



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.

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

An excellent venue for:

LARGE CONFERENCES
SMALL MEETINGS
TRAINING SEMINARS
LUNCHESES
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

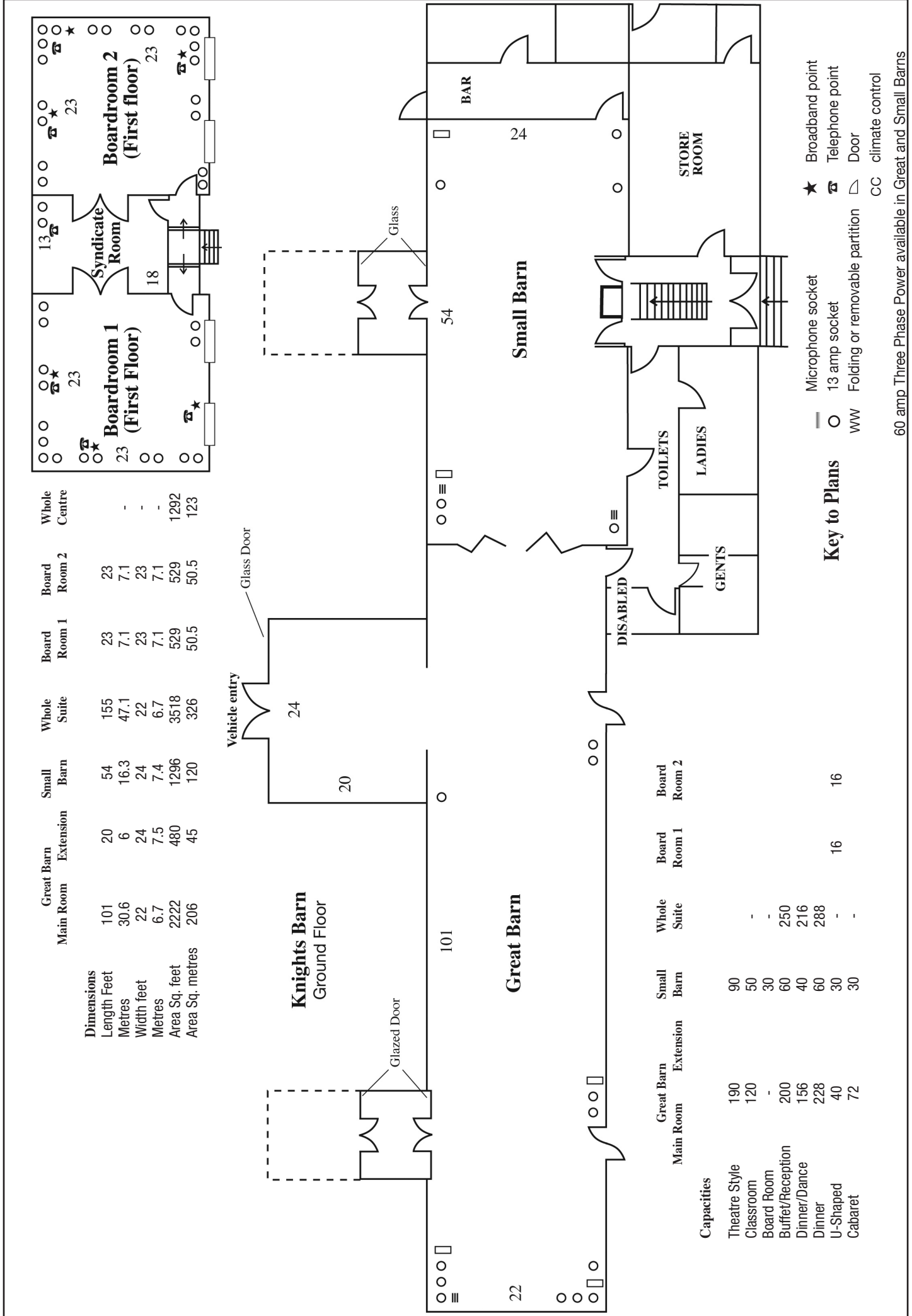
Support Services

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
Fruit



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	-		

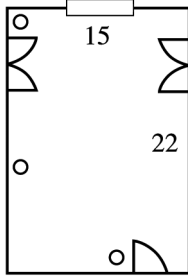
- Key to Plans**
- Microphone socket
 - 13 amp socket
 - WW Folding or removable partition
 - 60 amp Three Phase Power available in Great and Small Barns
 - ★ Broadband point
 - ☎ Telephone point
 - ◻ Door
 - CC climate control

ROOM DIAGRAMS

All dimensions shown in feet

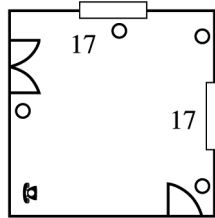
Captains Room

Ground Floor



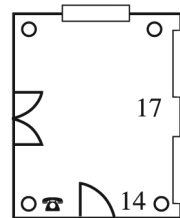
Admirals Room

Ground Floor



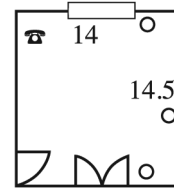
Library

Ground Floor



Study

Ground Floor



Captains Room

Admirals Room

Library

Study

Dimensions

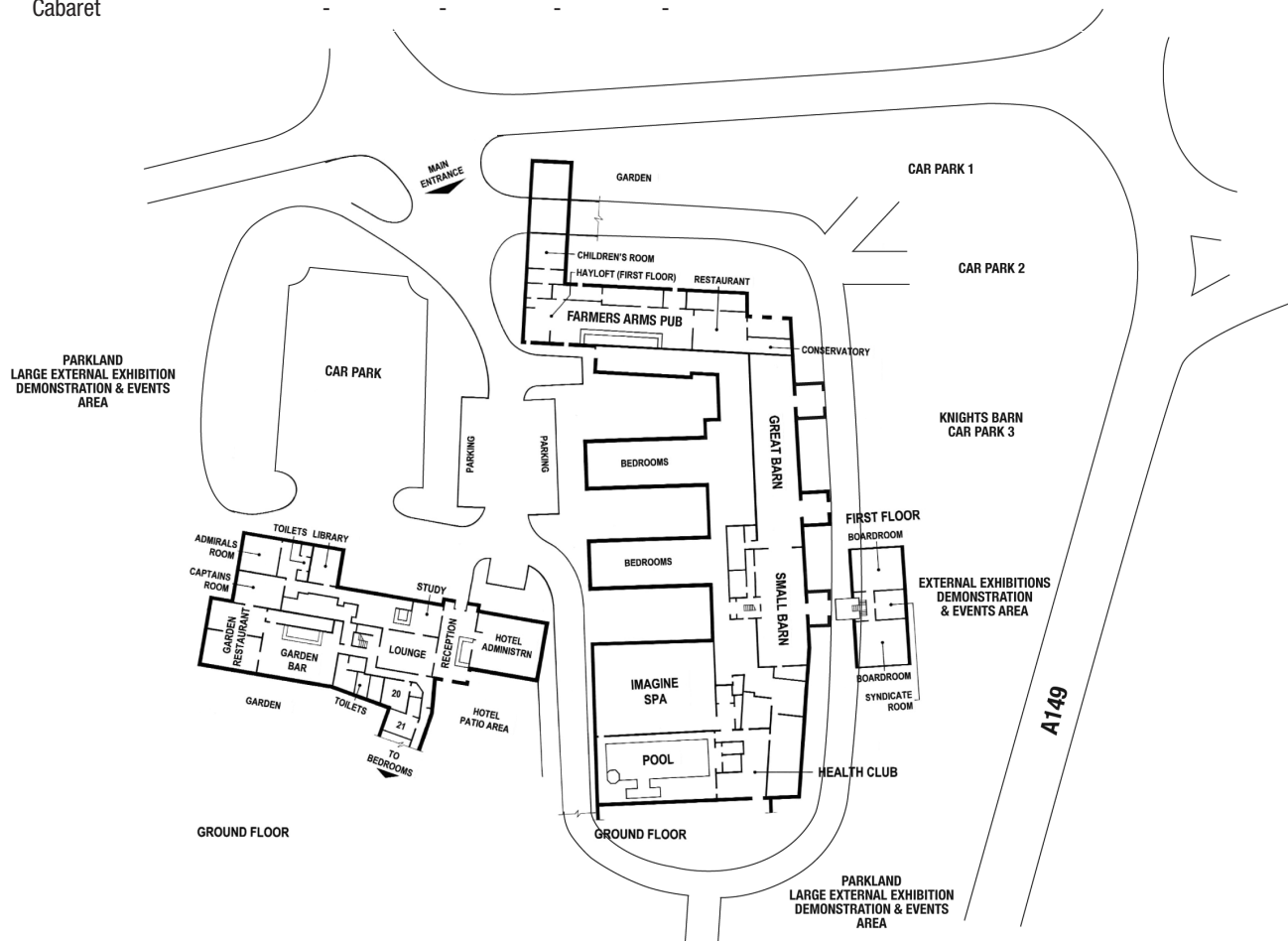
	Captains Room	Admirals Room	Library	Study
Length Feet	22	17	14	14
Metres	6.7	5.25	4.25	4.25
Width feet	15	17	17	14.5
Metres	4.5	5.25	5.25	4.5
Area Sq. feet	330	289	238	203
Area Sq. metres	30	27.5	22	19

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 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

To Start

Soup - choose from
*tomato and basil, white onion, leek and potato
or roasted squash and sweet potato*

King prawn and crayfish cocktail
with a lime smoked paprika Marie Rose sauce

Smooth chicken liver pâté
with chutney and crusty bread

Smoked salmon and salmon roulade,
celeriac and apple remoulade
£1.00 per person supplement

Smooth duck liver pâté and sliced smoked duck
*with caramelised oranges, roasted beets and
fine herbs*

Ham hock and pea terrine
with piccalilli and crusty bread

Poached pear
*with feta cheese, walnut herb salad
and honey dressing*

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

Chilled sweet melon pearls
with raspberry sorbet and fresh mint

For The 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
with creamed leeks

Roast sirloin of beef
with Yorkshire pudding and a rich bordelaise sauce
£2.00 per person supplement

Breast of chicken wrapped in smoked bacon
with a shallot, wild mushroom and herb cream sauce
£2.00 per person supplement

Roast leg of lamb
with a redcurrant and rosemary scented gravy
£2.00 per person supplement

Steamed seabass fillet
with vegetable fricassee and tapenade dressing
£2.00 per person supplement

Squash and sage risotto cakes
with a spicy tomato sauce

Blue cheese, leek and wild mushroom tart
with squash purée and seeded salad

Baked stuffed peppercorn
*with roasted vegetable couscous
and dressed tomato herb salad*

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

To Finish

Baked raspberry and white chocolate cheesecake
with raspberry gel

Profiteroles
with chocolate sauce

Bakewell tart
with Chantilly cream

Vegan lemon swirl cheesecake
with vanilla ice cream

Eton mess

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
£2.50 per person supplement

Fourth Course

Add a platter of cheeses, celery, grapes and biscuits
for the middle of each table
£5.00 per person

Coffee, tea and mints

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

Selector buffet

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

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

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

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

BUFFET MENU

Admirals buffet

For a healthy and balanced lifestyle

Assorted sandwiches
Vegetable crudities and dips
Cajun chicken skewers
Greek salad of tomato, cucumber,
onion, olives, feta cheese
Sweet potato falafel bites
Fresh fruit platter

Knights Barn buffet

Our most popular selection

Sandwich platter
Assorted mini brochettes
Hot sausage rolls
Assorted Indian selection
Crispy breaded mozzarella dippers
Smoked salmon and crab parcels
with a sweet chilli dip

Chef's hot buffet

Please choose two dishes from those listed below

Chilli con carne
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
Sausage and caramelised onion bake
Chicken tikka masala curry
Chicken Jalfrezi curry
Cottage pie
Vegetable Lasagne
Roasted pepper and mixed bean chilli
Pea, leek and courgette risotto
Red pepper and tomato risotto
Baked peppers with roasted vegetable cous cous
Mushroom and root vegetable bourguignon

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.

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 2020

Conference rates

Daily delegate rate	£40.00
24 hour delegate rate	£150.00

Room hire charges (full day/half day)

Small Barn	£175/120
Great Barn	£325/220
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

Audio visual equipment

LCD projector	£50.00
Projector screen	F.O.C.
Large projector screen	F.O.C.
Microphone	£10.00
TV & DVD player	£25.00
Conference telephone	£10.00

WI-FI 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	£2.00
Juice per litre	£6.20
Mineral water per litre	£3.60
Bacon sandwiches	£4.90
Fruit	£3.00

Banquet Menus

Banquet menu	£27.50
Menu choice per person	£3.50
Platter of cheese per person	£5.00

Buffet Menu (per person)

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

Chefs hot/cold buffet (per person)

Chef's hot buffet	£18.00
Chef's cold buffet	£18.00

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