



## **Banqueting and Conferences**

**1<sup>st</sup> November 2007 – 31<sup>st</sup> October 2008**

Situated in the heart of Suffolk, Ravenwood Hall is a family owned hotel renowned for its excellent service and superb cuisine.

The hotel is centrally located between Norwich, Cambridge, Ipswich and Colchester, three miles east of Bury St Edmunds on the A14, known as the 'corridor of East Anglia' and is the main link from Birmingham to Felixstowe. With easy access at junction 45 it is the ideal location for friends and business colleagues to meet from across East Anglia.

Ravenwood Hall can cater for any number of guests in various locations throughout the hotel and Pavilion.

The Edwardian Pavilion can cater for up to 130 benefiting from natural daylight, a covered veranda and a patio area where guests may partake in a syndicate meeting or just a leisurely lunch.

The 7 acres of grounds are available to site a marquee up to 500 guests for banqueting, conferences and team building events.

Car parking is unlimited

### **Conference Prices**

**8 hour delegate rate** **£38.70 per person**

(minimum numbers 10)

- Room hire
- Flipchart and easel
- Iced water and cordials
- Boiled sweets, pens and notepaper
- Tea, coffee and biscuits on arrival
- Mid morning tea, coffee and biscuits
- B4 buffet lunch with mineral water
- Afternoon tea, coffee and biscuits

**24 hour delegate rate** **£175.25 per person**

- Room hire
- Flipchart and easel
- Iced water and cordials
- Boiled sweets, pens and notepaper
- Tea, coffee and biscuits on arrival
- B4 buffet lunch with mineral water
- Afternoon tea, coffee and biscuits
- Chefs special 3 course dinner with coffee
- Single occupancy bedroom with newspapers
- Full Country House breakfast

**Room Hire Charges - Pavilion and Restaurant**

	With catering	Without catering
7am - 10am	£125.00	£250.00
7am - 12am	£150.00	£295.00
1pm - 5pm	£150.00	£295.00
7am - 5pm	£250.00	£500.00
6pm - 12pm	£175.00	£350.00
7am - 12pm	£390.00	£750.00

## Equipment Hire Price List

### Equipment

### Daily

### Charge

Carousel projector and screen	Prices on application
Overhead projector and screen	£ 35.00
Flip chart, pads and pens (included in delegate rate)	£ 15.00
Projector screen	£ 20.00
Lectern (included in delegate rate)	£ 15.00
Television	£ 35.00
VHS video recorder	£ 35.00
LCD desk top projector (Powerpoint)	Prices on application
Photocopies (per sheet)	£0.35
Fax outgoing (per sheet)	£1.55
Fax outgoing, abroad (per sheet)	£2.60
Fax incoming (per sheet)	£1.35
Secretarial services	prices on application

## Conference Extras

	Per person
Tea, coffee and biscuits (per serving)	£2.35
Tea, coffee, toast and preserves	£5.00
Tea, coffee and Danish pastry	£5.00
Tea, coffee and smoked bacon in A homemade huffer	£7.50
Continental breakfast (Tea, coffee, orange juice, croissants, toast, preserves and Danish pastry)	£9.75
Full English breakfast (Choice of cereals, tea, coffee, orange juice, croissants, toast, preserves, Ravenwood breakfast of Newmarket sausages, Suffolk bacon, scrambled eggs, Norfolk nut brown mushrooms, tomato and fried bread)	£15.50
Hildon still or sparkling mineral water (per bottle)	£3.10
Orange juice (per glass)	£1.70
House wine (per glass - from)	£3.35

## **Conference Buffet Menus**

**B1 £11.35**

A Selection of filled Bridge Rolls and Open Bruschettas  
Chicken and Sweetcorn Tartlets  
Vegetable Spring Rolls with Chilli and Plum dipping sauce  
Hot Potato Wedges with paprika salt

**B2 £13.40**

Country Classic Pate, Chicken Liver Parfait, Mature Cheddar and Brie Cheese  
with English Stilton, accompanied by baby onions, pickles, relishes, grapes  
and apples ,plus a generous basket of crusty breads.

**B3 £17.00**

Bar-B-Q  
Marinated Loin of pork  
Jumbo Newmarket sausages  
Cajun style quartered chicken pieces  
Warm garlic and chive bread  
A selection of salads to include  
Tomato and spring onion  
Cucumber and dill  
Coleslaw  
Mixed leaf salad with French dressing  
Hot buttered new potatoes

**B4 £15.45**

A selection of filled bridge rolls and open grilled brushetta  
Indian spiced onion bhajis  
Chinese Dim sums  
Spinach, tomato and goats cheese tartlets  
Salmon and herb pastry boats  
Long Melford sausages with grain mustard  
Cajun spiced chicken drumsticks  
Vegetable Crudities with a selection of house dips  
Breaded goujons of plaice with a tartare sauce

**B6 £25.70**

**A hot running Fork Buffet which allows your guests  
to peruse at their leisure**

**Please choose 3 from the following**

**Main Fare**

Spicy Mexican Chili con carne  
Creamy seafood fricassee  
Classic red wine beef bourginone  
Chicken chasseur with baby onions  
Green Thai vegetable curry with poppadoms  
Norfolk turkey and Suffolk ham casserole  
Italian Fritto Misto of fried vegetables

**Accompanied by:**

Please choose 3 of the following

Pilaf rice  
Fresh penne pasta  
Roasted new potatoes  
Roasted root vegetables  
Saffron Rice with mixed vegetables  
Creamed King Edward Mashed potatoes

**Followed by:**

A Mirror of Desserts

**B7 £25.70**

**A Decorated Plate of Aged Beef, Poached Salmon.  
Suffolk Ham and Norfolk Turkey.  
Accompanied by a table centre piece of:  
Tomato and spring onion salad , Cucumber and dill salad,  
Coleslaw and hot new potatoes and chives  
Homemade relish and pickles**

**Desserts**

Classic Baked Lemon tart  
Served with vanilla sauce

Steamed Guards Pudding  
With raspberry jam sauce

Fresh Fruits Marinated in Rosemary  
With cream

*Please select one starter, one main dish and one dessert for your party*

*MENU A £36.00 per person*

Starters

Roasted Sweet Pepper and Tomato Soup  
Basil Crostini

Cream of Leek , Chive and Potato Soup

Country Style Chicken Liver Pate  
Wrapped in Suffolk Bacon with Spiced Apple Chutney

Galia Melon  
With Mixed Leaf Salad, Parma Ham and Tomato mayonnaise

Warm Goats Cheese and Pear Tartlette  
On Pesto Scented Leaves

Escalope of Salmon on Homemade Linguini  
With Hollandaise Sauce

*Main Fare*

Carved at your Table: Roasted Pork Loin with Sage and Apple Farce  
Wrapped in Crisp Puff Pastry with Thyme Sauce

Spinach Tagliatelle ,with Button Mushrooms, Pak Choy and Roasted Cherry  
Tomatoes, Basil Pesto

Baked Salmon Fillet, Tomato and Chervil Crust,  
Olive Butter Sauce

Roast Norfolk Turkey  
Sausagemeat Dumplings, Black Bacon and Cranberry sauce

***Main Fare Menu A Continued:***

Breast of Corn Fed Chicken, Baby Shallots and Bacon,  
Red Wine Sauce

Braised Lamb Shank,  
Served on Creamed Mashed Potatoes with a Rosemary and Shiraz Sauce

All the above are served with a selection  
of market vegetables and potatoes

Also included in Menu A is the BBQ Option as a main course:

Marinated Pork Loin Steak, Jumbo Newmarket Sausage  
Cajun Style Quartered Chicken Pieces  
Hot Buttered New Potatoes  
Tomato and Spring Onion Salad, Coleslaw  
Mixed Leaf Salad with French Dressing  
Warm Garlic and Chive Bread

**Menu A Desserts**

Home Baked Shortbread Biscuits  
Filled with Strawberries and Chantilly Cream with Fresh Strawberry Sauce

Classic Baked Lemon Tart  
Served with Vanilla Sauce

Dark and White Chocolate Roulade  
With Mocha Sauce

Steamed Guards Pudding  
With Raspberry Jam Sauce

Choux Buns  
Filled Fresh Cream and Chocolate Sauce

A Trio Ice Creams  
With Sweet Biscuit

Coffee and Sweetmeats

**Ravenwood Hall Hotel**

# Conference Confirmation

Please complete the following to confirm your booking and return to us with a letter of confirmation, information that is not included on this form may cause difficulties on the day.

Company name: - \_\_\_\_\_  
 Date of the booking: - \_\_\_\_\_  
 Address: - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone number: - \_\_\_\_\_  
 Contact name: - \_\_\_\_\_  
 Number of delegates: - \_\_\_\_\_

(To be confirmed 7 days before the event, these then will be the minimum numbers you will be charged for)

Access time to room: - \_\_\_\_\_ Arrival time of delegates: - \_\_\_\_\_  
 Finish time of conference: - \_\_\_\_\_ Vacate room: - \_\_\_\_\_

**Seating arrangements: -**

Theatre ( ) Boardroom ( ) Classroom ( )  
 Cabaret ( ) U Shape ( ) Other \_\_\_\_\_

<b>Refreshments</b>	No of delegates	Time required
Arrival tea and coffee		
Mid morning refreshments		
Lunch buffet (please select eg: B1, B2, etc.		
Orange/Tea and coffee/Wine (please select)		
Afternoon tea and coffee		
Dinner (Bar required Y/N)		

**Equipment required: -**

Screen ( ) OHP ( ) Flip chart ( ) TV/Video ( )  
 Power point projector ( ) Slide projector ( )  
 Other \_\_\_\_\_

Registration area ( ) Presentation table ( ) Reps tables ( )  
 Speakers lectern ( ) Speakers table ( )

Bar service required Y/N - time from \_\_\_\_\_ until \_\_\_\_\_

Do you require a written quote Y/N

Please add any further information including, if required, your lunch/dinner menu (include vegetarian option and numbers please).

Notes: -

Please note that credit facilities are not available, all bills to be settled on the day, if you would like to pay by direct credit to our bank account, the details are as follows: -

Bank	Barclays, Newmarket
Account Name	Ravenwood Hall Hotel Ltd
Sort Code	20-60-38
Account Number	30739634

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For office use only

Hire fee:	_____	Equipment charge:	_____
Buffet price:	_____	Extras:	_____
Quote sent: -	Y/N		

**Booking Terms and Conditions for Conferences**

## 1<sup>st</sup> November 2007 – 31<sup>st</sup> October 2008

A non-refundable payment representing the appropriate room hire charge is required to confirm a booking; all bookings not secured with a deposit within seven days will be deemed to be not required.

All prices shown are based on the tariff applicable to this year, November to end of October, and are subject to a yearly inflationary increase of at least 3%.

Any outstanding amounts to be cleared on the day.

### CANCELLATION

Any payments made to Ravenwood Hall Hotel Ltd may be retained to cover any third party costs incurred and to cover administration costs etc and loss of profit for the day.

The right exists for both you and Ravenwood Hall Ltd to cancel the function if contractual arrangements are not met.

Please ensure you have read the terms and conditions before signing.

Name: .....

Date of Conference: .....

Signed: .....

Date: .....

16<sup>th</sup> October 2007 Edition