



OCKENDEN MANOR

FACILITIES FOR MEETINGS TARIFF

For your convenience we have put together delegate packages which include the essential elements required for a successful meeting.

Alternatively our Events Manager, Annie Tomsett will be happy to tailor a package to your individual requirements.

PRESTIGE PACKAGE **24 HOUR RESIDENTIAL RATE £245.00 PLUS VAT PER DELEGATE** **(BASED ON A MINIMUM OF 6 DELEGATES)**

- *Hire of Main Meeting Room
- *Tea and Coffee on arrival with Breakfast Basket
- *Morning Coffee and Biscuits
- *Lunch (from Prestige Menu)
- *Afternoon Tea with Scones, Cream and Jam
- *Mineral Water and Sweets
- *Fresh Fruit Bowl
- *Conference Pad and Pencil
- *Overhead Projector, Screen and Flipchart
- *Champagne and Canapés Reception
- *3 Course Dinner (from Prestige Menu)
- *Overnight Accommodation
- *Full English Breakfast

STANDARD PACKAGE **24 HOUR RESIDENTIAL RATE £210.00 PLUS VAT PER DELEGATE** **(BASED ON A MINIMUM OF 6 DELEGATES)**

- *Hire of Main Meeting Room
- *Tea and Coffee on arrival
- *Morning Coffee and Biscuits
- *Lunch (from Standard Menu)
- *Afternoon Tea and Homemade Cake
- *Mineral Water and Sweets
- *Conference Pad and Pencil
- *Overhead Projector, Screen and Flipchart
- *3 Course Dinner (from Standard Menu)
- *Overnight Accommodation
- *Full English Breakfast

Partner Bed and Breakfast Supplement £55.00 per night

DAY DELEGATE RATE £80.00 PLUS VAT PER DELEGATE **(9.00AM–5.30PM)**

- *Hire of Main Meeting Room
- *Tea and Coffee on arrival
- *Morning Coffee and Biscuits
- *Lunch (From Standard Menu)
- *Afternoon Tea and Homemade Cake
- *Mineral Water and Sweets
- *Conference Pad and Pencil
- *Overhead Projector, Screen and Flipchart

You may upgrade to the Prestige Package for Lunch and Dinner for an additional supplement per person

Additional room hire may be charged outside of these hours at the discretion of Ockenden Manor

LUNCH MENUS

PRESTIGE

BUFFET MENU

Roasted, Baked, Cured and Smoked
Meats and Fishes served with a
selection of Seasonal Salads

Hot dish - Beef Lasagne with Roquette Salad
and Garlic Bread

Or

Hot dish - Tandoori Spiced Fish with Pilaf Rice and
Cucumber Raita

oOo

Platter of English Farmhouse
Cheeses with Celery,
Oatcakes, Grapes and Walnut Bread

oOo

Coffee

(Additional £4.50 per person)

STANDARD

BUFFET MENU

Roasted, Baked, Cured and Smoked
Meats and Fishes served with a
selection of Seasonal Salads

Hot dish - Shepherds Pie with
Buttered Cabbage

Or

Hot dish - Pasta Carbonara

oOo

Platter of English Farmhouse
Cheeses with Celery,
Oatcakes, Grapes and Walnut Bread

oOo

Coffee

WORKING LUNCH MENU

Goats Cheese, Tomato and Basil Pizza
Tikka Marinated Chicken Drumsticks
Fish Kebabs with Soy Sauce and Sesame Seeds

Selection of freshly cut Sandwiches
on White and Granary Breads

oOo

Fresh Fruit Merangue with Sweetened Cream

oOo

Coffee

(Additional £4.50 per person)

WORKING LUNCH MENU

Platter of English
Farmhouse Cheeses

Selection of freshly cut Sandwiches
on White and Granary Breads

oOo

Fresh Fruit Bowl

oOo

Coffee

SET LUNCH MENU

Fresh Homemade Parmesan and Basil Ravioli with
Tomato Coulis and Tapenade

oOo

Honey Roast Smoked Belly Bacon with Parsnip
Puree, Buttered Cabbage, Roast Organic Carrots
and Morel Jus

oOo

Granny Smith Apple Bavrois with Apple Sorbet and
Hazelnut Tuile

oOo

Coffee

(Additional £6.50 per person)

SET LUNCH MENU

Leek and Potato Soup with Melted Parmesan
and Truffle Cream

oOo

Poached Smoked Haddock with Mashed Potato,
Poached Egg, French Beans
and Grain Mustard Sauce

oOo

Warm Vanilla and Apricot Rice Pudding

oOo

Coffee

Dinner Menu - Prestige Package

Please choose the same Starter, Main and Dessert for all delegates from the choices below
Vegetarians and other Dietary Requirements can be catered for

Thai Chicken Soup with Ginger, Lemongrass, Coconut Milk and Coriander

Home cured Bresaola of Scottish Beef with Horseradish New Potatoes,
Confit Tomatoes, Crispy Shallots and Roquette Salad

Escabèche of Red Mullet and Mackerel with Tomato Bruschetta

Ballotine of Salmon wrapped in Fresh Herbs with Fromage Blanc

* * * * *

Sliced Fillet of Lamb with Creamy Garlic Potatoes,
Courgette Provencale and Madeira Jus

Sliced Saddle of Balcombe Venison with Sweet and Sour Red Cabbage,
Cauliflower Puree and Beignets

Honey Roast Nuggets of Duck Breast with Mashed Potato,
Pak Choy and Oriental Sauce

Grilled Fillet of Sea Bass with Creamed Pesto Potato,
French Beans, Tomato and Lemon

* * * * *

Caramelised Lemon Tart with Raspberry Sauce

Feuillete of Poached Pear with Caramel Sauce and Vanilla Ice Cream

Warm Chocolate Mousse with Baileys Ice Cream

A Selection of English and French Cheeses

* * * * *

Coffee and Chocolate Truffles

(Additional £8 per person)

Dinner Menu - Standard Package

Please choose the same Starter, Main and Dessert for all delegates from the choices below
Vegetarians and other Dietary Requirements can be catered for

Tomato Soup with Pesto Oil and Goats Cheese Beignets

Crispy Fish Cakes with Tartare Sauce

Wild Mushroom Rigatoni with Parmesan Shavings

Boudin Blanc with Puy Lentils, Smoked Bacon,
Root Vegetables and Sauternes Sauce

* * * * *

Cumberland Sausage with Mashed Potato, Buttered Cabbage and Onion Gravy

Deep Fried Cod Fillet with Hand Cut Chips and Mushy Peas

Corn-fed Chicken Breast wrapped in Parma Ham with Creamed Leeks,
Crispy Potato and Chasseur Sauce

Navarin of Sussex Lamb with Creamed Potato, Roast Carrots,
French Beans and Rosemary Oil

* * * * *

Eton Mess

Warm Apple Crumble with Vanilla Ice Cream

Chilled White and Dark Chocolate Mousse
with Raspberry Sorbet and Hazelnut Tuile

A Selection of English and French Cheeses

* * * * *

Coffee and Chocolate Truffles

BANQUETING WINE LIST

SUGGESTED RED WINES

R 2	LA SERRE MERLOT	FRANCE	2007	£20.50
R 3	CABERNET SAUVIGNON, SANTIAGO	CHILE	2007	£20.50
R 4	SANGIOVESE TERRE DEL SOLE	ITALY	2007	£20.50
R 5	WILD RUSH, CABERNET SAUVIGNON	STH AFRICA	2007	£20.50

SUGGESTED WHITE WINES

R 6	ORVIETO CLASSICO, SECCO	ITALY	2007	£20.50
R 7	CHARDONNAY, MOULIN D'ARGENT	FRANCE	2007	£20.50
R 8	LA SERRE, SAUVIGNON BLANC	FRANCE	2007	£20.50
R 9	PINOT GRIGIO, VIA NOVA	ITALY	2008	£20.50
R 10	WILD RUSH, SAUV BLANC/CHAR	STH AFRICA	2007	£20.50
566	DEAKIN ESTATE, SAUVIGNON BLANC	AUSTRALIA	2006	£22.50
565	DEAKIN ESTATE, CHARDONNAY	AUSTRALIA	2007	£22.50

CHAMPAGNE AND SPARKLING WINE

529	PROSECCO DI VALDOBBIADENE	ITALY		£29.50
533	CAVENDISH, RIDGEVIEW ESTATE	ENGLAND		£35.50
419	BRUNO PAILLARD, PREMIER CUVÉE	FRANCE	N.V.	£45.00
421	LAURENT PERRIER	FRANCE	N.V.	£50.00
413	MOET & CHANDON	FRANCE	N.V.	£55.00
402	VEUVE CLICQUOT, YELLOW LABEL	FRANCE	N.V.	£60.00
415	BOLLINGER, SPECIAL CUVÉE	FRANCE	N.V.	£65.00
422	LAURENT PERRIER, ROSE (Limited Stock)	FRANCE	N.V.	£75.00

GOURMET BANQUETING WINE LIST

RED WINE

268	CROZE HERMITAGE	2006	£29.50
157	COTES DE NUITS, VILLAGES	2001	£32.50
255	FLEURIE	2006	£35.00
270	CHATEAUNEUF DU PAPE	2006	£37.50
58	BARON'ARQUES "TOQUES ET CLOCHES" VILLEBAZY	2000	£52.50
83	CHÂTEAU TEYSSIER GRAND CRU	2005	£55.00

WHITE WINE

541	GAVI DI GAVI, CA BOSIO	2007	£29.50
499	POUILLY FUMÉ	2005	£39.00
473	CHABLIS PREMIER CRU FOURCHUAME	2006	£42.50
574	CLOUDY BAY, SAUV. BLANC	2006	£42.50
443	MEURSAULT	2005	£59.50
442	PULIGNY MONTRACHET	2004	£69.00

MINERAL WATER

HILDON, STILL OR SPARKLING	£3.95
----------------------------	-------

VINTAGE ARMAGNAC

CURRENT VINTAGES AVAILABLE BY THE BOTTLE 1950, 1961, 1963, 1978

THE ABOVE IS A SELECTION TAKEN FROM OUR WINE LIST OF OVER 250 BINS. ALL PRICES INCLUDE VAT. SHOULD YOU REQUIRE A MORE DETAILED SELECTION WE WILL BE MOST HAPPY TO SHOW YOU THE MAIN WINE LIST.



OCKENDEN MANOR

CONFERENCE & MEETING CANCELLATION POLICY

Provisional bookings will be held for 10 days, thereafter they will be released.

Cancellations given 40 days or more prior to arrival date:
No charges will be incurred.

Cancellations given 21-39 days prior to arrival date:
50% of known or expected invoice value will be incurred.

Cancellations given 10-20 days prior to arrival date:
90% of known or expected invoice value will be incurred.

Cancellations given less than 10 days prior to arrival :
100% of known or expected invoice value will be incurred.

In the event that the hotel is able to re-let the facilities, no cancellation charge will be made.

Rooming list to be received no less than 10 days before arrival.

*i.e. quote delegate rate x number of delegates + room hire charges. (if applicable)

Any damage caused to the hotel premises will be charged to the company or the person concerned. We request that items are not attached to the wall paper using blu-tack or other adhesives. We will provide a "hanging board" for this purpose if required.

The bar shall close at 11.00pm unless we are advised otherwise by prior arrangement.

Clear instructions must be provided as to who is to pay for each charge incurred during the conference.

WE MUST HAVE NOTIFICATION OF ANY SPECIAL DIETARY REQUIREMENTS ALONG WITH FINAL NUMBERS AT LEAST 14 DAYS PRIOR TO ARRIVAL.

Payment of invoices is requested within 14 days of departure.

Please sign and return this copy of the cancellation policy as confirmation of your acceptance of our terms and conditions as confirmation. Bookings will not be confirmed until we have received a signed copy of these terms and conditions.

SIGNED PRINTED NAME.....
ON BEHALF OF..... (COMPANY)
DATED..... ARRIVAL DATE.....