



Derwent Manor

BOUTIQUE HOTEL

MEETINGS & EVENTS

Derwent Manor

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Allensford, Northumberland, DH8 9BB

01207 592 000 • sales@derwentmanorhotel.com

www.derwentmanorhotel.com

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BOUTIQUE HOTEL

OUR WONDERFUL, FRIENDLY TEAM ARE HERE
TO HELP YOU IN WHATEVER WAY WE CAN.

Whether you need help booking a business meeting,
christening, birthday party, anniversary,
we cater for all...

CONTACT US TODAY!

Please contact our sales team to book your meeting or event.

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TERMS & CONDITIONS

PROVISIONAL BOOKINGS

We are happy to hold a date provisionally for 7 days, with no obligation. We reserve the right to release a booking any time after this period. If we do not receive deposit, the date will be released back onto sale.

CONFIRMATION

If you wish to go ahead and confirm your booking, we require a £100 non-refundable deposit (up to 100 guests – over 100 requires £500) Followed by full payment 2 week prior to your meeting/ function.

PRICES

Our Sales & Events team will inform you of any price changes to your contract (if any) during your payment plan. Once you have paid your deposit and signed your contract, this is your minimum payment, you cannot decrease from the numbers signed for, you can only increase. The minimum chargeable numbers shown on the contract will apply.

PAYMENTS

Payments can be made via telephone, in person or BACS. If you are paying by transfer please do allow enough time for payments to clear and reference your payments with both names and event date.

CATERING

The hotel must provide all catering for both daytime and evening events. We do not hire rooms out on a self-catering basis.

A meal must be provided for each guest attending an event.

DAMAGE

Derwent Manor Hotel reserve the right to charge any individual or group for any damage wilfully caused to the hotel or its contents. Clothing, personal property of gifts – Derwent Manor Hotel cannot accept responsibility for items left in the hotel or private cars. No liability can be accepted for property, gifts or cars damaged or lost at the hotel. All of your property must be removed on the evening of your function, unless arrange in advance.

CANCELLATIONS

In the event of a cancellation, the following charges will apply:

- More than one years notice – Loss of deposit
- Between 12 & 9 months' notice – 25% of total balance
- Between 9 & 6 months' notice – 50% of total balance
- Between 6 & 3 months' notice – 75% of total balance
- Less than 3 months – 100% of total balance

Following all cancellations the deposit will be retained, this is deducted from any other value owed. The cancellation charge must be paid within one week of cancellation.

POSTPONEMENT OR CHANGE OF DATE

A change of date or postponement of the wedding will be treated as a cancellation and as such, the cancellation policy will apply. Payments cannot be transferred to alternative dates. The Hotel cannot make any commitment regarding availability of alternative dates.

PLEASE CONTACT OUR SALES TEAM TO BOOK YOUR MEETING OR EVENT.

We require £100 deposit (up to 100 guests – over 100 requires £500) to secure the booking, with full payment 2 weeks prior to your meeting/ event. See our full terms and conditions.

HOST YOUR EVENT WITH US

CHRISTENINGS, BIRTHDAYS, ANNIVERSARIES, BABY SHOWERS, FUNERALS

ROOM HIRE

Grand Hall	£350 - Half Day	£600 - Full Day
Allensford Suite	£300 - Half Day	£550 - Full Day
Garden Room	£150 - Half Day	£300 - Full Day

CATERING

We can offer a range of catering options to suit all needs.

From light finger buffets, to a three course a la carte dinner

- Hot Sandwich Buffet (choice of 2 meats per buffet) from £17.95pp
- Cold Finger Buffet from £18.95pp
- Hot Fork Buffet (choice of 2 mains & 3 sides) from £21.95pp
- 2 Course Dinner from £24.95pp
- 3 Course Dinner from £29.95pp
- Carvery options from £12.95 (one course)
- Afternoon Tea from £18.95pp
- Canapes from £6pp

*add arrival drinks to your event from only £4.95pp

DJ RATES

	2023	2024	2025
BASED ON 6 HOURS	£350	£360	£370
EXTRA HOUR(S)	£50	£55	£60

BUSINESS MEETINGS & CONFERENCES

WITH GENEROUS SPACE AND A WIDE RANGE OF ROOMS, DERWENT MANOR IS

THE IDEAL VENUE FOR ALL OF YOUR BUSINESS & EVENT NEEDS.

FROM LARGE SCALE EVENTS TO MEETINGS FOR JUST TWO, WE HAVE A ROOM TO SUIT ALL.

The hotel has three conference rooms accommodating from 2 to 300 delegates and can provide extra syndicate space. We also have 55 spacious en-suite bedrooms with work space and complimentary WIFI.

With 20 acres of land, we are ideal for residential conferences, team building and corporate events.

The hotel also has its own leisure club with indoor heated pool, fitness centre, spa bath and sauna.

AUDIO SYSTEMS • FLIP CHARTS • LCD PROJECTOR

SCREENS • HIGH-SPEED INTERNET ACCESS • VIDEO FACILITIES

PHOTOCOPYING • WHITEBOARDS

ROOM CAPACITIES

	Length	Width	Height	Theatre	Board	Classroom	U Shape	Banquet	Natural Daylight	Floor
Grand Hall	21	13	5	300	200	60	50	250	YES	Ground
Allensford	21	9	3	250	180	80	70	200	YES	First
Garden Room	10	10	2	100	50	40	35	65	YES	First

DAY DELEGATE PACKAGES

FULLY INCLUSIVE OF;

- On Site Free delegate parking
- 3 servings of tea, coffee served with biscuits
- Paper & Pens
- Iced water
- Projector & Screen
- Free high-speed internet access
- 2 course hot and cold buffet lunch
- Flip chart and pens
- Room Hire

24 HOUR RESIDENTIAL PACKAGE

FULLY INCLUSIVE OF DAY DELEGATE PACKAGE AND;

- Overnight accommodation in spacious en-suite rooms
- 3 course Table D' Hote dinner served in our Restaurant
- Full complimentary use of leisure club facility

CURRENT RATES

Minimum of 8 Persons

November to March - from £25pp

April to October - from £32pp

CURRENT RATES

November to March - from £130pp

April to October - from £145pp

INDIVIDUAL COSTING

ROOM HIRE

Grand Hall	£350 - Half Day	£600 - Full Day
Allensford Suite	£300 - Half Day	£550 - Full Day
Garden Room	£150 - Half Day	£300 - Full Day

FOOD AND BEVERAGES

Tea & Coffee - from £2.95pp

2 Course Hot/ Cold Buffet Lunch - from £11.95pp

Light Sandwich Lunch - from £7.95pp

EQUIPMENT PACKAGE

Projector / Screen / Paper / Pens / Flipchart - from £50 - Per Day

