



Langshott Manor  
HISTORIC ELIZABETHAN HOTEL

## CONFERENCE AND MEETINGS

Langshott Manor is a beautifully restored Elizabethan Manor House set amidst a peaceful English garden, with a small lake, Rose gardens and traditional borders.

The Hotel is located only 8 minutes away from Gatwick Airport, 30 minutes from London via the Gatwick Express train, which departs every 15 minutes and is also within easy reach of the M23 and M25.

We have 2 Conference Rooms the Boardroom with natural daylight and views over the moat of our two resident swans and your own decking to enjoy those well earned breaks. St. Peters for that smaller meeting in the oldest part of the manor, with its own door onto the terrace with natural daylight and views of the gardens.

By prior arrangement, you can hire Langshott Manor exclusively, Giving yourselves and your guests full and private use of the house and award winning gardens



Our Hotel...

## **THE BOARDROOM**

Wood Panelled, with waterside views, ample natural light this room features its own private decking stretching out over the medieval moat that protects the house on one side. The room capacities are listed below.

**Boardroom 20      Private Dining 20      Theatre 25      Classroom 16**

## **ST PETERS**

For smaller groups we would suggest St Peters. This is situated in the oldest part of the house with ample natural day light, views of the garden with its own garden door leading onto the terrace. The lounge next door can also be used as a private break out room at a small additional charge. The room capacities are listed below.

**Boardroom 10      Private Dining 12**

## **THE GALLERY**

An elegant, long room, overlooking the front entrance of the Manor and a secluded garden to the side The Gallery can be set in many different formats including a lounge set-up at one end of the room for those more relaxed moments or for your delegates Tea and Coffee breaks. With plenty of natural daylight the Gallery provides the ideal venue for any small meeting. The room capacities are listed below.

**Boardroom 8      Comfy Seating 10      Reception 25**

## **THE MULBERRY RESTAURANT**

The Mulberry Restaurant has uninterrupted views over the gardens, French doors can be opened to allow the good weather in during the summer months. It has a maximum capacity of 60 guests, and the tables can be arranged as 6, 8 or 10 with various styles of top table. The room capacities are listed below.

**Boardroom 30      Classroom 20      Theatre 45      Cabaret 25**  
**Horseshoe 20      Private Dining 60**

## **BREAKOUT ROOMS**

While it may be possible to use our lounges as breakout rooms, or indeed our gardens, it must be stressed that these are public areas that can be used by other guests. These therefore can not hold any equipment, unless privately hired and this is subject to availability.

*Our Rooms...*

## MEETING RATES

### CLASSIC 24 HOUR DELEGATE

**£215.00 Incl. VAT**

Includes:	Accommodation	-	Double Room for Single Occupancy
	Breakfast	-	Full English Breakfast
	Room Hire	-	8.30am - 5.30pm
	Equipment	-	LCD Projector, Screen & one Flipchart Complimentary WiFi
	On arrival	-	Tea and Coffee with Danish Pastries Or a healthy Fruit Basket
	Morning	-	Tea Coffee and Manor made Biscuits
	Luncheon	-	A Two Course Hot & Cold Working Buffet Lunch
	Afternoon	-	Tea and Coffee with Manor Made Doughnuts
	Dinner	-	A Three Course Dinner with Coffee

### ELITE 24 HOUR DELEGATE

**£250.00 Incl. VAT**

Includes:	Accommodation	-	Double Room for Single Occupancy (With up-grade if available for senior delegates)
	Breakfast	-	Full English Breakfast
	Room Hire	-	8.30am - 5.30pm
	Equipment	-	LCD Projector, Screen & one Flipchart Complimentary WiFi
	On arrival	-	Tea and Coffee with Bacon Sandwiches Or a healthy Fruit Basket
	Morning	-	Tea Coffee & Fruit Smoothies with Manor made Biscuits
	Luncheon	-	A Two Course Lunch in Mulberry Restaurant Or a Working Hot & Cold Buffet
	Afternoon	-	Tea and Coffee with Manor Made Doughnuts & Ice Cream
	Dinner	-	A Three Course Dinner with Coffee (Private if preferred)
	Extra's	-	Mini Cans of Coke & Sprite Complimentary Newspapers in Meeting Room

*Our Rates...*

## Exclusive Use of the Manor

Langshott Manor has the benefit of being available on an Exclusive Use basis for your meeting to be completely private & tailored to your needs from 6.00pm on the day of arrival & until 2.00pm on the day of departure

Exclusive Use includes use of all of our lounge areas and beautiful gardens within the Manor & our team of dedicated staff are on hand for the entire event.

### EXCLUSIVE USE PACKAGE

£299.00 PER PERSON Incl. VAT

Includes:	Accommodation	-	Double Room for Single Occupancy
	Breakfast	-	Full English Breakfast
	Equipment	-	LCD Projector, Screen & one Flipchart Complimentary WiFi
	On arrival	-	Tea and Coffee with healthy Fruit Basket
	Morning	-	Tea Coffee with Danish Pastries
	Luncheon	-	A Three Course Premier Lunch in Mulberry Restaurant including Mineral Water, Orange Juice or one glass of house wine Or a Working Hot & Cold Buffet
	Afternoon	-	Tea and Coffee with Manor Made Doughnuts & Ice Cream
	Dinner	-	Champagne Reception & a Three Course Dinner in Mulberry Restaurant
	Extra's	-	Mini Cans of Coke & Sprite Complimentary Newspapers in Meeting Room

**(Based on 22 Bedrooms)**

*Our Rates...*

### CLASSIC DAY DELEGATE

£65.00 Incl. VAT

Includes:	Room Hire	-	08.30am – 5.30pm
	Equipment	-	Screen and Flipchart Complimentary WiFi
	On arrival	-	Tea and Coffee with Danish Pastries
	Morning	-	Tea, Coffee & Manor Made Biscuits
	Luncheon	-	A 2 Course Hot & Cold Buffet Lunch
	Afternoon	-	Tea and Coffee & Manor Made Doughnuts

### ELITE DAY DELEGATE

£79.00 Incl. VAT

Includes:	Room Hire	-	08.30am – 5.30pm
	Equipment	-	LCD Projector, Screen and Flipchart
	On arrival	-	Tea and Coffee with Bacon Sandwiches Or a Healthy Fruit Basket
	Morning	-	Tea, Coffee, Fruit Smoothies & Manor Made Biscuits
	Luncheon	-	A 2 Course Lunch in Mulberry Restaurant Or a working hot & cold Buffet
	Afternoon	-	Tea and Coffee & Manor Made Doughnuts
	Extra's	-	Complimentary WiFi Complimentary Newspapers in Meeting Room

### HALF DAY DELEGATE

£47.00 Incl. VAT

Includes:	Room Hire	-	Morning from 8.30am - 12.30pm Afternoon from 1.30pm – 5.30pm
	Equipment	-	Screen and one Flipchart
	On arrival	-	Tea & Coffee with Bacon Sandwiches or Manor Made Doughnuts
	Break	-	Tea, Coffee and Fruit Smoothies with Manor Made Biscuits

*Our Rates...*

## EQUIPMENT RATES

All of your conference delegates will be provided with  
Pencils, pads, sweets, cordials and mineral water,  
A Screen and one flip chart will be set up in the room on request.

Please advise us of your requirements in advance.

Please call for any further equipment requirements so a quote can be given.

All hire charges are per day Inc VAT.

We can also provide the following services during your time with us: -

Extra Flipcharts	-	£25.00 each
Extra Screens	-	£20.00 each
Photocopying	-	25p per sheet
Faxing	-	25p per sheet incoming 50p per sheet outgoing
Wifi	-	Available throughout the property Please ask for more information
LCD Projector	-	£75.00 per day

## MAKE YOUR MEETING THAT LITTLE BIT DIFFERENT

At Langshott Manor we work very closely with a local recommended corporate events company Priory Events. So we are able to offer you assistance in organizing numerous corporate activities in the local area or within the Manor itself.

These activities range from Clay-pigeon shooting, Archery, Team Building and many other activities.

If you would like to see what the Priory Events Team can offer your individual group why not take a look at there website [www.prioryevents.com](http://www.prioryevents.com)  
or call their dedicated team on 01737 822484.

## WHY NOT.....

Add an extra course for lunch - £5.00 per delegate

A Fun Casino with Croupier - £435.00

(Only available with Exclusive Use)

Small extra touches to your meetings can make it all the more memorable

*Some Extras...*

## **SAMPLE MENU OPTIONS**

### **SAMPLE WORKING BUFFET MENU**

Selection of sandwiches  
Bowl of soup  
Selection of cooked meats  
Selection of salads  
Chicken kebabs  
Goujons of fish with tartar sauce  
Warm tomato and mozzarella Tart  
Dark chocolate marquise, Crème Brûlée, homemade doughnuts

### **SAMPLE RESTAURANT MENU OPTIONS**

#### **Starter**

Salad of Roasted Quail with Toasted Brioche Marinated Green Beans  
and a Hazelnut Dressing  
Parfait of Chicken Livers and Foie Gras Homemade Toasted Brioche  
Welsh rarebit Beignets Cauliflower Puree, Roast Jerusalem Artichokes

#### **Main Course**

Roast Rack of Cornish Lamb with a Herb Crust Dauphines potato and Rosemary Jus  
Seared Fillet of Red Mullet with Buttered Leaf Spinach and a Braised Tomato Sauce  
Roast Butternut Squash Risotto Onion Bhaji, Light Curry Cream

#### **Dessert**

Crème Brûlée with Brandy Soaked Raisins  
Summer Pudding with Clotted Cream  
Iced Orange Parfait with Mango Coulis and Coconut Tuiles

*Our Menus...*

Initial bookings should be made by telephone to ensure availability. Confirmation is required follow within 7 days. Full pre-payment, a credit card or a contract signed by an authorised Signatory will be required.

Once a conference has been confirmed a contract exists between the booker and Langshott Manor. In the unfortunate event of a function being cancelled for whatever reason, the following charges will apply.

Between 6 and 3 months before the event 35% of the estimated account is due.

Between 3 months and 8 weeks before the event 50% of the estimated account is due.

Between 8 weeks and 4 weeks before the event 75% of the estimated account is due.

Between 4 weeks and the original date of the event 100% of the estimated account is due.

In the event that we are able resell all of the rooms for a similar amount then an administration fee of £150.00 will apply.

All outstanding amounts are due for payment at the end of the event prior to departure.

The company does not accept any responsibility for customers belongings left on the premises.

A customer, who has made a reservation, accepts liability to take reasonable and proper care of all premises, facilities and equipment used for the function arranged.

They shall indemnify Langshott Manor against any liability for loss or damage to the same caused by the act or omission of the delegate or any guest of the customer.

All accounts are due for payment at the end of the function, unless prior arrangements have been made, In writing with the Company, In the case of account customers, payment is due within 14 days of the function.

All major credit cards are accepted.

Where a reservation is made by any person acting as an agent for any other, the person making the reservation will be liable to ensure all sums due to Langshott Manor will be paid as such sums become due and will indemnify Langshott Manor against any loss or liability arising out of any failure to pay such sums in accordance with these conditions.

In addition Langshott manor will pay 8% commission to agents on full delegate rates.

Prices quoted are current but are subject to change without prior notice.

All prices (Unless otherwise stated) are inclusive of VAT.

*Terms & Conditions...*