



Derwent Manor

BOUTIQUE HOTEL

MEETINGS & EVENTS

www.derwentmanorhotel.com



Derwent Manor

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.

01207 592 000 • sales@derwentmanorhotel.com

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 200 delegates and can provide extra
syndicate space. We also have 58 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.

FLIP CHARTS • LCD PROJECTOR • SCREENS • HIGH-SPEED INTERNET ACCESS
PHOTOCOPYING • WHITEBOARDS

ROOM CAPACITIES

	Length	Width	Height	Theatre	Board	Classroom	U Shape	Banquet	Cabaret	Floor
Grand Hall	21	13	5	200	-	50	50	180	100	Ground
Allensford	21	9	3	150	-	60	70	150	80	First
Garden Room	10	10	2	60	40	30	35	60	40	First

DAY DELEGATE PACKAGES

FULLY INCLUSIVE OF;

- On Site Free delegate parking
- 3 servings of tea, coffee served with biscuits
- Paper and pens
- Iced water
- Projector and 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
- Dinner served in our Restaurant (allowance per person, per night)
- Full complimentary use of leisure club facility

DAY DELEGATE RATES

Minimum of 8 Persons

November to March - from £35pp

April to October - from £42pp

24 HOUR RATES

November to March - from £159pp

April to October - from £165pp



INDIVIDUAL COSTING

ROOM HIRE

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

FOOD AND BEVERAGES

Tea & Coffee - from £2.95pp

Choose from a variety of buffet lunches from £9.95pp

(please contact our team to view our menus)

EQUIPMENT PACKAGE

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



HOST YOUR EVENT WITH US

CHRISTENINGS, BIRTHDAYS, ANNIVERSARIES, BABY SHOWERS, FUNERALS AND MORE...

ROOM HIRE

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

- 2 Course Dinner from £29.95pp
- 3 Course Dinner from £34.95pp
- Carvery options from £13.95 (one course)
 - Canapes from £9pp

*add arrival drinks to your event from only £5.95pp
(please contact our team to view our buffet menus)



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 non-refundable 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.



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BUFFET CHOICES

CHRISTENINGS, BIRTHDAYS, ANNIVERSARIES, BABY SHOWERS, FUNERALS AND MORE...

DERWENT SANDWICH BAR

Choose from soft wraps, baguette or sliced bread

Fillings – please choose 4 from the below:

BBQ Chicken
Chicken Caesar
Falafel and Tzatziki
Chicken and Bacon
Tuna Mayo, Cucumber and Sweet Chilli Sauce
Ham and Mustard Cress
Egg and Cress
Cheese Savoury

SOFT & FLUFFY JACKET POTATOES

Fillings – please choose 2 from the below:

Butter
Tuna mayo
Beans
Cheese
Chilli



The above buffets come with a salad bar – crisp leaf, tomato, cucumber & red onion.

With a choice of dressing:

Blue
House
Caesar
Balsamic

(Please note menus may change on a seasonal basis)

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ADDITIONAL EXTRAS:

Pasta Salad
Potato Salad
Nicoise Salad
Greek Salad
Cous Cous
Rice Salad
Coleslaw
Watermelon Feta & Mint
Fruit Platter
Homemade Soup & Bread Rolls
Homemade Chunky Chips
Crispy French Fries
Potato Wedges

FANCY SOMETHING SWEET?

Sticky Toffee Pudding
Seasonal Crumble
Dessert Platter (mixture of our afternoon tea cakes & desserts)
Sponge Pudding
Eton Mess Station
Fruit Trifle
Mousse
Tiramisu



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