

**Conference & Catering
Hospitality is our Speciality**



Conference Rooms Room Hire Charges

The Manor House

The du Cros, de Morney and Blackstone Rooms can be arranged to your requirements with seating up to 40 people in each room, depending on layout. The Wynn Room is recommended for meetings of up to 10 people in a boardroom arrangement.

Whole Day (8:30 am to 5:30 pm) £150.00

Half Day (8:30 am to 1:00 pm or 1:00 pm to 5:30 pm) £110.00

The Fountain Conference Centre

Seats a maximum of 80 people, with disabled access and facilities.

Whole Day (8:30 am to 5:30 pm) £300.00

Half Day (8:30 am to 1:00 pm, or 1:00 pm to 5:30 pm) £175.00

General Information

- All meeting rooms and equipment will be set up and ready in advance of the meeting
- All arrangements will be confirmed with the conference co-ordinator prior to the event
- A member of the Howbery Park Estates Management Team will be available to liaise on any issues
- Rates shown include delegate car parking and the use of the Manor House Facilities

Equipment

LCD Projector and a screen, a laptop for the projector, a flipchart and pens are all provided free of charge.

Fax and photocopying services are available at an extra cost

Wi-Fi is available throughout the Manor House free of charge

Room Layouts

For complete room configurations and layouts, please visit our website:

www.howberypark.com

Catering

For all your catering requirements please see the Hospitality Menus, later in this brochure

Enquiries/Bookings

For all enquiries/bookings, please contact our Conference Team on 01491-822495, or email

info@howberypark.com

Our friendly team will be happy to assist you with planning your event

Hospitality Menus

Howbery Park Estates Catering Team are committed to providing the highest level of hospitality service to Howbery Park, offering high levels of customer satisfaction, catering to personal specifications and developing the service offered through customer consultation and feedback.

Our hospitality brochure has been developed to suit all occasions and budgets. If you have any special dietary requirements please make a note on the booking form or discuss your requirements directly with our Catering Manager Alison Mitchell.

We can also provide bespoke menus for Breakfast Buffets, Finger Buffets & Fork Buffets, please contact the Catering Management Team on 01491 822336 for further details



Bookings (Internal)

Complete the on-line booking form, ensuring that your budget code and numbers are clearly inserted. Completed forms will automatically be sent to Howbery Park Estates Management & Catering Team

Bookings (External)

Through the Conference Management team at Howbery Business Park
Call Donna Bowles on 01491 822495

To enable us to provide you with the published menus and quality service we would like please place your orders a minimum of 48 hours in advance of your event. If you have a last minute need please feel free to call, we are here to help and we will always try to provide something. A 10% levy will be added to orders received within 48 hours of the event. We reserve the right to charge a 20% levy on any orders received on the day of the event.

Service is inclusive for hospitality orders served between 8.00am - 4.00pm Monday to Friday; hospitality ordered outside these hours will incur additional costs.

Cancellations

If you should have to cancel your order, please be aware there will be a cancellation charge if you do not cancel at least 24 hours before the event, otherwise Tea, Coffee, Sandwich Lunches and Buffets will be charged at full price.

Customer Information regarding our menus

Gluten Free – Wheat intolerance or Celiac sufferers are not able to eat any cereal or grain products. With prior notice we can provide a Gluten Free alternative.

Allergies- A growing number of people suffer from one of the 14 food allergens, most allergens can be catered for if specified at the time of booking.

Due to the presence of nuts in our kitchen we cannot guarantee the absence of nuts in any of our dishes

Breakfast Buffet

Served from 8.30am – 10.00am daily

Full English breakfast (Collect from the hot counter and eat at a fully laid table in the Restaurant) (Min 6 persons)

Choice of Bacon, Sausage, Egg, Beans, Mushrooms,
Fried Bread, Black Pudding, Hash Browns & Tomato
Accompanied by Tea, Coffee & Orange Juice

£9.30 per person (For 1 each of the items listed above, extra items charged at the individually stated prices)

Hot Bacon or Sausage Rolls (Min 5 persons)

Served from 8.30am – 11.00am daily

Bacon Bap **£2.60 per person**

Sausage Bap **£2.50 per person**

Egg Bap **£1.85 per person**

Lunch Buffet Menu's (Lunch Buffets can be ordered for a minimum of 5 persons)

Sandwich Lunch

A selection of freshly prepared sandwiches & rolls with meat, fish & vegetarian fillings served on a selection of breads (1 round of sandwiches & 1 roll per person) accompanied by crisps.

Fresh Fruit Basket

Bottled Tap Water

£6.50

Finger Buffets (Finger Buffets can be ordered for a minimum of 5 persons)

Finger Buffet 1

A selection of freshly prepared sandwiches with meat, fish & vegetarian fillings served on a variety of breads (1 round per person)

Plus 3 choices from Canapé list

Fresh Fruit Basket

Bottled Tap Water

£8.50

Finger Buffet 2

A selection of freshly prepared sandwiches & rolls with meat, fish & vegetarian fillings served on a variety of breads (½ round of sandwich and 1 roll per person)

Plus 5 choices from Canapé list

Fresh Fruit Basket

Bottled Tap Water

£10.80

Finger Buffet 3

A selection of freshly prepared sandwiches and rolls with meat, fish & vegetarian fillings served on a variety of breads (½ sandwich round and 1 roll per person)

Plus 7 choices from Canapé list

Fresh Fruit Basket

Bottled Tap Water, Orange Juice
£14.80

Canapé List

Meat Canapé
Fish Canapé
Vegetarian Canapé
Gluten Free Canapé
Sweet Canapé

Bottled Tap water is served with all Lunch Buffet Menus; Bottled Still & Sparkling Spring Water is available to order at £2.20 per bottle

Hot & Cold Fork Buffets (Hot Fork Buffets can be ordered for a minimum of 10 persons, however if your number is less or you wish to theme the event, please speak to the Catering Management Team and allow us to tailor a menu to your requirements)

Cold Fork Buffet

A Selection of
Roast Beef
Honey Baked Ham
Cheese & Tomato Quiche
Feta Cheese & Olives Marinated in Olive Oil & Herbs

Served with:

Potato Salad
Mixed Salad
Coleslaw
Cocktail Roll & Butter
Pickle & Mustard

Mandarin Cheesecake

£11.25 per person

Hot Fork Buffet

Please choose one dish from each section

Beef Stroganoff with Rice and Sweetcorn
Chicken, Coconut and Coriander Curry with Fragrant Rice
Pan-fried Salmon, New potatoes, Vegetables & a Pesto Dressing

Roasted Vegetable Tagine, Spiced Cous Cous with Dried Fruits and Coriander (v)
Sweet Potato, Spinach and Chick Pea Curry with Brown Rice (v)
Mushroom Stroganoff with Rice & Sweetcorn (v)

All Served with
Mixed Leaf Salad
Cocktail Roll & Butter

Homemade Banoffee Pie
Homemade Cheesecake
Homemade Mixed Berry Pavlova

£12.75 per person - extra £2.00 per person for Pan-fried Salmon

An additional labour charge will be added (calculated per person) depending on the size of the buffet or if you require your buffet to be served on a laid table in the restaurant or a private function room

Restaurant Lunches

Customers walk through servery

Walkthrough Lunch with Orange Juice £7.95 pp

Customers Walkthrough Lunch with a reserved table in the restaurant

Cleared by staff & served with Orange Juice, Mineral Water and Coffee/Tea £9.95 pp

The Rainforest Alliance works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behaviour

Hot Beverages

(There will be a minimum charge of 5 servings on all Hot Beverage bookings)

Rainforest Alliance Tea & Fairtrade Coffee £1.75 per serving

Rainforest Alliance Tea, Fairtrade Coffee & Biscuits £2.50 per serving

Including Twinning's Herbal Tea/Fruit Infusions
& De-cafeinated Coffee

(Twinning's is a member of the ETP)

The Ethical Tea Partnership (ETP) is an alliance of tea packers who are working together to improve the sustainability of the tea sector and the lives of the tea workers and their environment.

Cold Beverages

Orange Juice £2.50 per litre jug

Apple Juice £2.50 per litre jug

Fair trade Mineral Water (Still/Sparkling) £2.20 per 750ml bottle

Jug of Tap Water £1.00 per litre jug

Cakes & Pastries (A treat any time of the day)

Gateaux £1.75 slice

Danish pastry £1.50 each

Assorted Muffins £1.50 each

Homemade Flapjack £1.40 each

Homemade Cake £1.40 slice

Alcoholic beverages are also available please contact the Catering Management Team Tel No. 822454 for information on products available and prices.

