

## Conferences and Meetings At Langshott Manor

Langshott Manor is a beautifully restored, 22 bedroom Elizabethan Manor House, located down a quiet country lane and set within a three acres, peaceful English garden. Since the original house was built in 1580 there has been four further substantial building periods, 1640, 1850, 2000 and now 2002. The 2000 development added a 56 cover restaurant and a purpose built boardroom that can hold up to 22 people. The most recent development, finished last May, added seven more bedrooms which will have wonderful views of the moat, some with their own private over-water decking.

All this is only 8 minutes away from Gatwick Airport, 30 minutes away from London via the Gatwick/Victoria Express train, which departs every 15 minutes, and within easy reach of the M23 and M25. Transport to the airport can be provided at any time, making the Manor the ideal central venue for Conferences and Meetings.



## Private Meeting Rates

### 24-Hour Delegate Rate

**£250.00 Inc VAT**

Includes:	Accommodation - Double Bedded Room for Single Occupancy
Breakfast	- Full English Breakfast
Room Hire	- 8.30am - 5.30pm
Equipment	- Including use of OHP, Screen and one Flipchart.
On arrival	- Tea and Coffee with Bacon Sandwiches
Morning	- Tea, Coffee and Fruit Smoothies with Biscuits
Luncheon	- A Working Buffet Lunch for the industrious in the Meeting Room (min of 5) OR A Two Course Lunch in the Mulberry Restaurant
Afternoon	- Tea and Coffee with Home Made Muffins
Dinner	- A Three Course Dinner with Coffee in the Mulberry Restaurant
Wi-fi	- 1 x 24 Hour complimentary access during your stay per delegate

### Day Delegate Rate

**£77.50 Inc VAT**

Includes:	Room Hire - 8.30am - 5.30pm
Equipment	- Including use of OHP, Screen and one Flipchart.
On arrival	- Tea and Coffee with Bacon Sandwiches
Morning	- Tea, Coffee and Fruit Smoothies with Biscuits
Luncheon	- A Working Buffet Lunch for the industrious in the Meeting Room (min of 5) OR A Two Course Lunch in the Mulberry Restaurant
Afternoon	- Tea and Coffee with Home-made Muffins

### 1/2 Day Delegate Rate

**£47.00 Inc VAT**

Includes:	Room Hire - 8.30am - 1.30pm OR 12.30pm - 5.30pm
Equipment	- Including use of OHP, Screen and one Flipchart.
On arrival	- Tea and Coffee with Bacon Sandwiches
Break	- Tea, Coffee and Fruit Smoothies with Biscuits

**Should you wish to use the manor exclusively for your meeting**, all the bedrooms, public rooms and grounds can be your companies from £250.00 per delegate including food and beverages (Excluding any additional Alcoholic Beverages and extra guests). Ideal for a Conference, Followed by delegates and partners murder mystery dinner.

## Equipment and Corporate Activities

All conference rooms will be provided with pencils, pads, sweets, cordials and mineral water.  
An overhead projector and screen, plus one flip chart will be set up in the room on request.

Please let us know 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: -

Flipchart (1 included in Day Delegate Rate and 24 Hour Rate) - £25.00 each	
Screen (included in Day Delegate Rate and 24 Hour Rate) £20.00 each	
Photocopying	25p per sheet
Faxing	25p per sheet incoming - 50p per sheet outgoing
Wifi	60 minutes valid for 24hrs - £6.50
	30 consecutive minutes - £3.00
	24 Hours consecutive - £15.00
	7 Days consecutive- £69.00
LCD Projector	£150.00 per day

## Make Your Meeting Different

At Langshott manor we work very closely with our local corporate events company Priory Events so we can also help you to organise numerous corporate activities in the local area or within the Manor itself. These range from Clay-pigeon shooting; Archery; Team Building and many more with our local corporate events company Priory Events if you would like to see what they can offer check out there website [www.prioryevents.com](http://www.prioryevents.com) or call there dedicated team on 01737 822484.

Small extra touches to your meetings can make it all the more memorable,  
Why not consider one of our alternative coffee and tea breaks: -

### **Additional prices per delegate**

Three Course Table D'Hote Lunch	£5.00
Private Room for Lunch	£100.00

## Conference Rooms

Below are some details of the conference rooms available to accommodate your meeting. All our rooms have multiple power points, telephone points and adjustable lighting controls.

### The Gallery

An elegant, long room, overlooking the front entrance of the Manor and a secluded garden to the side. The Gallery is able to accommodate up to 8 delegates on a round table, including a lounge set-up at one end of the room for the more relaxed moments of confidential discussion and tea/coffee breaks. With plenty of natural daylight the Gallery provides the ideal venue for any small meeting.

**Boardroom 8                      Comfy Seating 10                      Reception 25**  
**Room Hire - £350.00**

### St Peters

Situated in the oldest part of the house, St Peter's with its fire, oak beams, views of the gardens and its own garden door leading onto the terrace for those summer pre-lunch or pre-dinner drinks, has all the ideal elements for a meeting, lunch or dinner party. Should the weather be inclement, The Lounge next door can also be used as a private reception room or break out room at a small additional charge.

**Boardroom 10                      Private Dining - 12**  
**Room Hire - £300**

### The Boardroom

The newest addition to our facilities. A recently built extension overlooking the medieval moat with ample natural light and its own private decking out over the water - ideal for refreshing breaks or taking a buffet lunch.

**Boardroom 20                      Private Dining 22                      Theatre 25                      Classroom 16                      Reception 35**  
**Room Hire Only - £500**

### Mulberry Restaurant

The Manor's award winning restaurant can accommodate up to 60 people for a meal. In the event of an Exclusive use it can be used for up to 30 on a boardroom table, 20 classroom and 20 U Shape.

### Breakout Rooms

While it may be possible to use our lounges as breakout rooms, or indeed our gardens when the weather is kind, it must be stressed that these are public areas that can be used by other hotel guests. They therefore can not have any equipment set up in them. Should you require guaranteed privacy for a break out please ask about the alternatives. We can guarantee one of the lounges or indeed a number of our bedrooms are suitable for use as a breakout room.

**Room Hire from £75.00per half day session**

## 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 brulee, homemade doughnuts

## Sample Lunch/Dinner Menu

### **Terrine of Smoked Salmon**

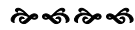
Bound with Anchovy Butter served with Cucumber and Mint Raita and Onion Bread

### **Mosaic of Corn fed Chicken**

Baby Leeks and Foie Gras with a Truffle Dressing

### **Deep Fried Goats Cheese**

Marinated Provençal Vegetables and Aged Balsamic Vinegar



### **Roasted Breast of Guinea Fowl**

Bacon Lardons and Silver skin Onions Port and Lime Jus

### **Roast Rack of Cornish Lamb**

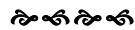
a Herb Crust Dauphines potato and Rosemary Jus

### **Pan Fried Gressingham Duck Breast**

with a spiced Cherry Sauce and Caramelised Chicory

### **Roast Butternut Squash Risotto**

Onion Bhaji, Light Curry Cream



### **Crème Brulee**

Brandy Soaked Raisins

### **Dark Chocolate Tart**

White Chocolate Sorbet

### **Iced Orange Parfait**

Mango Coulis and Coconut Tuiles

Selection of English Cheeses  
Homemade Onion and Walnut Bread and Biscuits Charged Individually

## Terms and Conditions

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

Any conferences below the minimum number of 4 delegates will be obliged to pay the equivalent charge of 4 delegates at the corresponding rate.

Once a conference has been verbally 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 can resell the rooms for a similar amount then an administration fee of £100.00 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 customer 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.