

# HENLEY GOLF & COUNTRY CLUB

## Conferences & Meetings

Conveniently located only 2 miles from Jn 16 of the M40.


Modern Conference Suites with air conditioning, Wi-Fi & the latest audio-visual facilities.

Imaginative Conference Menus with many lighter alternatives.

### • the conference suites

**Beaudesert Suite**

- Modern & airy Suite overlooking the Golf Course
- Private patio & garden
- Access to Private Lounge for break-out groups or lunch
- Sliding partition to divide room in half



	Theatre	Boardroom	Cabaret
Full Suite	200	NA	130
Half-Stage End	72	21	40
Half-Garden End	126	32	60

- **Wi-Fi Facilities**
- 2 x 42 inch Plasma Screens
- Video, DVD, CD & PC Link-up Facilities
- AV Remote & Touch-Screen Control System
- Climate Control/ Air Conditioning
- Stage

**Balcony Suite**

- Modern space with Balcony overlooking the 18<sup>th</sup> Hole
- Private Bar. First floor
- Ideal for smaller meetings

	Theatre	Boardroom	Cabaret
Balcony Suite	100	26	50

- **Wi-Fi Facilities**
- 1 x 42 inch Plasma Screen
- Video, DVD, CD & PC Link-up Facilities
- AV Remote & Touch-Screen Control System
- Climate Control/ Air Conditioning

### • day delegate rate

“All Inclusive” Day Delegate Rate - **£29.95** plus VAT

- Coffee & Tea on arrival
- Coffee & Danish Pastry mid-morning break
- Hot or cold Buffet lunch with dessert (See Our **NEW Day Delegate Menus**)
- Afternoon Tea & Biscuits

Also Includes:

- Use of flip-chart, DVD player, plasma screens & modern audio-visual equipment
- On the tables: cordials, water, mints, pads & pencils
- Wi-Fi Access
- Parking for 200 cars
- Special Parking Space for Event Organiser on the day

### • free golf privileges

Day Delegates can enjoy :

- Half Price 18 holes on the Par 73, 18 Hole Course
- Free round on the Par 3, 9 Hole Course

**May be used up to 6 months after the event**

# NEW Day Delegate Menus

Our NEW Day Delegate Menu now incorporates many lighter and healthier options

## • hot buffet option

Please select One Dish from the Items Below:

- Cold Sliced Ham, Beef & Smoked Turkey
- Fisherman's Pie
- Lasagne & Garlic Bread
- Chicken & Mushroom Pie
- Steak & Ale Pie
- Beef Bourguignon
- Chicken Country Casserole
- Chilli Con Carne
- Lamb Hot Pot
- Chicken Rogan Josh
- Sweet & Sour Pork
- v. Open Roasted Vegetable Ravioli
- v. Mexican Vegetable Wrap with Sour Cream
- v. Vegetable Curry
- *Served with a Bread Roll*

To accompany your Choice please select Two Dishes from the Items Below:

- Rice
- Chips
- Minted New Potatoes
- Fresh Seasonal Vegetables
- Selection of Chef's Salads (choice of 3)

For your dessert please choose One from the Items Below:

- Apple Strudel
- Chocolate Mousse
- Bread & Butter Pudding
- Individual Fruit Tartlets
- Fresh Fruit Brochette
- Fresh Fruit Basket
- 100% Fruit Smoothie
- Coffee

## • NEW working buffet option

Please select any Six Items for your Main Course:

- Sandwiches or Wraps with a selection of fillings
- Mug of Homemade Soup
- Sausage Rolls
- Crudities
- Homemade Quiche
- Chicken Satay
- Samosas
- v. Onion Bhajis
- v. Pakoras
- v. Roasted Vegetable Tartlet
- v. Cheese Straws
- Selection of Sushi (Homemade)
- Roasted New Potatoes filled with Cream Cheese & Chives
- Oriental Seafood Dim Sum
- Plaice Goujons
- "Pigs in Blankets" coated in Honey & Sesame Seeds
- Tortilla Crisp with Homemade Salsa
- Cherry Tomato & Brie Brochette
- Chicken Tikka Kebab with Mint Yogurt
- Blue Cheese & Parma Ham Crostini

Please select One item for your dessert:

- Individual Fruit Tartlets
- Fresh Fruit Brochette
- Fresh Fruit Basket
- 100% Fruit Smoothie
- Chocolate Mousse
- Coffee is served after dessert

Any dietary requirements will be catered for separately. Please advise at time of booking.

## **NEW** Alternative Coffee Breaks

For something a little different for your delegates why not upgrade your Coffee Break to one of our NEW Alternative Packages

### **Kick-Start Break**

Selection of Red-Bull & High Energy Drinks

Selection of High Energy Chocolate, Cereal Bars & Bananas

**£3.75 per person**

### **Healthy Break**

Homemade Fruit Smoothies

Selection of Fruit & Vegetable Juices

Fresh Fruit Basket

A Selection of Dried Fruits, Nuts & Seeds

**£3.75 for 2 Items per person**

### **Chocolate Indulgence Break**

Jugs of Hot Chocolate with Mini-Marshmallows for Sprinkling

A Selection of Chocolate Bars, Chocolate Cookies & Chocolate Muffins

**£3.75 per person**

### **Standard for ALL Breaks:**

Freshly Brewed Coffee & Tea

Selection of Fruit Teas

Important Please Read  
HENLEY GOLF & COUNTRY CLUB

## CONFERENCE & MEETINGS Terms & Conditions

### Deposits:

A Deposit of £5 per person (or £200 which ever is the greater) is required to secure your booking.

In the event of a cancellation your Deposit is non-refundable.

### Letter of Confirmation:

On receipt of your Deposit we will send you a *Letter of Confirmation* detailing the estimated numbers and outline Menu (if appropriate) you have selected. An Estimated Budget will be calculated.

### 4 Weeks Before Event - Numbers Review:

We will contact you at least 4 weeks (28 days) before your Conference/Meeting to review numbers, menus and timings etc.

**IMPORTANT: If final numbers are more than 20% lower than detailed in your *Letter of Confirmation*, we will need to be advised at this point (ie. at least 4 weeks or 28 days before the event,) otherwise you will be invoiced for the full amount.**

### Final Numbers:

Although you will have let us know about any major change in numbers at least 4 weeks (28 days) before the event, we need to be notified of exact numbers 5 days before the event.

### Payment:

You will be required to pay your invoice on the day unless agreed otherwise with the Clubhouse Manager.

### Cancellation Policy:

In the event of a cancellation we may have difficulty rebooking the function suites. Consequently we will present you with a cancellation invoice for payment based on the estimated budget of your Event as calculated in your *Letter of Confirmation*. The value of the cancellation Invoice will depend on how late any cancellation takes place and will be calculated as follows:

Less than 4 weeks (28 days) prior to the event.....	100% of the Estimated Budget
4 – 12 weeks prior to the event .....	50% of the Estimated Budget

The above Terms & Conditions apply to all bookings unless agreed separately and confirmed in writing with the Clubhouse Manager.

Important Please Read  
HENLEY GOLF & COUNTRY CLUB

CONFERENCE & MEETINGS  
Booking Form

Name of Company/Client .....

Agency (if appropriate).....

Address.....

.....

Post Code .....email.....

Name of Organiser.....

Tel No. (Work) .....(Mobile) .....

Date of Conference: ..... No. Attending .....

Times: Arrival .....

Mid-morning Break .....

Lunch .....

Mid-afternoon Break .....

Finish .....

Menu Choices

Do you wish to upgrade a Coffee Break? Y/N

Which Option Have You Selected?.....For How Many?.....

.....

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Equipment Required: .....

Special Requirements: .....

Name of Organiser for VIP Parking Space Outside Clubhouse on the Day:.....

Please sign below your acceptance of the Terms & Conditions and return with your cheque:

Signature of Customer:..... Date.....:

11/02/2008