



Ravenwood Hall

Country Hotel and Restaurant

Banqueting and Conferences

1st November 2009 – 31st October 2010

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, just 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 from 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 the Edwardian Pavilion.

The Pavilion can cater for up to 130 people 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.

Please have a browse through this information, if you have any question or queries please ring the Pavilion team on **01359 270345**.



Conference Prices

8 hour delegate rate - £40.85 per person
(minimum number 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 - £185.00 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 | £135.00 | £270.00 |
| 7am – 12am | £160.00 | £315.00 |
| 1pm – 5pm | £160.00 | £315.00 |
| 7am - 5pm | £270.00 | £530.00 |
| 6pm – 12pm | £185.00 | £370.00 |
| 7am – 12pm | £410.00 | £795.00 |

Equipment Hire Price List

| <u>Equipment</u> | <u>Daily Charge</u> |
|--|----------------------|
| LCD wall mounted projector | £97.50 |
| Roving microphone | £87.50 |
| Electronic display screen | £25.50 |
| Flip chart, pads and pens (included in delegate rate) | £16.50 |
| Lectern (included in delegate rate) | £16.50 |
| Television | £37.00 |
| VHS video recorder | £37.00 |
| LCD desk top projector (PowerPoint) | Price on application |
| Photocopies (per sheet) | £0.45 |
| Fax outgoing (per sheet) | £1.65 |
| Fax outgoing, overseas (per sheet) | £2.75 |
| Fax incoming (per sheet) | £1.45 |
| Secretarial services | Price on application |

Conference Extras

| | <u>Per person</u> |
|---|---------------------|
| Tea, coffee and biscuits | £2.45 (per serving) |
| Tea, coffee, toast and preserves | £5.30 |
| Tea, coffee and Danish pastry | £5.30 |
| Tea, coffee and smoked bacon in a homemade huffer | £7.95 |
| Continental breakfast (Tea, coffee, orange juice, croissants, toast, preserves and Danish pastry) | £10.25 |
| 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) | £16.35 |
| Hildon still or sparkling mineral water | £3.25 (per bottle) |
| Orange juice (per glass) | £1.80 |
| House wine (per glass – from) | £3.55 |

Conference Buffet Menus

B1 - £11.95 per person

A selection of filled bridge rolls and open bruschettas,
chicken and sweetcorn tartlets
Vegetable spring rolls with chilli and plum dipping sauce
and hot potato wedges with paprika salt

B2 - £14.20 per person

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 - £17.95 per person

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 - £16.30 per person

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



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B6 - £27.20 per person

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 - £27.20 per person

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



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

MENU A - £37.95 per person

Menu A - 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
Rocket and Parmesan Shavings
Or
Prosciutto Ham and Mixed Leaves
Or
Seasonal Fruits and a Champagne Sorbet

Warm Goats Cheese and Pear Tart
Basil Vinaigrette

Bakes Filo Parcel of Salmon
With Sweet Tomato Relish

Menu A - Main Fare

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

Fresh Tagliatelle with Button Mushrooms, Baby Spinach and Roasted Cherry Tomatoes
Basil Pesto

Baked Salmon Fillet with Herb Crust
Saffron Butter Sauce

Roast Norfolk Turkey
Apricot and Sausage Meat Dumplings, Chipolata and Bacon, Cranberry sauce

Breast of Corn Fed Chicken, Steamed Leeks
Wild Mushroom Fricassee

Roast Leg of Norfolk Lamb Ratatouille
Rosemary Jus

Braised Beef Steak with Creamed Potatoes, mushrooms and Baby Onion
Ale Jus

All main courses are served with a selection of market vegetables and potatoes

Menu A - Main Fare continued...

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
Warm Garlic and Chive Bread

Menu A - Desserts

Home Baked Shortbread Biscuits
Seasonal Fruits and Chantilly Cream

Baked Lemon Tart
Vanilla Sauce

Dark and White Chocolate Roulade
Mocha Sauce

Steamed Guard's Pudding
Raspberry Jam Sauce

Choux Buns
Filled with Fresh Cream and Chocolate Sauce

Mixed Berry Eton Mess

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: _____

(Number of delegates to be confirmed 7 days before the event, numbers supplied will be the minimum numbers you will be charged for.)

Access time to room: _____

Arrival time of delegates: _____

Finish time of conference: _____

Vacate room time: _____

Seating arrangements:

Theatre () Boardroom () Classroom () Cabaret ()

U Shape () Other () - please use space below to illustrate:



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| Refreshments | 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 () PowerPoint 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

 For office use only

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

Booking Terms and Conditions for Conferences

1st November 2009 – 31st October 2010

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: _____

Company Name: _____

Date of Conference: _____

Signed: _____

Date: _____

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