

*Dear Customer,*

*Greenwoods Hotel, Spa & Retreat is a beautiful four star property located in the village of Stock just 40 minutes by train from London Liverpool Street. This Grade II listed building is surrounded by stunning gardens making it an ideal venue for team building events as well as meetings and social functions.*

*Greenwoods boast three function rooms including the Millennium Suite which is the largest of the three. The Millennium Suite is a modern room on the newer side of the hotel featuring natural daylight and air conditioning making it the ideal room for any conference or private dining event.*

*The maximum capacity in the Millennium Suite boardroom style is 52 people and for private dinners a maximum of 80 people can be accommodated. To the rear of the Millennium Suite are two syndicate rooms suitable as a private area for your team to work in smaller groups or simply as a place for storage.*

*In addition to the Millennium Suite we have two further function rooms – the Library and Boardroom situated in the 17<sup>th</sup> Century part of the hotel. These rooms are ideal for smaller executive meetings as well as parties and receptions for special occasions. Both rooms have natural daylight and can be used either separately or together as they are interconnected.*

*The Library has a raised stage area whilst the Boardroom has original French doors leading out onto the terrace overlooking the landscaped gardens. The maximum capacity is 18 people boardroom style in the Library, 35 people cabaret style in the Boardroom or 130 people between the two rooms for a stand up buffet reception.*

*For corporate events we are pleased to offer a competitive Daily Delegate rate of £50 + VAT and a 24 hour rate of £180 + VAT based on minimum numbers of 20 people. Room hire rates are also available (please see price options enclosed). Delegates using any of our function rooms can enjoy use of the spa facilities (which include a 20m swimming pool, sauna, steam room, Jacuzzi, relax room and state of the art Gymnasium with Power plate machine) for just £10 per person.*

*If it is a private function you require, we can cater for all events from birthday parties to corporate dinners, from engagement parties to private afternoon teas. Room hire rates and menu options are enclosed. For a personalised quote please contact me directly.*

*Finally, we would be keen assisting you with any bedroom enquiries you may have and would be happy to give you details of our corporate bedroom rates available on request (available Sunday to Friday only). We have 39 bedrooms in total and all guests attending a function at Greenwoods will receive an exclusive bedroom rate.*

*I hope you find this information useful. If you would like to visit Greenwoods, I would be delighted to meet with you and any other colleagues that may wish to view the hotel.*

*I look forward to hearing from you soon.*

*Kind regards  
Charlotte Dallimore  
Conference and Events Co-ordinator  
Tel: 01277 829214*

# **Conference Room Capacities**

## **Millennium Suite**

A modern function room with air conditioning, natural daylight and 2 adjoining syndicate rooms

Theatre style – 112 delegates maximum  
Boardroom style – 52 delegates maximum  
Cabaret style – 72 delegates maximum

Minimum numbers in the Millennium Suite - 15 delegates

## **Library**

An elegant room in the 17<sup>th</sup> Century part of the hotel with natural daylight, ceiling fans and stage area

Theatre style – 50 delegates maximum  
Boardroom style – 18 delegates maximum  
Cabaret style – 40 delegates maximum

Minimum numbers in the Library - 5 delegates

## **Boardroom**

An elegant room in the 17<sup>th</sup> Century part of the hotel with natural daylight, ceiling fans and access to the beautiful gardens

Theatre style – 40 delegates maximum  
Boardroom style – 16 delegates maximum  
Cabaret style – 35 delegates maximum

Minimum numbers in the Boardroom - 5 delegates

## **24 Hour Delegate Rate**

£195 + VAT per person up to 20 delegates  
£180 + VAT per person 20 or more delegates

### **Included in 24 hr rate:**

- Accommodation in a double standard bedroom
- Full English and Continental breakfast
- Full use of spa facilities including pool, gym, Jacuzzi, sauna etc.
- 10% off pre-booked spa treatments
- Conference room hire
- Registration tea, coffee, pastries
- Mid morning tea, coffee, biscuits
- Jugs of water, cordial & boiled sweets in conference room
- Hot & cold substantial buffet lunch – choice of 2 menus
- Mid afternoon tea, coffee, biscuits
- Three course a la carte evening meal in our Rosewood Restaurant
- Free Wi-Fi access in function rooms and lounge area
- Free photocopying, printing and fax facilities
- Ample free car parking
- Stationery (paper & pens on table)

### **Optional Extras:**

#### **Food & Beverages**

All below prices include VAT

- Fresh fruit crudités (pineapple, papaya, dragon fruit, blueberries, strawberries) - £3.50 per person
- Bacon or egg roll - £5 per person
- Large homemade scone with jam, clotted cream and reduced calorie cream - £3 per person
- Tea, coffee & biscuits - £3 per person
- Mineral Water - £3.50 per bottle
- Jug of orange juice - £12.50

#### **Equipment**

- Dataprojector & screen - £125 + VAT per day
- OHP & screen - £45 + VAT per day
- Flipchart stand & 1 pad of paper - £25 + VAT per day
- Additional flipchart pads - £12 + VAT per day

Additional equipment may be sourced from an external supplier

## **Daily Delegate Rate**

£68 + VAT per person up to 20 delegates  
£50 + VAT per person 20 or more delegates

### **Included in Daily Delegate Rate:**

- Conference room hire
- Registration tea, coffee, pastries
- Mid morning tea, coffee & biscuits
- Mid afternoon tea, coffee & biscuits
- Jugs of water, cordial & boiled sweets in conference room
- Hot & cold substantial buffet lunch – choice of 2 menus
- Free Wi-Fi access in function rooms and lounge area
- Free photocopying, printing and fax facilities
- Ample free car parking
- Stationery (paper & pens on table)

### **Optional Extras:**

#### **Food & Beverages**

All below prices include VAT

Fresh fruit crudité (pineapple, papaya, dragon fruit, blueberries, strawberries) - £3.50 per person  
Bacon or egg roll - £5 per person  
Large homemade scone with jam, clotted cream and reduced calorie cream - £3 per person  
Tea, coffee & biscuits - £3 per person  
Mineral Water - £3.50 per bottle  
Jug of orange juice - £12.50

#### **Equipment**

Dataprojector & screen - £125+ VAT per day  
OHP & screen - £45 + VAT per day  
Flipchart stand & 1 pad of paper - £25 + VAT per day  
Additional flipchart pads - £12 + VAT

Additional equipment may be sourced from an external supplier

#### **Use of Spa Facilities**

£10 per person for delegates to use the spa facilities at the end of their meeting (indoor pool, Jacuzzi, steam room, sauna, gym)

Please note spaces in our spa are limited and are therefore subject to availability

## **Conference Room Hire Rates**

**(Full day from 9am – 5pm)**

Daily hire charge for Boardroom or Library  
£300 per room inc VAT

Daily hire charge for Boardroom & Library  
£500 inc VAT

Daily hire charge for Millennium Suite  
£500 inc VAT

## **Optional Extras**

### **Food & Beverages**

All below prices include VAT

Fresh fruit crudité (pineapple, papaya, dragon fruit, blueberries, strawberries) - £3.50 per person

Bacon or egg roll - £5 per person

Large homemade scone with jam, clotted cream and reduced calorie cream - £3 per person

Tea, coffee & biscuits - £3 per person

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### **Equipment**

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Flipchart stand & 1 pad of paper - £25 + VAT per day

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### **Use of Spa Facilities**

£10 per person for delegates to use the spa facilities at the end of their meeting (indoor pool, Jacuzzi, steam room, sauna, gym)

Please note spaces in our spa are limited and are therefore subject to availability

## **Half Day Conference with lunch**

£30 + VAT per person

### **Included in half day conference rate with lunch:**

- Conference room hire from 9am – 1pm OR 1pm – 5pm
- Registration tea, coffee & pastries
- Mid morning tea, coffee & biscuits
- Jugs of water, cordial & boiled sweets in conference room
- Hot & Cold substantial buffet lunch – choice of 2 menus
- Ample free car parking
- Free Wi-Fi access

## **Half Day Conference with lunch and Afternoon Treatment**

£78 + VAT per person

### **Included in half day conference with treatments:**

9am – 1pm

1pm Lunch

Treatment and use of the spa from 2pm

- Conference room hire from 9am – 1pm
- Registration tea, coffee & pastries
- Mid morning tea, coffee & biscuits
- Jugs of water, cordial & boiled sweets in conference room
- Hot & Cold substantial buffet lunch – choice of 2 menus
- Ample free car parking
- Free Wi-Fi access
- One treatment per person and use of the spa facilities  
(Choose from – Manicure, pedicure, back massage or mini facial)
- Full use of the Spa facilities including swimming pool, sauna, steam room, gym, relax room and Jacuzzi

# Lunch Options

(Only available in our Daily Delegate and 24 Hour packages)

## **Menu 1 - Daily Delegate Finger Buffet**

Choose from 6 items plus dessert included

Selection of finger sandwiches

Suffolk ham roulade with cream and chive cheese

Goats cheese crostini with red onion marmalade

Sun blushed tomato and mozzarella tartlet

Salmon and prawn filo baskets

Assorted crolines (mini pastries with mixed fillings)

Bellini pancakes topped with crème fraiche and dill

Hot chicken pieces marinated with a BBQ sauce

Baby jacket potatoes filled with sweetcorn and crème fraiche

Italian style calzones filled with cherry tomatoes, mushrooms and mozzarella

Arancinis, risotto rice balls filled with wild mushrooms

Hot Mediterranean vegetable quiche

Bruschetta with salmon

Sole goujons with tartare sauce

### **Dessert**

Mini chocolate profiteroles (included)

OR

## **Menu 2 - Daily Delegate Hot and Cold Fork Buffet**

Choose from 6 items plus dessert included – select 3 items from the cold food options and 3 from the hot food options

### **Cold items – please select 3 items from the following list...**

Continental meat platter with olives and gherkins

Beef steak tomatoes and basil salad with aged balsamic

Marinated cucumber salad

Mixed leaf salad

Potato salad/coleslaw/cous cous salad (classed as 1 item)

Prawn and marie rose salad

### **Hot x 3**

Spicy meat balls

Lamb kebabs with a yoghurt and mint dip

Marinated chicken pieces with a BBQ sauce

Roasted Mediterranean vegetables with a herb crust

Asparagus quiche

Arancinis, risotto balls filled with wild mushrooms

Salmon goujons served with tartare sauce

New potatoes

Saffron rice

### **Dessert**

Fresh fruit salad (included)

# Frequently Asked Questions

## Conference

### **How do I make a booking for a conference?**

Please contact Charlotte Dallimore, Conference and Events Co-Ordinator, directly to check availability on 01277 829214 or charlotte.dallimore@greenwoodshotel.co.uk. If the date you require is available a provisional booking can be made. Please note bookings are not guaranteed until a £250 deposit is paid.

### **What information do I need to provide on booking?**

As much as you can. The main details we will need on booking include the date of function, time of function, number of people attending, and style of seating. As your event approaches you will need to provide more information in regards to any equipment needed, lunch selections, any special requirements and method of payment.

### **What equipment do you provide on the day?**

A flipchart, pad and pen are included in the 24 hour or daily delegate rate as well as Greenwoods stationery on the tables. Screens, projectors and OHP's are available at an additional rate.

### **When do final details have to be confirmed?**

All details must be finalized with your co-ordinator the Friday before the week of your event at the latest.

### **Are there any facilities for outdoor activities?**

We have beautiful lawns and landscape gardens which you are welcome to use. They are suitable for outdoor activities such as archery, garden games, and exercise. Equipment can be hired in from an external supplier if required.

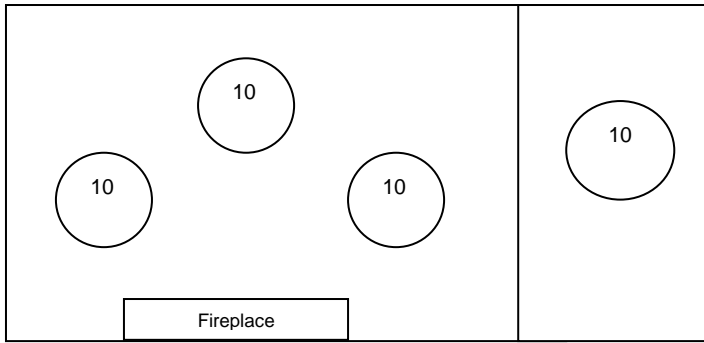
### **Where is the inclusive lunch served?**

A hot and cold substantial buffet lunch is included with the 24 hour and daily delegate packages. This is normally served as a working lunch in the same room that your conference is held. Alternatively you can hire another room for your lunch to be served in. As it is a buffet lunch, it cannot be served in the restaurant.

### **There isn't a package that suits our needs, what can I do?**

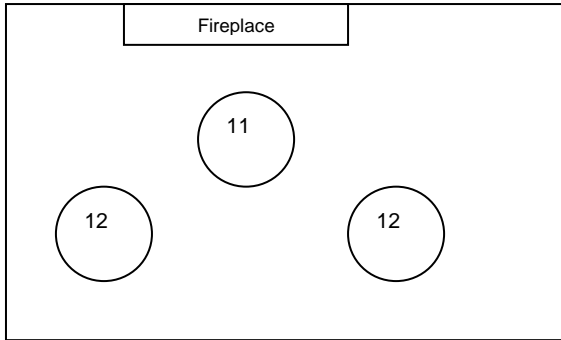
If you contact our team directly with your requirements a tailor made quote can be created for you.

# Room Capacities for Functions at Greenwood's



**Library**

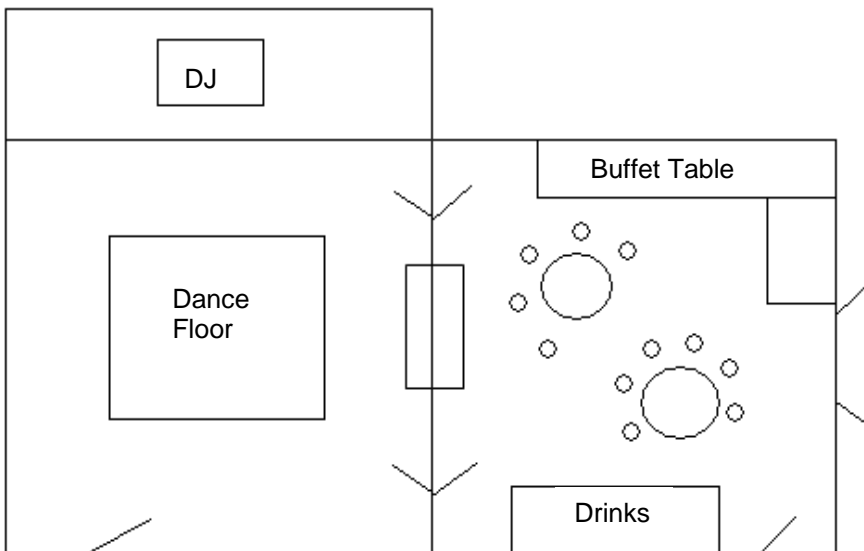
Boardroom style/all on one table: 18 people  
 Cabaret style: maximum capacity 40 people  
 Stand up buffet: 70 people



**Boardroom**

Boardroom style/all on one table: 16 people  
 Cabaret style: maximum capacity 35 people  
 Stand up buffet: 60 people

**EXAMPLE:**

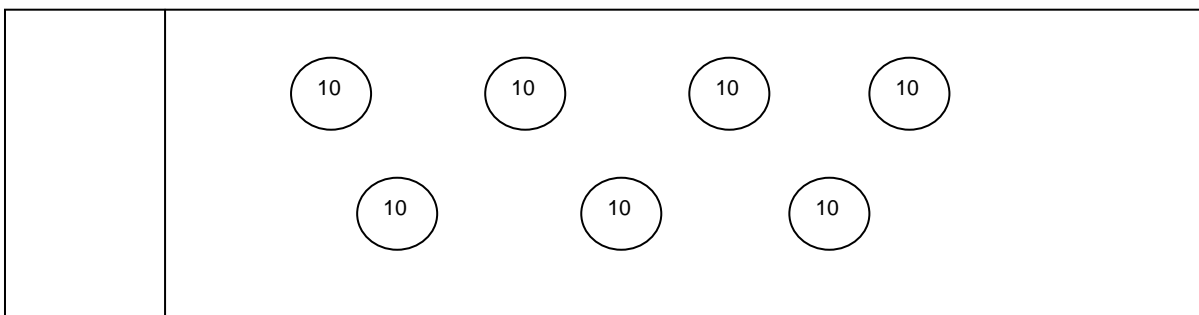


**Library & Boardroom**

Combined capacities  
 Cabaret style: 75 people  
 Stand up buffet/reception: 130 people

**Millennium Suite (below)**

Boardroom style/all on one table: 52 people  
 Cabaret style: Maximum capacity 70 people  
 Stand up buffet: Maximum capacity 110 people



## **Function Room Hire Rates**

**(Based on a 5 hour period)**

Millennium, Boardroom OR Library  
£250 per room inc VAT

Library & Boardroom  
£350 inc VAT

Millennium, Library & Boardroom  
£500 inc VAT

## **Function Options**

Private dining setting for a sit down meal  
Private lounge for afternoon tea  
Disco and Buffet  
Drinks reception with canapés  
Team Building events

## **Optional Extras**

Dance floor 12 x 9 ft – Free  
Use of CD player - Free  
Reception drinks – from £5 per head choose from Pimms,  
Bucks Fizz, House wine, Fruit punch etc.

## **External Extras**

Balloons  
Flowers  
DJ/Band  
Cake  
Entertainment (i.e. Fun Casinos, Garden Games)

Please contact us directly for our list of suppliers

## **Function Guest Bedroom Rates**

All rates are on a bed & breakfast basis  
Rates are per room based on double occupancy

**Standard room rates    £119 per night (Sunday to Thursday)  
   £169 per night (Friday & Saturday)**

A £30 supplement is added to the above prices if you wish to book a premier room with antique double bed and Jacuzzi facilities

Breakfast is included in the above price and is  
an extensive English and Continental buffet

Please note you may use the spa facilities from 9am on the day of arrival and until 7pm on the day of departure. Check in time for bedrooms is 2pm and check out time is 11am however we are happy to store your luggage at reception if you would like to make use of the spa facilities.

It is advisable that you book your room at your earliest convenience to avoid disappointment.

A 50% deposit is required on booking; however we do have a 7 day cancellation policy if you do need to cancel.

# Frequently Asked Questions

## Private events

### **How many people can you sit on a round table?**

Between 8 and 12 people on round tables depending on the room your event is held in.

### **How many people should we cater for during a buffet?**

We normally recommend catering for at least 75% of your final number of guests.

### **Can we bring in our own caterers and wine?**

All the catering has to be done by us however if there was a particular menu you would like us to do our chefs are very flexible and can offer quotes for personalized menus. We do not allow corkage but we are more than happy to find a specific wine if you have something special in mind.

### **What equipment do you provide on the day?**

We can provide white table linen, white napkins, cutlery, glasses, table stands, table numbers, cake stand, cake knife, & an easel for a table plan. Any additional extras such as decorations, entertainment, and equipment will have to be provided by you. We have a recommended suppliers list but you do not have to use it.

### **Can I decorate the function rooms?**

You are welcome to arrive before your event begins to decorate the room/s. We allow balloons, flowers, favours, streamers, and table confetti.

### **What time does the music need to end and will the bar close at the same time?**

The music must end by midnight. A hotel residents only bar will then be open but we do ask guests who are not staying to leave at midnight.

### **Who will be my contact on the day?**

You will have a fully qualified function team to help on the day in whatever way they can. One of our event co-ordinators will be available to help you plan every aspect of your special day and our functions team will be with you throughout the day.

### **Are children welcome in the hotel?**

Children under the age of sixteen are not permitted in the hotel although we do make exceptions for guests who are holding functions at Greenwoods. We do not have any family rooms at the hotel, however we can arrange for an additional bed to be added to the room if a child needs to stay. Please note children under the age of 16 are not permitted to use the spa facilities including the swimming pool.

### **Can we get an early check in to our bedroom?**

Check in is at 2pm and check out is at 11am. Unfortunately we do not offer an early check in or late check out facility at this hotel.

*Banqueting  
Menus*

*Finger Buffet*

*£17.00 per person*

*Selection of Finger Sandwiches*

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*Goats cheese crostini with red onion marmalade*

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*Hot Broccoli Quiche*

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*Chicken Pieces with a Barbeque Sauce*

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*Ratatouille Tartlet*

\*\*\*\*\*

*Chargrilled Lamb Kebabs with a Satay or  
Sweet and Sour Dip*

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*Fresh Fruit Crudités*

*Buffet Menu*

*£20.00 per person*

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*Barbeque Chicken Drumsticks*  
*Hot Asparagus Quiche*  
*Mediterranean Roasted Vegetable Tartlet*  
*Ham Roulade with Cream and Chive Cheese*  
*Lemon and Dill Salmon Goujons*  
*Fillet of Lamb Kebabs glazed in Satay or Teriyaki Sauce*

*A Selection of Salads and New Potatoes*

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*Lemon cheesecake*

\*\*\*\*\*

*Tea, Coffee & Mints*

*Willow Fork Buffet*

*£23 per person*

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*Sun-Dried Tomato and Olive Quiche  
Mediterranean Roasted Vegetable Tartlets  
Bruschetta with Salmon  
Selection of Danish Open Sandwiches  
Fillet of Chicken Pieces with a Mango and Pineapple Sauce  
Cantonese Vegetables with Sweet and Sour Sauce  
Beef Bourguignon*

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*Basmati and saffron rice  
Mozzarella, Tomato and Basil Salad  
Tuna and Olive Pasta Salad  
Seasonal Salad*

\*\*\*\*\*

*Belgian Chocolate Cup filled with Raspberry Mousse*

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*Tea, Coffee and Mints*

*Classic Banqueting Menu*

*£28.00 per person*

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*Roasted Vegetable Soup*

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*Supreme of Chicken with a Mango and Pineapple Sauce*

*Selection of Seasonal Vegetables and Potatoes*

\*\*\*\*\*

*Creamed Profiteroles served with a Hot Chocolate Fudge Sauce*

\*\*\*\*\*

*Coffee and Mints*

*N.B. Vegetarian option available on request*

*Sycamore Banqueting Menu*

*£35.00 per person*

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*Chicken Liver Pate with Melba Toast and Red Onion Marmalade*

\*\*\*\*\*

*Roast Rib of Scotch Beef with a Bordelaise Sauce  
(carved at table)*

*Selection of Seasonal Vegetables and Potatoes*

\*\*\*\*\*

*Traditional Bread and Butter Pudding served with Custard  
Or  
Summer Fruit Pudding with a Raspberry Coulis*

\*\*\*\*\*

*Coffee and Mints*

*N.B. Vegetarian option available on request*

*Manor Carved Buffet Menu*

*£45 per person*

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*Smoked Salmon Cornets filled with Lobster and Chive Mousse*

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*Roast Saddle of Lamb with Apricot Farce  
Fillet of Beef Wellington with a Rich Port Wine Dressing  
Pyramid of North Atlantic Prawns with Seafood Sauce  
Vegetable Roulade with Provençal Sauce (v)*

*Selection of Hot Seasonal Vegetables & Potatoes  
Seasonal Salad  
Tzatziki*

\*\*\*\*\*

*Pear Belle-Hélène  
Bomb Alaska  
British and Continental Cheese Platter*

\*\*\*\*\*

*Coffee and Mints*

*N.B Vegetarian starter available on request*

*Premier Hot Carved Buffet Menu*

*£57.00 per person*

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*Juliennes of Smoked Chicken wrapped in a Savoury Pancake accompanied  
with a Herb Salad and Pesto*

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*Sirloin of Scotch Beef with a Grain Mustard Sauce  
Crown of Roast Norfolk Turkey with Fresh Berries  
Fillet of Wild Poached Salmon with a Dill Mayonnaise Dressing  
Honey Roast Ham with glazed Plums  
Vegetable Roulade with Provencal Sauce (v)*

*Selection of Seasonal Vegetables and Lyonnaise Potatoes*

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*Gateau St. Honore  
Swiss Chocolate Cup filled with Tia Maria and Orange Mousse served with a  
Citrus Coulis*

\*\*\*\*\*

*Selection of British and Continental Cheeses  
Glass of House Port*

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*Coffee and Mints*