



"International" Day Delegate Package

£65, 00 per person

Includes:

- **VAT**
- **Room hire**
- **Conference pack (including pens, pads and sweets)**
- **Flipchart**
- **Complimentary still and sparkling water**
- **On arrival;**

Tea, coffee and infusions served with a selection of Danish pastries

- **Buffet Lunch (min 10 people *)**

Sample

Grilled chicken brochettes with basil and tomato.

Penne pasta salad with roast pimento, rocket and pesto.

Moroccan lamb kofta with hummus dip

Lemon tart with mascarpone cream

Platter of fresh fruit

Our lunch buffets are all served with a selection of fresh breads.

- **Mid morning and mid afternoon breaks;**

Tea, coffee and infusions served with a selection of biscuits

** For bookings up to 10 people we offer a 2 course Table D' Hote lunch or finger buffet.*

Reduced rates are available on request for day delegate packages which include a "sandwich lunch"

Regular offers and reduced rates may be available.

Please call us on 01279 506475



"Great British" Day Delegate Package

£67.50 per person

Includes:

- **VAT**
- **Room hire**
- **Conference pack (including pens, pads and sweets)**
- **Flipchart**
- **Complimentary still and sparkling water**
- **On arrival;**

Tea, coffee and infusions served with a choice of bacon rolls or egg & sausage sandwiches

- **Buffet Lunch (min 10 people *)**

Sample

Slow braised neck of lamb

Potato salad with crème fraîche and chives

Fish pie with grain mustard mash

English and French cheeses with a variety of breads and fig chutney

Strawberry cheesecake with a fresh fruit coulis

Our lunch buffets are all served with a selection of fresh breads.

- **Mid morning and mid afternoon breaks;**

Tea, coffee and infusions served with a selection of biscuits

** For bookings up to 10 people we offer a 2 course Table D' Hote lunch or finger buffet.*

Reduced rates are available on request for day delegate packages which include a "sandwich lunch"



"Chocoholics" Delegate Package

£69.50, - per person

Includes:

- **VAT**
- **Room hire**
- **Conference pack (including pens, pads and chocolate sweets)**
- **Flipchart**
- **Complimentary still and sparkling water**
- **On arrival;**

Tea, coffee and infusions served with a choice Danish and chocolate croissants

- **Buffet Lunch (min 10 people *)**

Sample

Prawns in a chocolate and chili sauce

Fragrant rice

Breast of chicken with wild mushrooms

Bitter chocolate tart with orange compote

Chocolate dipped fruit

- **Mid morning and mid afternoon breaks;**

Tea, coffee and infusions served with chocolate fudge cake or chocolate pralines

** For bookings up to 10 people we offer a 2 course Table D' Hote lunch or finger buffet.*

Reduced rates are available on request for day delegate packages which include a "sandwich lunch"



**24 Hour Delegate Package
per person**

£175, -

Includes everything in the Day Delegate Package, plus:

- **Luxury double accommodation for single use**
- **Full English Breakfast**
- **Dinner (3 course Table D'Hote menu)**

Upgrades to our Executive suites are available on request at an additional charge.

Discounts on the above rates may be available on request for bookings in standard accommodation

Additional extras:

- Screen : £15
- Additional flipchart £10
- AV Hire POA
- Outdoor/Leisure facilities available (POA)
- Laptops POA

Regular offers and reduced rates may be available.

Please call us on 01279 506475



Bedroom Rates

Room type	Standard Rate
Executive suite	£170
Luxury Superior double room	£120
Standard double room	£90
Single room	£75

Reduced corporate room rates may be requested.

Room booking policy

- All reservations must be confirmed by either email or fax and must be underwritten by a credit card.
- Corporate bookings can be underwritten by a purchase order number or against an approved Managers signature. All reservations must be paid upon departure except where a company account facility has been arranged.
- Cancellations up to 12 pm on the day prior to the arrival date are not charged.
- Cancellations within 24 hours of the day of arrival date will be charged 100% of the agreed room rate.
- For group bookings pre-payment is required and cancellation policy is adapted to the size of the group and agreed with the organizer upon booking. All terms and conditions are stated in the booking agreement.



At Great Hallingbury Manor we have a variety of conference & meeting rooms. Each room, with its own unique style, has been equipped to the highest standards to meet all your conference requirements.

Oak Room

Our charming Oak Room is situated in the older part of the Manor House and overlooks part of our landscaped gardens and lily pond.

The beautiful feature fireplace, oak floor & wall paneling and leaded light windows give this room its unique character.

This delightful conference room with its own bar can accommodate up to 20 people board room style, 45 on U-shape or up to 60 theatre style.

Room hire charge £450.

Gallery Room

The light and airy Gallery Room is situated in the new barn extension of Great Hallingbury Manor. With its contemporary style it offers a superb atmosphere for small conferences, meetings and training.

This fully equipped meeting room can accommodate up to 20 people board room style or 30 people theatre style.

Room hire charge £350.

Room @ The Top

This Management Hideaway situated in the brand new barn extension of Great Hallingbury Manor offers lots of natural daylight, air conditioning and all necessary equipment to make it ideal for senior management meetings.

It can accommodate up to 18 people board room style or 60 people theatre style.

Room hire charge £300

Reduced room hire rates may be available on request



Payment and Cancellation Policy for Room Hire and Corporate packages

- Deposit payment (equivalent to room hire) or credit card details are required upon booking to secure your booking.
- Full balance payment is required 14 working days prior to the booked dates.
- Credit facilities may be agreed subject to appropriate credit checks being satisfied. The application process may take up to 4 weeks.
- Cancellation charges apply as follows:
 - More than 8 weeks prior to the event deposit forfeit, no further charges
 - 8 to 2 weeks prior to event 25% of the total estimated charges
 - 2 weeks – 7 working days prior to event 50% of the total estimated total
 - Less than 7 working days prior to event 100% of the total estimated total.