



GREENWOODS



Hotel & Spa

Conference Pack

All prices quoted in this conference pack are subject to change

Conference Room Seating Capacities

Library Suite

- Boardroom seating - 20 people
- U shape seating - 15
- Half Cabaret seating - 18 people
(3 round tables of 6)
- Theatre seating - 50 people
- Dinner seating - 40 people



Boardroom Suite

- Boardroom seating - 18 people
- U shape seating - 15
- Half Cabaret seating - 18 people
(3 round tables of 6)
- Theatre seating - 40 people
- Dinner seating - 30 people



Garden Suite

- Boardroom seating - 100 people approx.
 - Cabaret seating - 120 people approx.
 - Theatre seating - 200 people approx.
 - U shape seating - 128 people approx.
 - Dinner seating - 200 people approx..
- This room can be partitioned into two smaller rooms
(Photo shows the room partitioned)*



We highly recommend viewing our conference facilities to see how they can work for your requirements

Full Day Conference Delegate Rate

£54.00 per person inc VAT

Minimum numbers of 8 delegates for Library or Boardroom Suite

Minimum numbers of 45 for Garden Suite

Included in Daily Delegate Rate:

- Conference room hire 9.00am - 5.00pm
- Registration tea, coffee & pastries
- Mid-morning tea, coffee & biscuits
- Mid-afternoon tea, coffee & biscuits
- Jugs of water in conference room
- Buffet lunch
- Free Wi-Fi access
- Ample free car parking
- Stationary (paper & pencils on table)
- Use of a flipchart, pens and paper



Cost Conscious Full Day Delegate Rate

£42.00 per person inc VAT

Minimum numbers of 8 delegates for Library or Boardroom Suite

Minimum numbers of 65 for Garden Suite

Included in Daily Delegate Rate:

- Conference room hire 9.00am - 5.00pm
- Registration tea, coffee & pastries
- 1x serving tea, coffee & biscuits
- Jugs of water in conference room
- Cost conscious lunch consisting of sandwich platter, chips, fruit & orange juice
- Free Wi-Fi access
- Ample free car parking
- Stationary (paper & pencils on table)



24 Hour Delegate Rate

£180.00 per person inc VAT

Minimum numbers of 8 delegates for Library or Boardroom Suite

Bespoke quote given for Garden Suite

Included in 24 hour rate:

- Conference room hire 9.00am - 5.00pm
- Registration tea, coffee & pastries
- Mid-morning tea, coffee & biscuits
- Mid-afternoon tea, coffee & biscuits
- Jugs of water in conference room
- Buffet lunch
- Free Wi-Fi access
- Ample free car parking
- Stationery (paper & pencils on table)
- Use of a flipchart, pens and paper
- Three course evening meal in conference room (set menu, pre-orders required)
- Accommodation in a double standard bedroom
- Full English and Continental breakfast
- Full use of spa facilities including pool, gym, Jacuzzi, sauna etc. from 2.00pm
check in until 11.00am checkout



Half Day Conference Delegate Rate

£32.00 per person inc VAT

Minimum numbers of 10 delegates for Library or Boardroom Suite

Bespoke quote given for Garden Suite

Included in half day conference rate:

- Conference room hire from 9.00am – 1.00pm OR 1.00pm – 5.00pm
- Registration tea, coffee & pastries
- Mid-morning tea, coffee & biscuits
- Jugs of water in conference room
- Buffet lunch
- Ample free car parking
- Free Wi-Fi access
- Stationary (paper & pencils on table)
- Use of a flipchart with pens and paper

Cost Conscious Half Day Delegate Rate

£26.00 per person inc VAT

Minimum numbers of 10 delegates for Library or Boardroom Suite

Bespoke quote given for Garden Suite

Included in half day conference rate:

- Conference room hire from 9.00am – 1.00pm OR 1.00pm – 5.00pm
- Registration tea, coffee & pastries
- Mid-morning tea, coffee & biscuits
- Jugs of water in conference room
- Cost conscious lunch consisting of sandwich platter, chips, fruit & orange juice
- Ample free car parking
- Free Wi-Fi access
- Stationary (paper & pencils on table)
- Use of a flipchart with pens and paper

NEW Twilight Conference

£40.00 per person inc VAT

Minimum numbers of 10 delegates for Library or Boardroom Suite

Bespoke quote given for Garden Suite

Included in Twilight Conference package:

- Conference room hire 6.00pm - 11.00pm
- 3 course evening meal (set menu, pre-orders required)

Available Monday - Thursday

NEW Breakfast Meeting Package

£25.00 per person Inc VAT

Minimum numbers of 15 delegates for Library or Boardroom Suite

Bespoke quote given for Garden Suite or numbers below 15 delegates.

Included in Breakfast Meeting package:

- Conference room hire 7.00am - 11.00am
- Full English breakfast (buffet or plated)
(Includes Bacon, Sausage, Vegetarian Sausage (on request), Scrambled egg, Mushrooms, Tomato, Hash Browns + Tea, Coffee & Orange Juice)

Available Monday - Friday

Optional Extras:

Food & Beverages

All food and beverage prices include VAT

Fresh fruit crudités - £3.50 per person

Breakfast rolls - £5.00 per person

Pastries - £3.50 per person

Homemade scone served with cream and jam - £4.50 per person

Tea, coffee & biscuits - £3.00 per person

Bowls of crisps or peanuts - £4.00 per bowl

Large bottle of Sparkling/Still Water - £4.70 per bottle

Jug of orange or apple juice - £8.50 per jug



Buffet Lunch Options

Please choose 7 items from the selection below

Selection of finger sandwiches (*GF option available*)

Selection of mini wraps

Chicken Goujons with a barbeque sauce

Mini pork pies

Sausage rolls

Honey glazed cocktail sausages

Chargrilled lamb kebabs with yoghurt and mint dip (*GF*)

Chicken pieces marinated with BBQ sauce

Fish goujons with tartare sauce

Salmon skewers with lemon mayo dip (*GF*)

Assorted croquignoles (mini pastries with mixed fillings)

Italian style calzones filled with tomato, mushroom and mozzarella (*V*)

Arancinis - Risotto balls filled with wild mushrooms (*V*)

Sautéed mushroom & spinach filo baskets (*V*)

Baby potato skins filled with cream cheese & chive (*V*)

Sunblushed tomato and mozzarella tartlet (*V*)

Goats cheese crostini with red onion marmalade (*V*)

Mediterranean vegetable quiche (*V*)

Cherry Tomato & goats cheese quiche (*V*)

Vegetarian spring rolls (*V*)

Potato wedges (*V*) (*GF*)

Saffron Rice (*V*) (*Vg*)

Mozzarella, tomato and basil salad (*V*) (*GF*)

Marinated cucumber and feta salad (*V*) (*GF*)

Tuna & sweetcorn pasta salad

Continental meat platter

Potato salad & coleslaw (*V*) (*classed as 1 item*)

Hummus with vegetable crudités (*V*) (*Vg*)

Mediterranean vegetable tart (*V*) (*Vg*)



Fresh fruit crudités with dips (*GF*) (*Vg*)

Mini Pavlovas with Chantilly cream and fresh fruit (*GF*)

Double chocolate and raspberry brownies

Chocolate profiteroles with chocolate sauce

Additional items £3 per person per item

(V) = Vegetarian / (GF) = Gluten Free / (Vg) = Vegan

Corporate Bedroom Rates

All rates are on a bed & breakfast basis and include VAT

Standard room rates 2018/19: £123 per night single occupancy
£153 per night double occupancy

Premier room rates 2018/19: £163 per night single occupancy
£193 per night double occupancy

- Full English and continental breakfast included
- 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 11am on the day of departure.
- It is advisable that you book your room at your earliest convenience to avoid disappointment.

Equipment Available to hire

Data-projector & screen - £36.00 inc VAT per day

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

Additional flipchart pads - £12 each inc VAT per day