



MANOR BY THE LAKE



Delegate Pack



DELEGATE PACK

CONFERENCE BOOKINGS 2010

All bookings for conference facilities at Manor By The Lake are based on the daily delegate rates detailed below for a 9am to 5pm daily hire and come fully inclusive of the following services:

- Hire of the room set out to your specification with note pads, pens, a flipchart and mineral water
- Buffet Lunch with Dessert or Fruit Basket & Cheese Board (see attached sample menu's)
- Tea, Coffee, Fruit Juice & Biscuits on arrival, mid morning and mid afternoon

All bookings are taken on the basis of the most suitable sized room available unless otherwise stated.

The daily Delegate rates are:

Cold Buffet Lunch	£44.00
Hot Buffet Lunch	£49.00

The following services can be provided at an additional cost:-

LCD Projector:	£130.00
Overhead Projector:	£20.00
Screen:	£15.00
Additional Flipchart:	£12.00
TV & Video:	£65.00
Lectern:	£25.00

In addition, conferences can be booked on room hire only or additional rooms can be added to your booking depending upon your requirements. To discuss your requirements in detail, please call Manor By The Lake.

Upon verbal booking, a confirmation letter and a quote estimate will be posted to you. Please sign and return a copy of this, by either fax or post to Manor By The Lake, to confirm your booking.

All prices quoted are exclusive of VAT.



If you require further information about the Delegate Pack or any other matter relating to Manor By The Lake please do not hesitate to contact us to discuss your needs.



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MINIMUM OCCUPANCIES

The following minimum occupancies apply to all bookings:-

THE MAXIMILLIAN ROOM

	CAPACITY
Theatre Layout	60
Cabaret Layout	56 (7 round tables)
Boardroom Layout	26
Minimum Occupancy	40 people

THE LYDERICK ROOM

	CAPACITY
Theatre Layout	50
Cabaret Layout	32 (4 round tables)
Boardroom Layout	24
Minimum Occupancy	20 people

THE JAZZ SUITE

	CAPACITY
Theatre Layout	40
Cabaret Layout	32 (4 round tables)
Boardroom Layout	22
Minimum Occupancy	20 people

THE MARGUERITE ROOM

	CAPACITY
Theatre Layout	35
Cabaret Layout	24 (3 round tables)
Boardroom Layout	22
Minimum Occupancy	12 people

THE ADELE ROOM

	CAPACITY
Theatre Layout	24
Cabaret Layout	16 (2 round tables)
Boardroom Layout	12
Minimum Occupancy:	8 people

In addition, both The Jazz Suite and The Grounds are available for private hire. The Jazz Suite has a maximum occupancy of 80 people and The Grounds can accommodate up to 180 people.

Bookings for either of these facilities are specifically designed to meet the client's requirements. An extensive range of catering options is available to suit any occasion. They can be adapted to meet the client's specifications and are charged accordingly.

The rates for booking either of these facilities are as follows:-

THE JAZZ SUITE

Daytime	£375.00
Evening	£475.00

THE GROUNDS

Exclusive use	£500.00
Restricted use	£350.00

Through our extensive contacts we can provide a range of additional services suitable for either of these two facilities, from musicians (although there are restrictions on amplified music outdoors) to Giant Garden Games. Further details are available on application.

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SAMPLE MENU'S

The following are sample menus available for hot and cold buffet lunches at Manor By The Lake. From time to time seasonal amendments are made and we are always happy to comply with clients specific requirements although costs may have to be amended accordingly.

HOT BUFFET LUNCH MENU

Please choose any two main courses from the list below (for conferences of less than 10 delegates only one choice may be made)

Thai Green Chicken Curry with Herb Rice

Curried Chicken Lasagne

with Green Salad & Garlic Bread

Chicken Chasseur

Steak & Ale Pie with New Potatoes & Seasonal Vegetables

Irish Stew with Herb Dumplings

Beef Bourguignon

Spicy Beef Meatballs with Basil, Mozzarella & Saffron Rice

Sweet & Sour Pork

Lamb Rogan Josh

Pasta Penne with Salmon,

Sun blushed Tomatoes, Basil & Pine Nuts

Salmon & Leek Lasagne

Poached Haddock with Creamed Potato and Parsley Sauce

Spicy Vegetable Kung Po

with Corriander Rice & Poppudums (v)

Spinach, Goats Cheese & Mushroom Pasta Bake

with Salad & Herb Bread (v)

Mushroom Stroganoff (v)

*All dishes are served with appropriate –
Potatoes, Chips, Vegetables, Pasta, Rice, Salad
or that which is mentioned above*

COLD BUFFET LUNCH MENU

Wide Selection of Freshly Loaded Sandwiches

Chicken on Sticks with Satay Dip

Selection of Quiches

Hand Raised Pork Pies with Cranberry Relish

Cocktail Sausages with Honey & Mustard

Cocktail Scotch Eggs

Seasonal Crudites & Dips

Bowl of Crisps

*All buffet lunches are followed by Dessert or Fruit Basket,
and Cheese Board with coffee, tea and fruit juice*



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TERMS AND CONDITIONS

All bookings for conference facilities at Manor By The Lake are subject to the following terms and conditions:-

ONE

No booking will be deemed to be confirmed until such time that a booking sheet has been signed and returned to Manor By The Lake (by fax or post) along with a 50% deposit.

TWO

Bookings are taken on the basis of a first come, first served. Once a booking has been confirmed Manor By The Lake will not, without due cause and with the agreement of the client, arbitrarily make changes to the details of the agreed booking.

THREE

All bookings are taken on the basis of the most suitable sized room available unless otherwise stated.

FOUR

Final numbers must be submitted seven days before the start of any conference. Should these prove to be below the minimum occupancy level of the room booked Manor By The Lake reserves the right to move the conference into a more suitably sized conference room.

FIVE

The final invoice will reflect the confirmed numbers (which must be notified seven days in advance) or the actual attendance, whichever is the greater.

SIX

Loss or breakage of equipment provided by, or hired on behalf of the client by Manor By The Lake, will be subject to a nominal charge to cover their repair or replacement.

SEVEN

In the event of cancellation by the client a fee will be charged to cover the loss of opportunity and/or costs incurred by Manor By The Lake. Cancellations giving more than four weeks notice will incur no charge (unless Manor By The Lake has irretrievably entered into costs on behalf of the client). From four weeks to two weeks notice of cancellation a 25% charge will be levied. A cancellation notice period of more than seven days, but less than two weeks, will incur a 50% charge and a cancellation notice of less than seven days will result in the full amount being payable. Cancellations are only accepted in writing and are deemed effective from the day of receipt at Manor By The Lake.

EIGHT

Whilst on site delegates are required to take care of themselves and their property, making themselves aware of any safety notices and instructions, including actions to be taken in the unlikely event of a fire or other such event that may result in the evacuation of the premises. Manor By The Lake accepts no responsibility for the health and safety of delegates or for their possessions or property whilst on site, howsoever caused.



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