



GREENWOODS



Hotel & Spa

2021 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 - 30 people



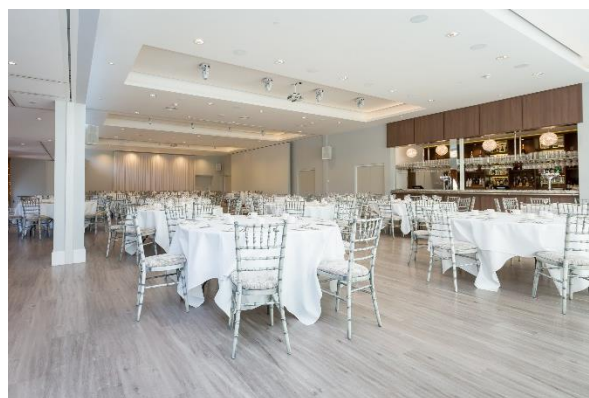
Boardroom Suite

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 - 20x round tables of 6
Theatre seating - 200 people approx.
U shape seating - 128 people approx.
Dinner seating - 200 - 20x round tables of 10



Garden Suite - Half room

Boardroom seating - 50 people approx.
Cabaret seating - 48 - 8x round tables of 6
Theatre seating - 100 people approx.
U shape seating - 30 people approx.
Dinner seating - 80 - 8x round tables of 10



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

£400 half day (4 hours or less)

£700 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

Covid-Safe Conference Package

All of the team here at Greenwoods Hotel are taking every step to ensure the safety and wellbeing of our guests and employees alike.

We have put together the following discounted conference package to allow for business meetings to take place in a COVID-19 secure venue leaving you rest assured that the health of all of our guests and colleagues remains, as always, our top priority

Full Day Rate (9am - 5pm)

£31.00pp includes:

Full day conference room hire
1x serving of teas and coffees
Sandwich lunch

Half Day Rate (9am - 1pm or 1pm - 5pm)

£21.00pp includes:

Conference room hire for 4 hours
1x serving of teas and coffees
Sandwich lunch

Additional servings of teas and coffees charged at £3.00pp
Equipment hire & other optional extras available at an additional cost

Full Day Conference Delegate Rate

£54.00 per person inc VAT

Minimum numbers of 10 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

£195.00 per person inc VAT

*Minimum numbers of 10 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 8 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

Equipment Hire & Optional Extras

All prices include VAT

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

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

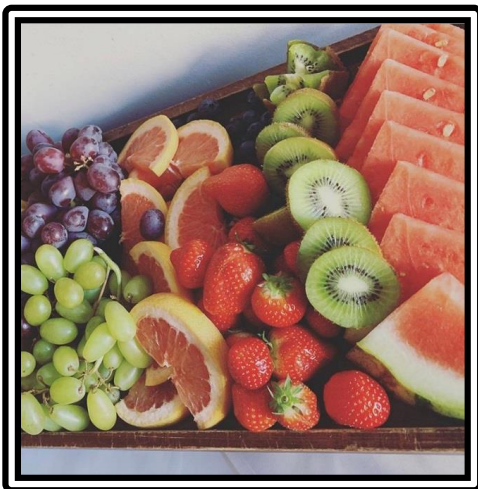
Large bottle of Sparkling/Still Water - £4.70 per bottle

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*)



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*

Spicy chicken wings *Contains mustard*

Sticky mini spare ribs *Contains 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*

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*

Hoisin Duck Spring Rolls *Contains gluten, sesame, 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*

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

Hummus with vegetable crudités (GF) (Vg) *May contain sesame*

Falafel with sweet chilli dip (Vg) *Contains gluten*

Tabbouleh (Vg) *Contains gluten, sulphites, celery*

Spicy bean burger mini sliders (Vg) *Contains gluten, sulphites, sesame, soya*



Fresh fruit platter (Vg)

Mini white chocolate and raspberry cheesecakes *Contains gluten, milk*

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: £125 per night single occupancy
£155 per night double occupancy

Premier room rates: £165 per night single occupancy
£195 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.

