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# MAES MANOR

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CONFERENCE PACK

# CONFERENCE INFORMATION

THE MAES MANOR HOTEL IS SITUATED IN THE HEART OF THE WELSH VALLEYS AND SET IN NINE ACRES OF LANDSCAPED GARDENS AND WOODED AREAS. THE HOTEL IS EASILY ACCESSIBLE FROM THE A4048 AND JUST 25 MINUTES FROM BOTH CARDIFF AND NEWPORT. BUILT IN 1890 IT WAS CONVERTED TO A HOTEL IN 1971.

THE HOTEL HAS 28 BEDROOMS, A COMBINATION OF DOUBLES, SINGLES, TWINS WITH TWO EXECUTIVE SUITES. ALL ROOMS ARE EN SUITE AND HAVE WIFI ACCESS.

## ROOM HIRE PRICES

BALLROOM (4 HOURS) - £150.00  
(8 HOURS) - £300.00

\*OUR BALLROOM CAN HOLD UP TO 220 GUESTS\*

RESTAURANT (4 HOURS) - £100.00  
(8 HOURS) - £200.00

\*OUR RESTAURANT CAN HOLD UP TO 50 GUESTS\*

EXTENSION (4 HOURS) - £50.00  
(8 HOURS) - £100.00

\*OUR EXTENSION CAN HOLD UP TO £36 GUESTS\*

# DELEGATE RATES

## HALF DAY DELEGATE RATE (MINIMUM NUMBER OF 10)

ROOM HIRE

OPTION 1 BUFFET LUNCH

JUGS OF WATER

TWO SERVINGS OF TEA/COFFEE AND BISCUITS

*£21.00 PER DELEGATE*

## FULL DAY DELEGATE RATE (MINIMUM NUMBER OF 10)

ROOM HIRE

OPTION 1 BUFFET LUNCH

THREE SERVINGS OF TEA/COFFEE AND BISCUITS

JUGS OF WATER

PENS AND PAPER

ONE FLIP CHART WITH MARKER PENS

*£28.00 PER DELEGATE*

## 24 HOUR DELEGATE RATE (MINIMUM NUMBER OF 10)

ROOM HIRE

OPTION 1 BUFFET LUNCH

THREE SERVINGS OF TEA/COFFEE AND BISCUITS

JUGS OF WATER

PENS AND PAPER

ONE FLIP CHART WITH MARKER PENS

THREE COURSE DINNER FROM THE TDH MENU

SINGLE ROOM INCLUDING BREAKFAST

*£106.00 PER DELEGATE*

# EQUIPMENT HIRE

FLIP CHART AND MARKERS - £15.00

SCREEN - £20.00

TV AND DVD PLAYER - £40.00

OVERHEAD PROJECTOR - £20.00

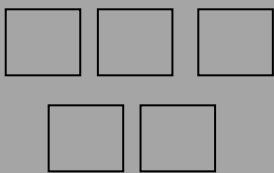
LAPTOP £70.00

DIGITAL PROJECTOR - £70.00

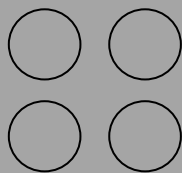
MICROPHONE - £70.00

CD PLAYER - £25.00

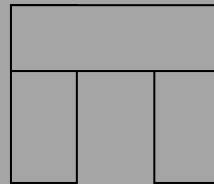
# ROOM LAYOUTS



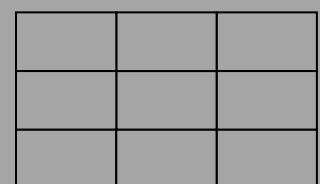
CLASSROOM  
STYLE



BANQUETING  
ROUNDS



U-SHAPE



BOARDROOM  
STLYE

# MENU OPTIONS

## OPTION 1 - £13.00 PER HEAD (MINIMUM NUMBER OF 12)

MIXED SANDWICH PLATTER, POTATO SALAD, TOMATO SALAD AND COLESLAW PLUS FIVE OF THE FOLLOWING OPTIONS:

|                          |                     |
|--------------------------|---------------------|
| CHICKEN DRUMSTICKS       | SPICY POTATO WEDGES |
| HOT GLAZED SAUSAGES      | QUICHE              |
| MINI SPRING ROLLS        | PORK PIES           |
| WARM SAUSAGE ROLLS       | VEGETABLE SAMOSAS   |
| COLD HAM PLATTER         | FRENCH BREAD        |
| HOT PIZZA FINGERS        | PASTA SALAD         |
| WARM PASTIES             | PLAICE GOUJONS      |
| CRISPS AND NUTS          | CHICKEN GOUJONS     |
| BREADED GARLIC MUSHROOMS | HOME CUT CHIPS      |

## OPTION 2 - £14.00 PER HEAD (MINIMUM NUMBER OF 12)

HOT BUFFET CHOICES ARE SERVED WITH THE APPROPRIATE ACCOMPANIMENTS:

CHILLI CON CARNE  
LASAGNE (BEEF OR VEGETABLE)  
CURRY AND RICE  
VEGETABLE BAKE

## OPTION 3 - £17.00 PER HEAD (MINIMUM NUMBER OF 50)

HOG ROAST WITH FRESH ROLLS, APPLE SAUCE AND STUFFING ALONGSIDE A MIX OF FRESHLY PREPARED SALADS.

# BREAKFAST MEETINGS

## OPTION 4 - £7.00 PER HEAD

LIGHT BREAKFAST INCLUDING CEREAL, YOGHURTS, DANISH PASTRIES, FRESH FRUIT WITH THE CHOICE OF TEA/COFFEE AND FRUIT JUICE.

## OPTION 5 - £9.00 PER HEAD

### FULL WELSH BREAKFAST

(BACON, SAUSAGE, FRIED EGG, TOMATOES, BAKED BEANS, MUSHROOMS AND HASH BROWNS)

ALONG WITH CEREAL, YOGHURTS, DANISH PASTRIES, FRESH FRUIT, TEA/COFFEE AND FRUIT JUICE.

# OPTIONAL EXTRAS

WITH YOUR ROOM HIRE YOU CAN ALSO INCLUDE THE FOLLOWING REFRESHMENTS. THE PRICES ARE BASED ON ONE SERVING PER DELEGATE.

TEA/COFFEE - £1.60

TEA/COFFEE AND BISCUITS - £2.60

TEA/COFFEE AND WELSHCAKES - £3.35

TEA/COFFEE AND FRUIT CAKE - £3.85

JUG OF JUICE (ORANGE OR APPLE) - £5.00

MINERAL WATER (STILL OR SPARKLING) - £1.60

BACON SANDWICHES — £2.60

# TERMS AND CONDITIONS

1. **CONTACT** – WHEN BOOKING IS CONFIRMED BY THE RETURN OF THE BOOKING FORM TO THE HOTEL A CONTRACT IS DEEMED TO EXIST.
2. **NUMBERS** – FINAL NUMBERS ARE REQUIRED 72 HOURS PRIOR TO THE DATE OF THE CONFERENCE. THIS WILL BE THE MINIMUM NUMBER CHARGED FOR.
3. **CANCELLATIONS** – IN THE UNFORTUNATE EVENT OF A CANCELLATION, THE FOLLOWING CHARGES WILL APPLY.
  - A) WITHIN ONE MONTH OF THE EVENT – 20% OF THE ROOM HIRE FEE
  - B) WITHIN IN TWO WEEKS OF THE EVENT – 50% OF THE ROOM HIRE FEE
  - C) WITHIN IN ONE WEEK OF THE EVENT – 100% OF THE ROOM HIRE FEE
  - D) WITHIN 48 HOURS OF THE EVENT – FULL PAYMENT OF ANTICIPATED REQUIREMENTS
4. **TIMES** – ALL CONFERENCE FINISHING TIMES MUST BE STRICTLY ADHERED TO, DUE TO THE POSSIBILITY OF THE ROOM BEING REQUIRED FOR ANOTHER FUNCTION LATER THE SAME DAY. ALL REFRESHMENT BREAKS MUST BE AT THE SPECIFIED TIMES UNLESS GRANTED OTHERWISE BY THE DUTY MANAGER.
5. **FOOD AND BEVERAGES** – THE CLIENT WILL ENSURE THAT NO FOOD OR DRINK IS BROUGHT INTO THE HOTEL PREMISES FOR CONSUMPTION. FOOD LEFT OVER FROM THE BUFFETS ETC CANNOT BE REMOVED FROM THE HOTEL. THE HOTEL CANNOT BE DEEMED RESPONSIBLE FOR ANY ALLERGIC REACTIONS CAUSED BY FOOD IF SAID ALLERGY IS NOT STATED ON THE BOOKING FORM.
6. **EQUIPMENT** – EQUIPMENT BROUGHT TO THE HOTEL MUST COMPLY WITH ALL CURRENT REGULATIONS INCLUDING PAT TESTING, THE CLIENT WILL BE RESPONSIBLE FOR ANY DAMAGE OR INJURY CAUSED. THE HOTEL CANNOT BE HELD RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY EQUIPMENT.
7. **HEALTH AND SAFETY** – THE CLIENT AGREES TO TAKE REASONABLE PRECAUTIONS TO ENSURE THAT NO DAMAGE OCCURS OR INJURY TO ANY PERSON. THE CLIENT WILL BE RESPONSIBLE FOR THE ACTIONS OF ALL GUESTS AND CONTACTORS FOR ANY DAMAGE OR INJURY CAUSED WHATSOEVER TO PERSONS, HOTEL PROPERTY/FIXTURES OR FITTINGS.
8. **AGREEMENT GOVERNED BY ENGLISH LAW** - THE CONTRACT SHALL BE GOVERNED IN ALL ASPECTS BY ENGLISH LAW.
9. **INSURANCE** – AFTER ALL THIS, YOU MAY CONSIDER ARRANGING INSURANCE. THIS CAN BE DONE FOR A SMALL PREMIUM AND COVER THE COST OF CANCELLATION AND OTHER LIABILITIES. PLEASE NOTE, ANY CONTRACT OF INSURANCE WOULD BE MADE BY THE CLIENT DIRECT WITH THE INSURANCE COMPANY.



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## CONFERENCE CONFIRMATION BOOKING FORM

NAME:

DATE OF CONFERENCE:

COMPANY:

CONFERENCE NAME:

ADDRESS:

NO. OF DELEGATES:

SIGNATURE OF ORGANISER:

TEL NO:

EMAIL:

ROOM CHOICE: BALLROOM RESTAURANT EXTENSION

START/FINISH TIME:

ROOM LAYOUT: (PLEASE UNDERLINE PREFERRED OPTION)

CLASSROOM STYLE

BANQUETING ROUNDS

BOARDROOM STYLE

U-SHAPE

EQUIPMENT HIRE AND QUANTITY:

FLIP CHART

SCREEN

O.H.P

TV/DVD

LAPTOP

DIGITAL PROJECTOR

MICROPHONE

CD PLAYER





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## CONFERENCE CATERING FORM

PLEASE COMPLETE THE TABLE BELOW WITH YOUR REQUIREMENTS FOR REFRESHMENTS. PLEASE NOTE: IF REFRESHMENTS ARE REQUIRED THEN ALL DELEGATES MUST BE CATERED FOR.

OPTION 1 – BUFFET

OPTION 2 – HOT BUFFET

OPTION 3 – HOG ROAST

OPTION 4 – LIGHT BREAKFAST

OPTION 5 – FULL BREAKFAST

A – TEA/COFFEE

B – TEA/COFFEE AND BISCUITS

C – TEA/COFFEE AND WELSHCAKES

D – TEA/COFFEE AND FRUIT CAKE

E – BACON SANDWICHES

F – MINERAL WATER (STILL OR SPARKLING)

G – JUGS OF FRUIT JUICE (ORANGE OR APPLE)

### OPTION 1 CHOICES - PLEASE UNDERLINE 5

CHICKEN DRUMSTICKS

SPICY POTATO WEDGES

HOT GLAZED SAUSAGES

QUICHE

MINI SPRING ROLLS

PORK PIES

WARM SAUSAGE ROLLS

VEGETABLE SAMOSAS

COLD HAM PLATTER

FRENCH BREAD

HOT PIZZA FINGERS

PASTA SALAD

WARM PASTIES

PLAICE GOUJONS

CRISPS AND NUTS

CHICKEN GOUJONS

BREADED GARLIC MUSHROOMS

HOME CUT CHIPS

| BREAK            | TIME<br>REQUIRED | REFRESHMENT<br>OPTION | NUMBER<br>REQUIRED |
|------------------|------------------|-----------------------|--------------------|
| ARRIVAL          |                  |                       |                    |
| MID<br>MORNING   |                  |                       |                    |
| LUNCH            |                  |                       |                    |
| MID<br>AFTERNOON |                  |                       |                    |
| FINISH           |                  |                       |                    |

## ANY OTHER INFORMATION:

\*\*THE (PLEASE INCLUDE ANY DIETARY REQUIREMENTS OR ALLERGIES BELOW)\*\*

# THE MAES MANOR HOTEL

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