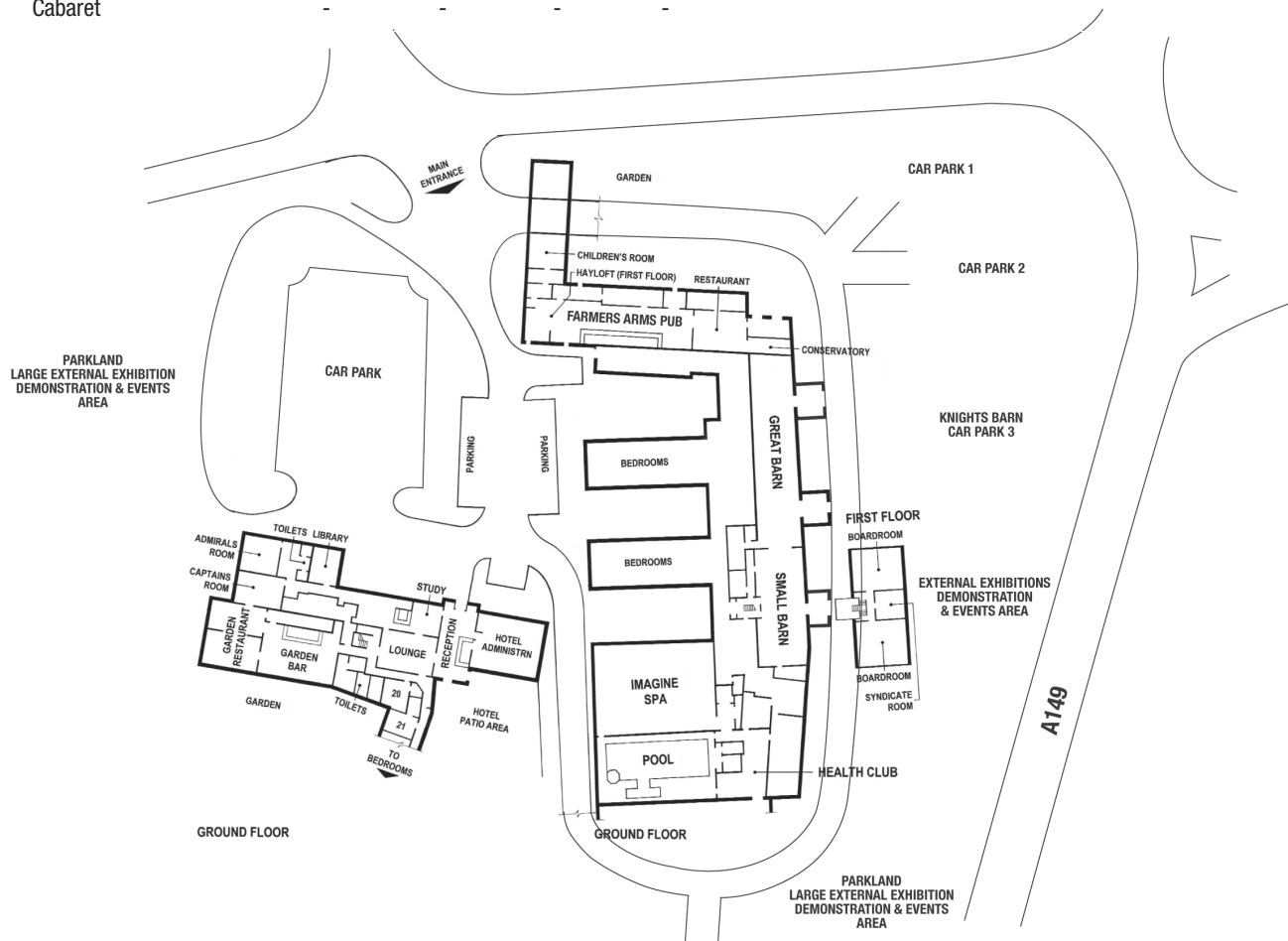
Length Feet	22	17	14	14
Metres	6.7	5.25	4.25	4.25
Width feet	15	17	17	14.5
Metres	4.5	5.25	5.25	4.5
Area Sq. feet	330	289	238	203
Area Sq. metres	30	27.5	22	19

Capacities

Theatre Style	-	16	-	-
Classroom	-	-	-	-
Board Room	14	12	-	-
Buffet/Reception	-	-	-	-
Dinner/Dance	-	-	-	-
Dinner	20	16	-	-
Informal meeting	-	-	10	6
U-Shaped	-	-	-	-
Cabaret	-	-	-	-

Key to Plans

- 13 amp socket
- ☎ Telephone point
- ◻ Door



BANQUET MENU SELECTOR

Please make your selection from the two menu options below.

In order that the service and quality of your meal is maintained you should choose one dish from each course

Served with fresh bread rolls, a selection of seasonal vegetables and potatoes.

If you would like to offer your guests two choices per course, this must be pre-ordered and a £3.50 per person surcharge applies.

Naturally for those of your guests who have religious or dietary requirements an alternative can be provided.

We also have a range of dishes that our chefs can prepare in addition to the popular choices listed below.

Banquet Menu 1

To Start

Soup - choose from

tomato and basil, pea and ham or leek and potato

King prawn and crayfish cocktail

with a lime smoked paprika Marie Rose sauce

Smooth chicken liver pâté

with chutney and crusty bread

Chilled sweet melon pearls

with iced fruit water and fresh strawberries

Main Course

Roast topside of beef

with Yorkshire pudding and a rich bordelaise sauce

Oven roast Norfolk chicken

with sage and onion stuffing

Roast loin of pork

*with Bramley apple, brioche sage stuffing
and a cider pan gravy*

Poached salmon fillet

with buttered greens and béarnaise sauce

Banquet Menu 2

To Start

Soup - choose from

*roasted squash and sweet potato, French onion
topped with Gruyère cheese croutons or
cream of vegetable*

Smooth duck liver pâté and sliced smoked duck

*with caramelised oranges, roasted beets and
fine herbs*

Smoked salmon and salmon roulade, celeriac

and apple remoulade

Smoked ham hock and chicken terrine

with piccalilli and crusty bread

Main Course

Roast sirloin of beef

with a rich bordelaise sauce

Breast of chicken wrapped in smoked bacon,

with a shallot, wild mushroom and herb cream sauce

Roast leg of lamb

with a redcurrant and rosemary scented gravy

Steamed seabass fillet

with vegetable fricassee and a tapenade dressing

Vegetarian Options

An option from the menu below can be selected for vegetarians at no extra charge

To Start

Fresh figs and poached pear with feta cheese,
walnut herb salad and honey dressing

Goat's cheese herb mousse,
beetroot purée and tomato herb salad

Main Course

Charred brochette with seared halloumi cheese
roasted vine tomato herb salad and pesto

Sweet pepper and mushroom stroganoff
served with steamed rice

Allergens and intolerances - If you have any concerns please speak to a member of staff

Desserts

Please pick one option from the selection below

Baked vanilla cheesecake
with fresh strawberries

Profiteroles
with chocolate sauce

Glazed lemon tart
with Chantilly cream

Bramley apple pie and cream

Eton mess

Sticky toffee pudding
with butterscotch sauce

Warm chocolate brownie
with salted caramel sauce and vanilla bean ice cream

Trio of mini desserts

English continental cheese
with celery, grapes and biscuits
supplement £2.50 per person

Coffee, tea and mints

Coffee, tea and petit fours
supplement £1.75 per person

PRIVATE DINING IN THE HOTEL

Our Captains and Admirals rooms are perfect locations for your private dining needs for any occasion, whether it is a birthday, anniversary, corporate event or just a get together.

Both rooms can seat between 8 and 20 adults.

Select from our collection of dishes. A three course meal including coffee, tea and mints. For your smaller guests, there is also a separate children's menu available.

Our Garden Brasserie can be reserved for larger parties, but is only available for exclusive use at lunchtimes Monday to Saturday.

Please contact the Conference and Banqueting team for more information.

Allergens and intolerances - If you have any concerns please speak to a member of staff

CHEF'S BUFFETS

The buffets below are for a minimum of 20 persons

Chef's hot buffet selector

Please choose two dishes from those listed below

Sweet and sour chicken
Chilli con carne
Chef's homemade curry
Beef bourguignon
Classic homemade lasagne
Fisherman's pie
Flaked salmon and broccoli mornay
Coq au vin
Sweet pepper and mushroom stroganoff
Thai green vegetable curry
Wild mushroom risotto

Chef's cold buffet

Please choose two dishes from those listed below

Roast turkey
Roast topside of beef
Honey glazed Norfolk ham
Poached salmon

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.

Why not celebrate with us?

Looking to celebrate a christening, baby shower or hen party?
We have a variety of different sized rooms available for such events

Celebration Buffet Menu 1

Sandwich selection
Cake assortment
Warm scones with jam and cream
Tea and coffee

Celebration Buffet Menu 2

Sandwich selection
Selection of mini savoury tartlets
Sausage rolls
Kettle chips
Cake assortment
Tea and coffee

A formal afternoon tea is also available;
please ask a member of the team for further information

Allergens and intolerances - If you have any concerns please speak to a member of staff

BUFFET MENU

Admirals buffet

For a healthy and balanced lifestyle

Assorted sandwiches
Vegetable crudities and dips
Tomato and buffalo mozzarella
with rocket salad and pesto
Mixed chicken skewers
Baked potato skins and dips
Fresh fruit platter

Knights Barn buffet

Our most popular selection

Sandwich platter
Assorted mini brochettes
(ham and mozzarella/spinich and Feta cheese)
Hot sausage rolls
Thai prawn selection
Assorted Indian selection with a sweet chilli sauce
Crispy breaded mozzarella dippers

Selector buffet

(choose 6,7 or 9 items from the list)

Assorted filled wraps
Assorted filled sandwiches
Hot sausage rolls
Lamb samosa
Baked potato skins and assorted dips
Mixed chicken skewers
Spicy potato wedges
Assorted mini savoury tartlets
Selection of mini breads with olive oil and balsamic dips
BBQ pork and Colby Jack cheese croquette with chipotle sauce
Grilled chicken Caesar salad
Dressed mixed salad leaves
Mixed pickles, olives, feta cheese and sun dried tomatoes
Chive potato salad
Tomato and buffalo mozzarella with rocket salad and pesto
Tomato, cucumber and red onion salad
Assorted mini brochettes
Vegetable crudities and dips
Vegetable pakora
Fresh fruit platter

Allergens and intolerances - If you have any concerns please speak to a member of staff

TERMS AND 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 and confirmed 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 20%. Prices will be adjusted in the event of any change in the VAT rate between the time of booking and the date of the 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 prepayment 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 social 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 the 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 the 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 the 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.

PRICES FOR 2018

Conference rates

Daily delegate rate	£37.50
24 hour delegate rate	£145.00

Room hire charges (full day/half day)

Small Barn	£170/115
Great barn	£320/215
Both Barns	£450
Boardroom 1	£125/75
Boardroom 2	£125/75
Admirals Room	£90/50
Captains Room	£90/50
Study	£60/30
Library	£70/40
Exhibitions from	£525

Support services

<u>Audio visual equipment</u>	
LCD projector	£50.00
Projector screen	F.O.C.
Microphone	£10.00
TV & DVD player	£25.00
Conference telephone	£10.00
<u>WI-FI</u>	free of charge
Photocopies (black & white)	£0.20
Photocopies (colour)	£0.30
Fax (first A4 sheet - UK)	£1.05
Fax (first A4 sheet abroad)	£2.10
Additional flipcharts (x2 included)	£10.00

Ancillary services (per person per service)

Tea/Coffee	£2.25
Tea/Coffee and biscuits	£2.95
Danish pastries	£1.75
Assorted cake	£3.50
Juice per litre	£6.20
Mineral water per litre	£3.60
Bacon sandwiches	£4.90

Banquet Menus

Menu 1	£27.50
Menu 2	£32.50
Menu Choice per person	£3.50
Cheese and biscuits per person	£2.50
Petite fours per person	£1.75

Chefs carved buffets

Chef's hot buffet	£17.00
Chef's cold buffet	£17.00

Celebrations

Menu 1	£10.50
Menu 2	£12.50

Buffet Menu (per person)

Admirals buffet	£11.50
Knights Barn buffet	£11.50
Selector buffet:	
6 items	£11.50
7 items	£12.75
9 items	£15.25
Any additional choice	£2.00

Corkage

Table wine	£9.00
Sparkling wine	£13.00
Champagne	£18.00

Wine List

We have a wide selection of wines available; please ask us for details

The prices include VAT at 20%; they are indicative and subject to change