



Conference & Events

2010 – 2011

Rowley Road, Little Weighton, Nr Hull
East Yorkshire, HU20 3XR

Telephone: 01482 848248 FAX: 01482 849900

Web-site: www.rowleymanor.com e-mail: info@rowleymanor.com

Introduction

This fine Georgian House, set in 34 acres of lawns, rose gardens and parklands, was once the rectory to Saint Peter's Church, which has existed at Rowley since 1150.

The Rectory is said to have been built by Ezekiel Rogers in 1621: who later sailed in the Mayflower to become one of the Pilgrim Fathers with his parishioners, finally settling in Massachusetts, U.S.A and founding Rowley there. It celebrated its 350th anniversary in 1989. Rowley Manor remained a Rectory until 1928 when it was purchased by a local shipping magnate, T.A Filmer Wilson of the Ellerman Wilson Lane.

He installed pine panelling a magnificent fireplace by Grinling Gibbons in the study and a beautiful water temple in the garden. He lived at Rowley until his death in 1969. It was then converted into a hotel, to offer country house hospitality.

We offer a home from home setting at The Rowley Manor Country House Hotel. Not being your average corporate hotel it is the perfect place for any conference or event your company wishes to host.

Why not spoil your guests or treat your colleagues to a unique setting in the beautiful East Yorkshire Countryside!!!

We have 3 quality re-furnished suites that can accommodate 2 – 120 guests in various seating arrangements. Two of our suites open onto our extensive gardens, this is simply a perfect setting for events such as team building days and Summer BBQ's. During the Winter months we light our impressive open log fires which is a delight when its cold outside!

We have a day delegate rate and various packages available. For those of you wishing to organise a breakfast meeting or evening seminar we offer catering options to suit your requirements.

Room hire fees apply when you are not providing food for your guests. If organising an event and you simply want to hire a suite for a special occasion, finger buffet options are available.

Please contact our conference & events co-ordinator for further details on (01482) 848248

Room hire tariffs & extras

<i>Room hire only Tariffs</i>	<i>Full day (8am – 5pm)</i>	<i>Half day (8am – 12pm or 1pm – 5pm)</i>	<i>Evening Sun - Thurs (6.30pm – 10pm)</i>	<i>Evening Fri & Sat (7.00pm – 1.00am)</i>
<i>The Pine Room</i>	£150.00	£100.00	£100.00	£100.00
<i>The View</i>	£200.00	£150.00	£125.00	£150.00
<i>The Garden Suite</i>	£200.00	£150.00	£125.00	£150.00
<i>The Mayflower Suite</i>	£800.00	£400.00	£400.00	£800.00

When hiring a suite on a room hire only basis for a conference, the following items are included in the price:

*1 x flipchart
Overhead projector and screen
Pads and pens for every delegate
Mineral water and sweets*

The following items are chargeable at the rates shown:

*Tea or coffee - £2.00 per delegate per serving
Tea or coffee and biscuits - £2.50 per delegate per serving
Tea or coffee served with bacon sandwiches - £7.00 per delegate
Tea or coffee served with Danish pastries - £7.00 per delegate
LCD projector - £75.00
TV & DVD player hire - £75.00
Syndicate room hire - £75.00*

Should you require any further equipment not displayed within our brochure, we would be more than happy to arrange it for you, please speak to one of our staff members for further details.

£32.00 DDR

The day delegate rate includes the following:

*Initial room hire
3 servings of tea coffee and snacks (mid morning and afternoon)
A light working lunch
The use of a screen and over head projector
2 flipcharts
Pads, pens, mineral water and sweets*

Bacon sandwiches on arrival, £5.00 extra per delegate (a vegetarian option can also be made available)

2 course lunch in the restaurant, £10.00 extra per delegate (Should you opt for lunch in the restaurant, we would request that the delegates place their orders during their mid morning break. Menus will be handed out to your delegates on arrival)

Conference Dinner, Bed & Breakfast rate £85.00 (sole occupancy)

Conference & Event Catering Options

A light lunch

£6.50 per person

An assortment of sandwiches and nibbles for your delegates to choose from on their arrival. During the winter months a soup option will be made available served with crusty warm bread rolls.

Lunch in the Restaurant

£15.95 2 Courses

£17.95 3 Courses

To keep our loyal customers happy, we alternate our menu on a regular basis to give them a varied choice, we would welcome the opportunity to forward you some sample menus.

The finger buffet option

£9.95 per person for 5 items

Hot sausage rolls

An assortment of sandwiches

Homemade quiche selection (v)

Spicy Chicken Wings

Onion bhajis (v)

Mixed Pizza slices

Prawn coleslaw

Tomato & basil salad (v)

Baby new potato salad (v)

Goujons of Haddock & Salmon

Cajun chicken with a Spicy Salsa Dip

Vegetable spring rolls (v) – Soy & Honey Dip

Vegetable samosa's (v) – Chilli & Garlic Dip

Garlic bread (v)

Chicken Tikka Pieces with Mango Chutney

Southern Spiced Potato Wedges with Garlic Dip

Honey & Mustard Roasted Cocktail Sausages

Pasta Salad with Tuna & Red Pesto Dressing

Rice Salad with Sweetcorn, Peas & Peppers

Additional items charged at £2.00 per person

Minimum numbers apply

The hot buffet option

£14.95 per person

Chef's Steak & Ale pie topped with Puff Pastry
Chicken in a Light Mustard & Honey Sauce

Chilli Con Carne

A Mild Chicken Curry

Mushroom Stroganoff (v)

Vegetable Lasagne (v)

Beef Stroganoff

Italian Meat Balls with Spiced Tomato Sauce

Strips of Beef in Garlic & Peppercorn Sauce

Seafood Risotto

Smoked Salmon & Mushroom Pasta

Aberdeen Angus Cottage Pie

Chunky Seafood Pie

Chicken a la King

(Please choose 2 of the above options)

OoO

Hot baby new buttered potatoes

Fragrant steamed rice

A selection of seasonal vegetables

A colourful salad option

(Please choose 2 of the above options)

OoO

Lemon Cheesecake

Apple & Blackberry Cumble

Strawberry Cheesecake

Sticky Toffee Pudding

Chocolate Fudge Cake

A Salad of Fresh Fruit

Fresh Cut Fruit Platter

(Please choose 2 of the above options)

All served with cream & coulis

OoO

Freshly brewed Tea or Coffee and Petit Fours £2.50 per person

Minimum numbers apply

Event menu

Home made Soup £4.95

Chicken & Duck Liver Parfait £5.95

Fanned Melon & Parma Ham £5.95

Flaked Salmon & Prawn Gateaux £6.95

Garlic Mushroom on Sundried Tomato & Olive Bread £5.95

Warm Salad of Black Pudding £6.95

Goats Cheese, Red Onion & Asparagus Tart £5.95

0o0

Breast of Chicken with a Wild Mushroom Sauce £14.95

Roast Sirloin of Beef with Yorkshire Pudding £20.50

Roast Loin of Pork with Black Pudding Stuffing & Apple sauce £15.95

Fillet of Salmon in a Lemon Butter Sauce £15.95

Breast of Duck in an Orange & Green Peppercorn Jus £19.95

Braised Lamb Shank on a Herb Mash £15.95

Fillet of Sea Bass wrapped in Parma Ham £19.95

Three Onion & Pea Risotto £13.95

(All served with a market selection of seasonal vegetables & potatoes)

0o0

Lemon Cheesecake £6.50

Pannacotta with Raspberries £6.50

Chocolate Torte £6.50

Brandy Snap Basket filled with Fresh Fruit & Ice Cream £6.50

Cheese Platter for One £9.95

0o0

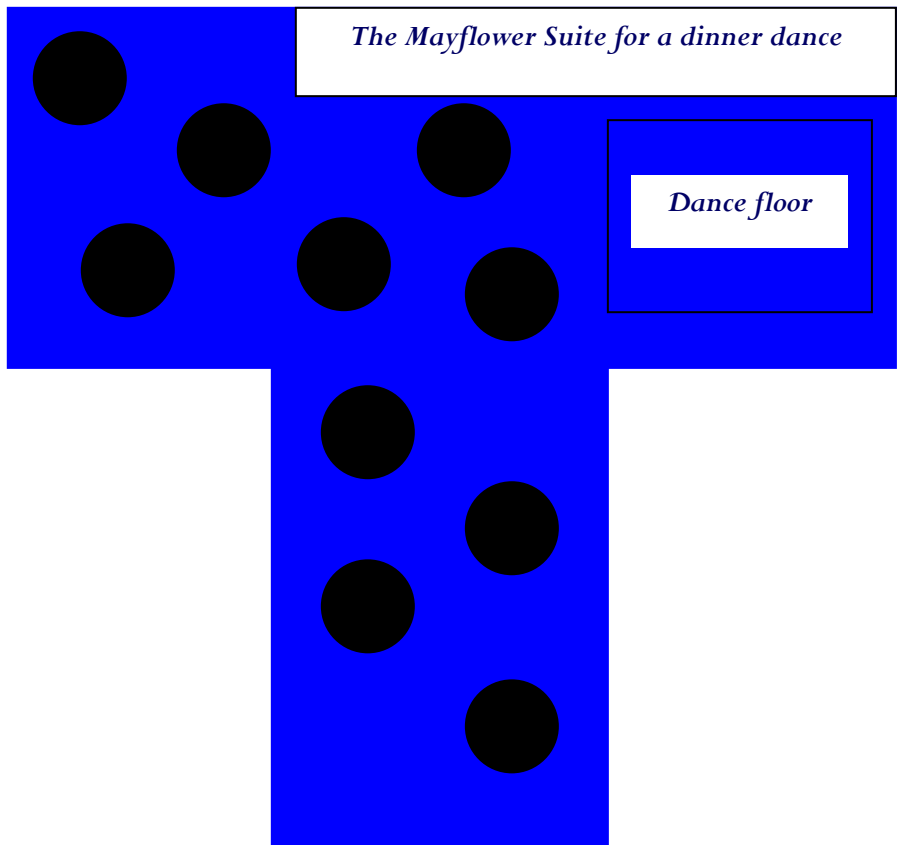
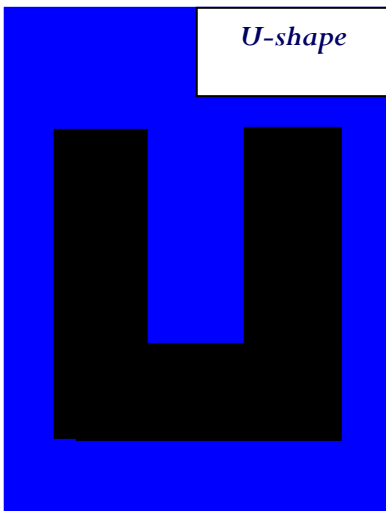
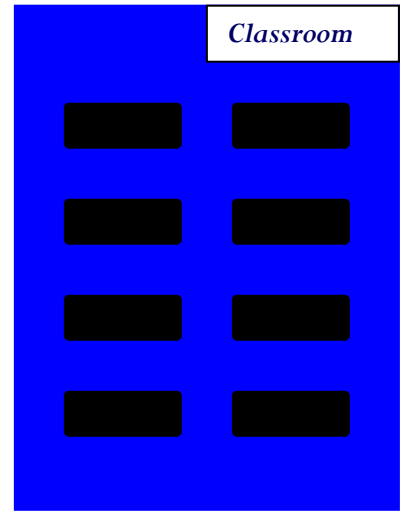
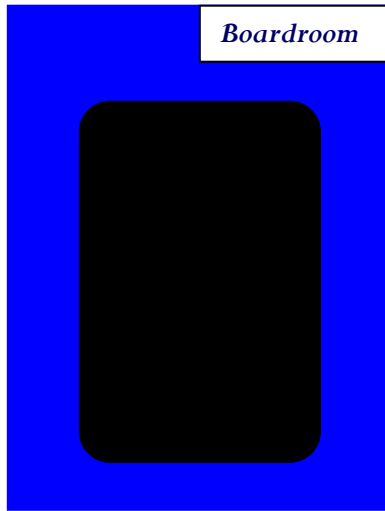
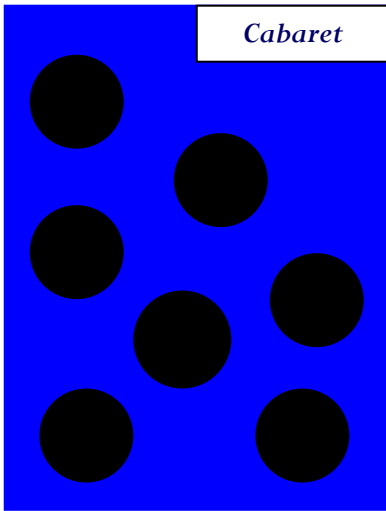
Freshly brewed Tea, Coffee & Petit Fours £2.95

*Please choose 3 options from each course for your guests, note that a pre-order is required from all of your guests 7 days prior to your event
Please notify us if you have any special dietary requirements*

Room Capacities

<u>Layout</u>	<u>The Pine Room</u>	<u>The View Room</u>	<u>The Garden Suite</u>	<u>The Mayflower Suite</u>
<u>Theatre</u>	40	50	120	140
<u>Boardroom</u>	20	30	40	N/A
<u>Classroom</u>	10	20	40	N/A
<u>U-shape</u>	20	30	40	N/A
<u>Cabaret</u>	24	36	48	N/A
<u>Dinner using a block table</u>	20	30	40	N/A
<u>Dinner only using rounds</u>	30	36	60	100
<u>Dinner dance with rounds</u>	N/A	N/A	40	100
<u>When having a finger buffet</u>	40	50	60	200

Example room layouts



Note that these examples are not to scale

Directions

The Rowley Manor Country House Hotel

Conference & Event 'Terms & Conditions'

❖ Provisional bookings

- We are more than happy to make a provisional booking for you for up to a maximum of 14 days. If we have not heard from you within 14 days, the date will be released back onto our system. The 14 day period starts from the date the request was made.
- If we receive a request from another party or company wishing to make a booking for your provisional date within your 14 day provisional period, we will contact you with the option to confirm the booking within 48 hours. Should you be unable to do so, your date will be given to the other party or company requesting the date.

❖ Confirming your booking

- No booking can be confirmed unless a copy of these 'Terms and conditions' have been signed and returned to us by the organiser of any conference or event.
- For a private conference or event we also request a standard deposit of £300.00 to confirm the booking.
- The hotel will respond in writing confirming that your booking is in our system.

❖ What happens if I cancel?

- All requests to cancel any confirmed booking must be forwarded to The Rowley Manor Hotel in writing by the Organiser. The Rowley Manor Hotel will then respond in letter format confirming that the booking has been cancelled forwarding any cancellation invoices.
- The following charges will apply depending on the time scale at which the conference or event is cancelled:-

48 hours prior	The full value of the booking is chargeable.
1 month prior	75 % value of the booking.
3 months prior	50% value of the booking.
6 months prior	25% value of the booking.
What if I've paid a deposit?	All deposits are non-refundable.

- Any waiver or reduction of cancellation charges is entirely at the discretion of the Managing Director of The Rowley Manor Country House Hotel.
- Of course we will try to re-let the use of your allocated suite, should we be successful then a reduction in your cancellation fee will be applied.

❖ When do I need to confirm my numbers?

- Our conference and events co-ordinator will contact you 14 days prior to the event to confirm final numbers and menu choices.
- We will reduce numbers for conferencing needs at no cost when no food is required within 24 hours.
- When food is required, confirmed numbers given 7 days prior to the conference or event will be charged for.

❖ Payment

- For all private events The Rowley Manor Country House Hotel requires all outstanding balances are paid in full 7 days prior to the event.
- A pro-forma invoice / event sheet will be issued to you once we have confirmed all final details with you.
- For corporate bookings we are happy to receive purchase orders enabling us to invoice the company direct after the conference or event. We would then require all outstanding balances to be forwarded to the Hotel within 21 days.
- For all credit card payments please note that a 3% credit card charge will be incurred.
- For some events The Rowley Manor Country House Hotel will request a bond from the organiser to secure against any damage to the premises. This bond will be returned after the event once a full check of the premises has been carried out.

❖ Insurance

- We would advise that you take out insurance for a small premium to cover the cost of your event and any other liabilities relating to your conference or event.
- The Rowley Manor Country House Hotel simply encourages clients to consider taking out insurance.
- Contracts of insurance are between you and your chosen insurance broker and do not involve The Rowley Manor Country House Hotel.

❖ Other

- You are more than welcome to arrange your own entertainment for your event. We would request prior to the event that you obtain a copy of their 'PAT' certificates to ensure that their equipment is safe to use on our premises.
- We can accept delivery of items in the run up to your event, providing you give us notice to secure storage space.

Date of conference / event

Signed.....

Print name.....

On behalf of which company or private party.....

Date booking confirmed.....

The Rowley Manor Country House Hotel
Rowley Road, Little Weighton, Nr Hull
East Yorkshire, HU20 3XR

Telephone: 01482 848248 FAX: 01482 849900

Web-site: www.rowleymanor.com e-mail: info@rowleymanor.com