



Dear Customer,

Greenwoods Hotel & Spa is a beautiful four star property located in the village of Stock just 30 minutes by train from London. 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' boasts three function suites including the Millennium Suite which is the most suitable rooms for large functions. The Millennium Suite is a modern room featuring natural daylight and state of the art equipment making it the ideal room for a conference, reception or wedding.

The maximum capacity in the Millennium Suite in a theatre style layout is 112 people. For private dinners a maximum of 80 people can be accommodated. To the rear of the Millennium Suite are two syndicate rooms. 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).

In addition to the Millennium Suite we have two further function rooms – the Library and Boardroom, which are ideal for smaller executive meetings as well as a wide range of other events. Both rooms have natural daylight and overlook the landscaped gardens. The maximum capacity is 50 people theatre style in the Library and 40 people in the Boardroom. The rates for these rooms are enclosed.

Delegates using any of our function rooms can enjoy use of the spa facilities for just £10. Guests staying overnight can enjoy complimentary use of the spa facilities.

We would also be very keen in assisting you with bedroom enquiries you may have and would be happy to give you details of our corporate bedroom rates on request (available Sunday to Friday only). We have 39 bedrooms in total and all guests staying overnight can enjoy use of the spa facilities.

I hope you find this information useful. If you would like to come and 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

*C Knott*

Claire Knott  
Sales & Marketing Manager  
Tel: 01277 829205

# **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 and ceiling fans

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:**

Bed and breakfast  
Use of spa facilities  
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  
Mid afternoon tea, coffee, biscuits  
3 course evening meal

### **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 - £100 + VAT per day  
OHP & screen - £45 + VAT per day  
Flipchart stand & 1 pad of paper £25 + 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  
Mid afternoon tea, coffee  
Jugs of water, cordial & boiled sweets in conference room  
Hot & cold substantial buffet lunch

### **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 - £100 + VAT per day  
OHP & screen - £45 + VAT per day  
Flipchart stand & 1 pad of paper £25 + VAT per day

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**

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

Mineral Water - £3.50 per bottle

Jug of orange juice - £12.50

### **Equipment**

Dataprojector & screen - £100 + VAT per day

OHP & screen - £45 + VAT per day

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

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

# Banqueting Menu's

*Finger Buffet*

*£17.00 per person*

*Selection of Finger Sandwiches*

\*\*\*\*\*

*Goats cheese crostini with red onion marmalade*

\*\*\*\*\*

*Hot Broccoli Quiche*

\*\*\*\*\*

*Chicken Pieces with a Barbeque Sauce*

\*\*\*\*\*

*Ratatouille Tartlet*

\*\*\*\*\*

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

\*\*\*\*\*

*Fresh Fruit Crudités*

*Elm Fork Buffet*

*£20 per person*

\*\*\*\*\*

*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  
  
Selection of Seasonal Salads and New Potatoes*

\*\*\*\*\*

*Lemon cheesecake*

\*\*\*\*\*

*Tea, Coffee and Mints*

*Willow Fork Buffet*

*£23 per person*

\*\*\*\*\*

*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*

\*\*\*\*\*

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

\*\*\*\*\*

*Belgian Chocolate Cup filled with Raspberry Mousse*

\*\*\*\*\*

## *Tea, Coffee and Mints*

*Classic Banqueting Menu*

*£28.00 per person*

\*\*\*\*\*

*Roasted Vegetable Soup*

\*\*\*\*\*

*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*

\*\*\*\*\*

*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*

\*\*\*\*\*

*Smoked Salmon Cornets filled with Lobster and Chive Mousse*

\*\*\*\*\*

*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 Provencal 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*

\*\*\*\*\*

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

\*\*\*\*\*

*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*

\*\*\*\*\*

*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*

\*\*\*\*\*

*Coffee and Mints*