

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 17th 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

H Sexton

*Hannah Sexton
Conference and Events Co-ordinator
Tel: 01277 829214*

Conference Room Capacities

Millennium Suite

A modern function room with air conditioning, natural daylight and 1 adjoining syndicate room

Theatre style – 110 delegates maximum
Boardroom style – 52 delegates maximum
Cabaret style – 70 delegates maximum

Minimum numbers in the Millennium Suite - 15 delegates

Library

An elegant room in the 17th 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 17th 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 – 30 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)

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)

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 & 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

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 food and beverage 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

Datap projector & 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

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
- **Mini chocolate profiteroles (included)**

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

- 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 items

- 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
- Fresh fruit salad (included)

Conference Guest Bedroom Rates

Rates are per room based on Single occupancy in a double room

Standard room rates:	£117.50 per night B+B (Sunday to Friday)
	£99 per night room only (Sunday to Friday)
Premier room rates:	£157.50 per night B+B (Sunday to Friday)
	£139 per night room only (Sunday to Friday)

- Breakfast consists of an extensive English breakfast and Continental buffet.
- Check in is at 2pm and check out is at 11am.
- Please note you may use the spa facilities from 2pm on the day of arrival and until 7pm on the day of departure.
- It is advisable that you book your room at your earliest convenience to avoid disappointment.
- A holding deposit is required on booking; however we do have a cancellation policy if you do need to cancel.

Frequently Asked Questions Regarding Conferences

How do I make a booking for a conference?

Please contact our Conference & Events Co-ordinator, Hannah Sexton, on **01277 829214** or **Hannah.sexton@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.

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 of charge
Use of CD player – free of charge
Reception drinks – please contact us for more details

External Extras

Balloons
Flowers
DJ/Band
Cake

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 Friday)**
 £169 per night (Saturday)

Premier room rates: **£159 per night (Sunday to Friday)**
 £209 per night (Saturday)

- Breakfast consists of an extensive English and Continental buffet.
 - Check in is at 2pm and check out is at 11am.
- Please note you may use the spa facilities from 2pm on the day of arrival and until 7pm on the day of departure.
 - 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 regarding functions

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.

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 16 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.

*Greenwoods
Banqueting
Menus*

Greenwoods 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

Greenwoods Finger Buffet

£20.00 per person

Ham roulade with Cream & Chive Cheese



Hot Asparagus Quiche



Mediterranean Roasted Vegetable Tartlet



Barbeque Chicken Drumsticks



Lemon and Dill Salmon Goujons



Fillet of Lamb Kebabs glazed in a Satay or Teriyaki Sauce



Selection of Salads and New Potatoes



Lemon Cheesecake



Tea, Coffee and biscuits

Greenwoods 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

£31.00 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

*Please note vegetarian option available. Please contact our
Events Co-ordinators for more information.*

Sycamore Banqueting Menu

£36.00 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 biscuits

*Please note vegetarian option available. Please contact our
Events Co-ordinators for more information.*

Manor Carved Buffet Menu

£46 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 biscuits

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