



GREENWOODS



Hotel & Spa

# *2020 Conference Pack*



AA Rosette Award for  
Culinary Excellence



*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



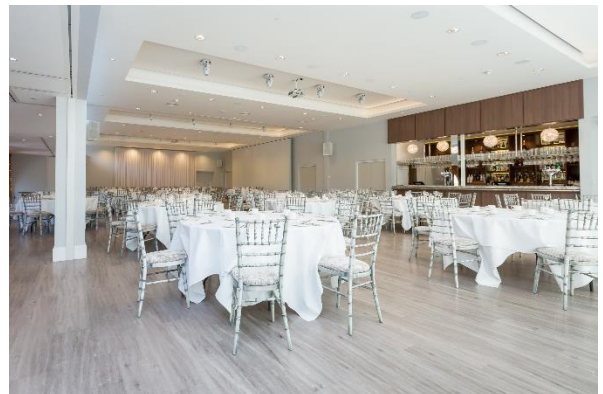
## Boardroom Suite

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 - Full room

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.



## Garden Suite - Half room

Boardroom seating - 50 people approx.  
Cabaret seating - 50 people approx.  
Theatre seating - 100 people approx.  
U shape seating - 30 people approx.  
Dinner seating - 80 people approx.



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

# Conference Room Hire Only

Monday - Friday only

## Library OR Boardroom Suite

£200 half day (4 hours or less)

£400 full day (9am-5pm)

## Library & Boardroom

£300 half day (4 hours or less)

£600 full day (9am-5pm)

## Garden Suite

Monday - Thursday £1200

Friday £1500

\*Please note Garden Suite hire is the same price whether having half room or full room as we cannot hire out the other half of the room at the same time.

The price is also the same whether having half day or full day hire \*

Conference room hire includes tables, chairs, table linen, jugs of water and paper and pencils on tables

# 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
- 2x Servings of 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 60 for Garden Suite*

## Included in Daily Delegate Rate:

- Conference room hire 9.00am - 5.00pm
- Registration tea, coffee & pastries
- 1x Serving of 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
- 2x Servings of 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
- 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
- 1x Serving of 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
- 1x Serving of 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)

# Twilight Conference Package

£40.00 per person inc VAT

*Minimum numbers of 15 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

# 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



# Conference Extras & Equipment Hire

All prices include VAT

Fresh fruit platter - £3.50 per person

Tea, coffee & breakfast rolls - £8.00 per person

Tea, coffee & pastries - £6.50 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

Cost Conscious Lunch (sandwiches, chips, fruit & orange juice) - £10.00 per person

7 option buffet lunch - £18.00 per person

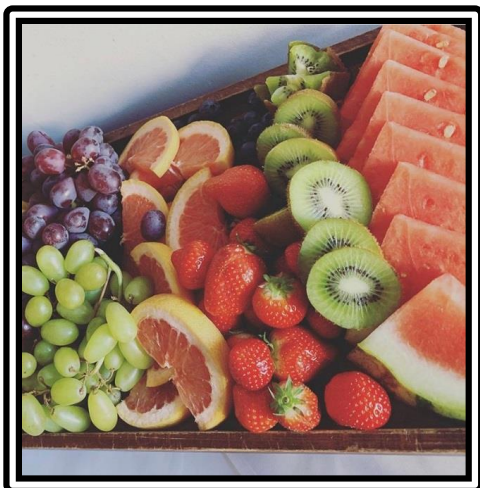
3 course conference dinner with teas and coffees - £32.00 per person (*pre-orders required*)

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

Screen hire only - £18.00 inc VAT per day

Flipchart stand & 1 pad of paper - £25.00 inc VAT per day

Additional flipchart pads - £12.00 each inc VAT per day



# Buffet Lunch Options

Please choose 7 items from the selection below

Selection of finger sandwiches (GF option available) *Contains gluten, milk, eggs, and fish*

Selection of mini wraps *Contains gluten, milk, eggs, and fish*

Chicken Goujons with a barbeque sauce *Contains gluten*

Mini pork pies *Contains gluten*

Sausage rolls *Contains gluten*

Honey glazed cocktail sausages *Contains gluten, mustard*

Chargrilled lamb kebabs with yoghurt and mint dip (GF)

Fish goujons with tartare sauce *Contains fish, gluten*

Salmon skewers with lemon mayo dip (GF) *Contains fish, eggs*

Assorted croquilles (*mini pastries with mixed fillings*) *Contains gluten, milk, eggs, and fish*

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

Sunblushed tomato and mozzarella tartlets (V) *Contains gluten, milk, eggs*

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

Mediterranean vegetable quiche (V) *Contains gluten, milk, eggs*

Cherry Tomato & goats cheese quiche (V) *Contains gluten, eggs*

Vegetarian spring rolls (V) *Contains gluten, sesame, eggs*

Potato wedges (V) *Contains gluten*

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

Marinated cucumber and feta salad (V) (GF)

Tuna & sweetcorn pasta salad *Contains gluten, fish*

Continental meat platter (GF)

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

**Vegan options** - Mediterranean Vegetable Tart *Contains gluten*

Hummus with vegetable crudité (GF) *May contain sesame*

Falafel with sweet chilli dip *Contains gluten*



Fresh fruit crudité with dips (Vg)

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

Double chocolate and raspberry brownies *Contains gluten, milk, eggs*

Chocolate profiteroles with chocolate sauce *Contains gluten, milk, eggs*

**Additional items £3 per person per item**

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

# 3 Course Conference Dinner Menu

Please choose 2 starters, 2 main courses and 2 desserts  
from the selection below for your guests to pre-order from



- Leek & Potato Soup (V) (GF)
- Roasted Sweet Potato, Coconut, Sweet Chilli & Coriander Soup (Vg) (GF)
- Prawn & Crayfish tian with salad (GF) *Contains crustacean*
- Confit Duck Rilette (GF)
- Ham hock terrine with piccalilli & crostini *Contains gluten, mustard, celery*
- Baby beetroot and crispy goats cheese salad (V) *Contains gluten, milk*
- Baked Portobello mushroom stuffed with spinach pine nuts and olives (Vg) (GF) *Contains nuts*



- Supreme of chicken with fondant potatoes and a white wine Sauce (GF) *Contains milk*
  - Rump of Lamb, with roasted new potatoes (GF)
  - Confit pork belly with roasted garlic mash (GF) *Contains milk*
  - Pan roasted hake, herb crushed new potatoes, saffron cream (GF) *Contains milk*
  - Roasted butternut squash risotto with rocket and parmesan (V) (GF)
  - Goats Cheese and Wild Mushroom Pithivier (V) *Contains gluten, milk, egg*
  - Arabiata Linguine with chilli, garlic, cherry tomatoes and rocket cress (Vg) *Contains gluten*
- All served with a selection of Seasonal Vegetables*



- Raspberry and White chocolate cheesecake *Contains gluten, milk*
- Individual lemon tart with raspberry coulis *Contains gluten, milk*
- Greenwoods Classic Bread and Butter Pudding with Vanilla ice-cream *Contains gluten, milk, egg*
- Warm chocolate brownie with vanilla ice-cream *Contains gluten, milk, egg*
- Apple crumble with crème anglaise *Contains gluten, milk, egg*
- Fresh fruit salad & sorbet (Vg) (GF)
- Sultana, maple baked braeburn apples (Vg) (GF)



*Please note a pre-order is required*

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

# Corporate Bedroom Rates

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

Standard room rates 2019: £123 per night single occupancy  
£153 per night double occupancy

Premier room rates 2019: £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.

