

Best Western
KNIGHTS HILL HOTEL

- CONFERENCES
- CIVIL WEDDINGS
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- FESTIVALS
- PROMOTIONAL EVENTS
- CORPORATE HOSPITALITY

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www.bw-knightsbillhotel.co.uk



INVESTOR IN PEOPLE

CONFERENCE AND BUSINESS MEETINGS

MEETING ROOMS AND SERVICES

Best Western Knights Hotel is the ideal venue for large and small meetings for 2-200 people. Knights Barn with its unique setting, atmosphere and versatility, offers the perfect venue whatever the occasion. The Great and Small Barns interconnect, giving the organisers greater flexibility. VDSL links are available in guest bedrooms and conference rooms and WI-FI in the lounge and, on request, in the conference rooms.

An excellent venue for:

Training, conferences, meetings, seminars, product launches, trade shows and exhibitions.

Non-residential delegate rate

Price includes

Coffee and tea on arrival
Morning refreshments
Buffet lunch
Afternoon refreshments
Meeting room hire

Residential delegate rate

Price includes

Conference package as non-residential
Overnight accommodation
Full English breakfast
Dinner allowance
Free use of Health & Leisure Club

Included in the room

Paper and pens
Flip chart and pens
Overhead projector and screen
Direct dial telephone
Cordials, iced water and sweets
TV and video are available by prior arrangement

Office facilities

Photo copying
Fax

The delegate rate is only available for parties of 12 or more.
Smaller meeting rooms may be hired and catering arrangements can be made accordingly.

Capacities

Small Barn - dinner	60 persons
Small Barn - buffet reception	99 persons
Great Barn - dinner	250 persons
Great Barn - dinner dance	200 persons
Great Barn - buffet dance	299 persons

Room hire charges for dinner dances, formal dinners and luncheons will include:
Candles and printed menus

Menus

We would recommend you discuss your requirements and preferences with a member of our banqueting staff. Please choose your menu from the menu selector. So that service and quality of the meal is maintained, the choice must be one dish from each course. Naturally for those guests who have religious or dietary requirements, every assistance will be given.

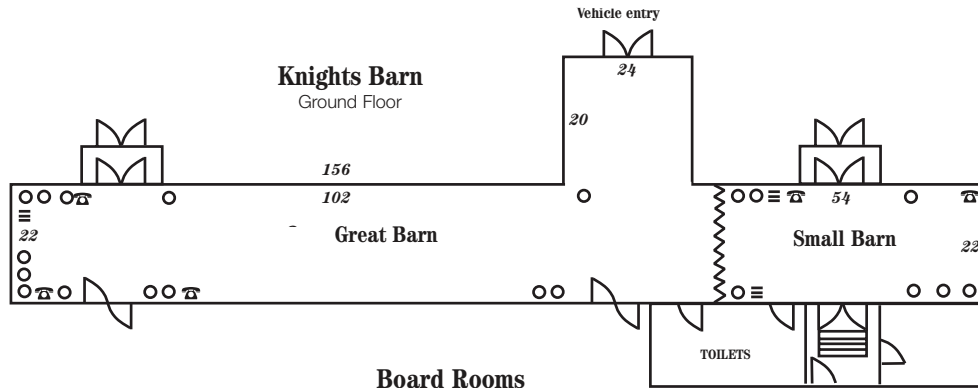
Music

Should you require music for your dinner dance, we will make arrangements for you or alternatively you are most welcome to provide your own disco/band.

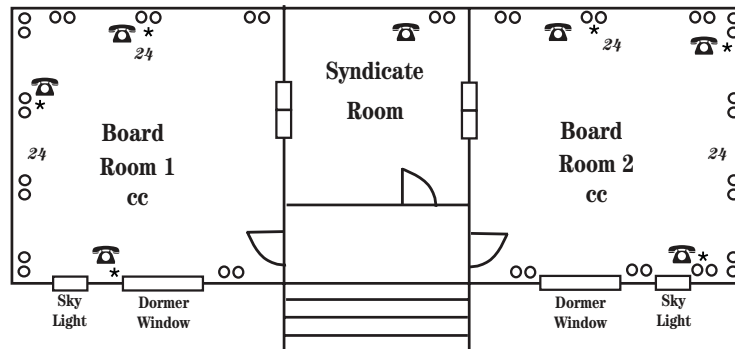
CONFERENCE & ROOM DIMENSIONS

ROOM DIAGRAMS

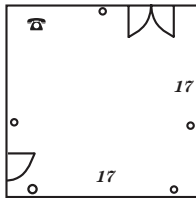
All dimensions shown in feet



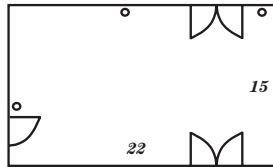
Board Rooms First Floor over Small Barn



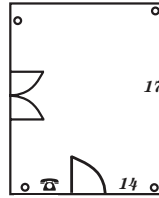
Admirals Room Ground Floor



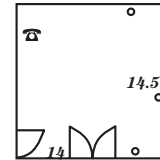
Captains Room Ground Floor



Library Ground Floor



Study Ground Floor



Key to Plans

- Microphone socket
 - 13 amp socket
 - WW Folding or removable partition
 - ☎ Telephone point
 - ▵ Door
 - CC Climate control
 - ⊞ Broadband point
- 60 amp Three Phase Power available in Great and small Barns

	Great Barn		Small Barn	Whole Suite	Board Room 1	Board Room 2	Whole Centre	Admirals Room	Captains Room	Library	Study
	Main Room	Extension									
Dimensions											
Length Feet	102	20	54	156	24	24	-	17	22	14	14
Metres	31	6	16.5	47.5	7.5	7.5	-	5.25	6.7	4.25	4.25
Width feet	22	24	22	22	24	24	-	17	15	17	14.5
Metres	6.7	7	6.7	6.7	7.5	7.5	-	5.25	4.5	5.25	4.5
Area Sq. feet	2244	480	1188	3432	576	576	1152	289	330	238	203
Area Sq. metres	208	42	110	318	56	56	112	27.5	30	22	19
Capacities											
Theatre Style	224		75	229	-	-	-	-	-	-	-
Classroom	150		50	-	-	-	-	-	-	-	-
Board Room	-		30	-	-	-	-	12	14	-	-
Buffet/Reception	200		99	299	-	-	-	-	-	-	-
Dinner/Dance	200		50	200	-	-	-	-	-	-	-
Dinner	250		60	250	-	-	-	-	14	-	-
Informal meeting	-		-	-	-	-	-	-	-	10	6
U-Shaped	40		30	-	16	16	-	-	-	-	-
Cabaret	72		30	-	-	-	-	-	-	-	-

BANQUET MENU SELECTOR

BANQUET MENUS

Please make your selection from the dishes listed below.
In order that the service and quality of your meal is maintained,
you should choose one dish from each course.
Naturally for those of your guests who have religious or dietary requirements an
alternative can be provided

Starters

Cream of vegetable soup

Cream of tomato and basil soup

French onion soup
topped with cheese croutons

Cream of asparagus soup
with toasted almond flakes

Cream of mushroom soup
with sherry

Chilled sweet melon roses

Fresh water crayfish and prawn cocktail
with a smoked paprika and lemon Marie Rose sauce

Plum tomato and buffalo mozzarella
with pesto sauce

Smooth chicken liver paté
with chutney and crusty bread

Feta cheese, olives, cherry tomato and rocket leaves

Smoked chicken Caesar salad

Seasonal melon with Parma ham
and a honey and mustard dressing

Prawn cocktail Marie Rose

Main Courses

Roast loin of pork
with pan gravy and apple sauce

Oven roasted Norfolk chicken
with sage and onion stuffing

Chicken bergère
with mushrooms, herbs, onions and cream

Roast leg of lamb
with a redcurrant and rosemary scented gravy

Honey and citrus glazed gammon steak
with pineapple

Roast Norfolk turkey
with sage and onion stuffing and chipolata bacon roll

Roast topside of beef
with Yorkshire pudding and pan gravy

Homemade steak and kidney pie
with onion gravy

Chicken, leek and bacon pie

*All main courses include one potato dish and
a choice of two vegetables*

BANQUET MENU SELECTOR

Fish dishes - main course

Baked salmon
with a herb crumb

Flaked smoked haddock
and broccoli bake

Steamed sea bass fillets,
warm ratatouille and a walnut pesto

Cajun spiced swordfish steak
with avocado and mango salsa

All main courses include one potato dish and a choice of two vegetables

Alternative course for vegetarian

Nut roast
Puff pastry case filled with a fricassée of vegetables served in a herb cream sauce

Baked stuffed peppers
filled with a wild mushroom risotto and goats cheese

Mushroom Stroganoff

Potatoes

Roast
Roast baby new
Duchess
Parisienne

Minted new
Jacket
Fondant
Dauphinoise

Vegetables

Baton carrots
Petits pois
Brussel sprouts (in season)
Roast parsnips (in season)
Sauté mange tout

Cauliflower mornay
Courgettes povençale
Florets of broccoli
Braised spiced red cabbage
Whole green beans

We cannot guarantee that any items on the menu are free of nuts or traces of nuts and we ask you to take care with fish dishes as they may contain bones. As far as practicable, GM soya and maize has been removed from all food products

Desserts

Apple and stem ginger crumble
with crème anglaise

Brandy snap basket filled
with Chantilly cream and mixed summer fruit

Baked vanilla cheesecake
with fresh strawberries

Profiteroles
with chocolate sauce

Glazed lemon citrus tart
with Chantilly cream

Coffee and mints

Coffee and petit fours

Baked apple and cinnamon cheesecake

Fresh fruit salad
served with fresh cream

Bramley apple pie and cream

Meringue nest filled
with Chantilly cream and summer fruits

Rich chocolate and mint truffle torte
Sticky toffee pudding
with butterscotch sauce

English and continental cheeses
with celery grapes and biscuits

CHEFS CARVED BUFFETS

BUFFET MENUS

Carved buffet 1

Prime Wiltshire ham
Roast Norfolk turkey
Baked jacket potatoes
Mixed leaf salad, tomato, cucumber
and onion salad
Freshly prepared coleslaw
Savoury rice salad
Sliced beetroot
Selection of breads

Carved buffet 2

Roast topside of beef
Honey glazed Yorkshire ham
Hot minted new potatoes
Mixed leaf salad, tomato, cucumber and onion salad
Curried rice salad
Fresh coleslaw with Cheddar cheese
Waldorf salad
Pickles
Selection of breads

Carved buffet 3

Roast sirloin of beef with horseradish mayonnaise
Loin of pork with apple chutney
Poached salmon with sauce verte
Hot minted new potatoes
Mixed leaf salad, tomato, cucumber and onion salad
Greek salad
Carrot and sultana salad
Fresh coleslaw with Cheddar cheese
Penne with tomato and garlic
Pickles
Selection of fresh breads

All of the above menus include a choice of deserts, coffee and mints

HOT BUFFET SELECTOR

Minimum of 20 persons

Please choose two dishes from those listed below

Sweet and sour chicken	Thai green vegetable curry
Chilli Con Carne	Flaked salmon and broccoli mornay
Chef's homemade curry	Coq au vin
Beef bourguignon	Asparagus and brie risotto
Classic homemade lasagne	Liver and bacon casserole
Fisherman's pie	Sweet pepper and mushroom linguine

The above dishes include hot baked potato or minted new potatoes or rice, mixed salad, coleslaw, crusty bread and butter, a choice of dessert, coffee and mints

Additional mixed salads

Cous cous and roasted vegetable salad	Carrot and orange salad
Curried rice salad	Potato and chive salad
Tomato, red onion and avocado salad	Crisp Waldorf salad

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BUFFET MENU

Captains buffet

Sandwich platter
Mini pork pies
Assorted fingers of quiche
Japanese breaded prawns
BBQ cocktail sausages
Potato wedges with dip
Tropical fruit platter

Healthy buffet (Minimum 12 persons)

Italian Bread with fresh olives, sun dried tomatoes, feta cheese and pesto
Dressed smoked chicken Caesar salad
Tortilla wraps with a selection of fillings
Brushettas; spinach and feta cheese, ham and mozzarella
Crudités with humus, guacamole and taramasalata dips
Rocket and parmesan salad
Fresh Mediterranean pasta salad

Extras

Smoked salmon bilinis
Hot new potatoes with a honey and mustard dressing
Platter of buffalo mozzarella and Parma ham, plum tomato and peppery rocket finished with olive oil
Tropical fruit platter

Knights Barn buffet

Sandwich platter
Assorted mini brochettes
(ham and mozzarella/spinich and Feta cheese)
Hot sausage rolls
Mini stone baked assorted pizzas
Assorted Indian selection with a sweet chilli sauce
Chicken and lemongrass on skewers with dip
Tropical fruit platter

Around the world

Assorted platter of wraps
Marinated chicken wings
Indian lamb samosa
Chinese spring rolls
Thai dim sum
Tortilla chip with salsa
Goujons of plaice
Tropical fruit platter

Chef choice buffet

Open filled mini bagels
Breaded seafood medley
Spicy potato wedges
Marinated chicken wings
Mozzarella and sundried tomato parcels
Mini Indian samosa snack
Warm sausage rolls
Assorted fingers of quiche
Vegetable crudités with dips
Tropical fruit platter

TERMS AND CONDITIONS

TERMS &
CONDITIONS

Contract	Clients are reminded that signature of the function contract creates a contract between them and Abacus Hotels Ltd
Provisional booking	A booking will be held as an enquiry until the contract is signed by both parties.
Confirmation	A booking will be confirmed only upon receipt of the required deposit or the signed function contract. Amendments and variations to the details shown on the signed contract will only be recognised if confirmed in writing.
Numbers	The number booked as expected to attend is shown on the contract and will be used as the <u>minimum</u> when calculating your final account. Any variation/final numbers must be agreed and confirmed in writing no less than seven days prior to the event.
Pricing policy	We reserve the right to amend the quoted prices without notice.
Value Added Tax	Quoted prices, where applicable, include VAT at 17.5%. Prices will be adjusted in the event of any change in VAT rate.
Children	Children ten years and under will be charged at 50% of the quoted menu rate, other than specific children's meals.
Deposit requirements	The deposit shown on the contract will be non refundable
Payment terms	In the absence of agreed credit facilities full pre payment may be required at the time of confirmation. The hotels reserve the absolute right to refuse credit. If a credit facility has been agreed payment is due 28 days from the date of invoice. In the event of a query, the undisputed part of the invoice remains payable within 28 days, the balance being due immediately upon resolution of the query. Social events - a pre payment of 50% of the estimated bill will be due 8 weeks prior to the event with the balance of the estimated bill being due one week prior to the event. Any additional charges incurred during the event will be due on departure.
Insurance	The hotel's insurance does not cover client equipment and effects. We recommend clients ensure their own insurance cover extends to the event. For larger social gatherings, weddings etc, we recommend that clients consider taking out cancellation cover.
Cancellation by client	In the event of cancellation the hotel reserves the right to charge as follows: 13 to 20 weeks notice 25% of estimated value of the booking 5 to 12 weeks notice 50% of estimated value of the booking 4 weeks or less notice 100% of estimated value of the booking The full cost of any equipment or service arranged by the hotel on the clients behalf. In the event that the hotel is able to replace the lost business the cancellation charge will, at the hotels discretion, be adjusted proportionately.
Cancellation by hotel	The hotel will not be liable if, for reasons beyond its control, it has to cancel the event. The hotel reserves the right to cancel an event without any liability if, at the hotel's sole judgement, it is likely that the event will bring the hotel into disrepute.
Hotel liability	The hotel is not liable for the effects or equipment of hotel clients or their guests.
Signage - on site	No client signage may be displayed within the hotel or it's environs without the permission of the hotel management. Such permission is not unreasonably withheld.
Signage in local area	The client will not place or cause to be placed any external signage within the locale of the hotel without the permission of the relevant authorities.
Sub letting of space	The client will not sublet space to a third party without prior permission of the hotel. Such permission is not unreasonably withheld.
Charging for entry	The client will not charge for entry without prior permission of the hotel. Such permission is not unreasonably withheld.
Licence requirements	The hotel can only guarantee the service of alcohol during permitted hours
Client equipment	The use of any electrical equipment or any other such equipment that may pose a health and safety risk must be approved by the hotel management prior to use. Such approval is not unreasonably withheld.
Guest provided food and drink	No food or beverage will be brought into the hotel by clients for consumption in the hotel without the express permission of the hotel management
Health and safety	Clients are wholly responsible for ensuring that they and their guests comply fully with all current statutory health and safety regulations.
Noise	The hotel management shall be the sole and final arbiter as to the accepted level of noise created by a function and reserve the right to terminate any function that fails to moderate the sound levels if requested.

Customer signature:

Date:

PRICES FOR 2008

MEETING ROOMS AND SERVICES

Delegate rate (half day)	£18.00
Delegate rate (full day)	£35.00
Residential delegate rate	£135.00

Office facilities

Photocopies (per sheet)	£0.25
Fax (outgoing-first page)	£2.50
Fax (outgoing-other pages)	£1.50
Fax (incoming-per copy)	£0.20

Room hire charges

Small Barn	£150.00
Great Barn	£300.00
Both Barns	£400.00
Boardrooms 1 and 2	£110.00
Study	£60.00
Library	£60.00
Admirals Room	£80.00
Exhibitions from	£750.00

The hire charge of Knights Barn is payable as a non-refundable deposit at time of booking

BANQUET MENUS

Starters

Soups	£4.55
Melon roses	£5.95
Crayfish cocktail	£6.95
Tomato and Mozzarella	£5.60
Chicken liver pate	£6.15
Feta cheese and olives	£6.15
Chicken Caesar salad	£6.85
Melon with Parma Ham	£6.20
Prawn cocktail	£6.25

Main course

Roast loin of pork	£12.90
Oven roasted Norfolk Chicken	£12.40
Chicken bergère	£12.40
Roast leg of lamb	£12.90
Glazed gammon steak	£11.25
Roast Norfolk turkey	£12.30
Roast topside of beef	£13.20
Steak and kidney pie	£8.95
Chicken, leek and bacon pie	£8.95
Third vegetable (per person)	£1.55

Fish dishes - main course

Baked salmon	£12.95
Smoked haddock	£13.75
Steamed sea bass	£14.95
Swordfish steak	£12.35

Vegetarian menu

Priced as for the main course chosen

Desserts

Apricot and apple crumble	£5.20
Brandy snap basket	£5.30
Baked vanilla cheesecake	£5.20
Profiteroles with chocolate sauce	£5.10
Lemon citrus tart	£5.30
Baked apple and cinnamon cheesecake	£5.20
Fresh fruit salad	£5.00
Bramely apple pie	£4.80
Meringue nest and summer fruit	£5.00
Chocolate and mint truffle torte	£5.30
Sticky toffee pudding	£5.10
English and continental cheeses	£5.60
Coffee and mints	£2.00
Coffee and petit fours	£3.15

Chefs carved buffets

Buffet 1	£22.50
Buffet 2	£26.60
Buffet 3	£31.20

BUFFET MENU (per person)

Hot buffet	£19.50
Any additional choice	£2.10
Extra mixed salad	£1.10
Captains buffet	£10.85
Healthy buffet	£19.00
Extras:	
Salmon blinis	£2.30
new potatoes	£1.80
Cheese/ham platter	£2.70
fruit platter	£1.30
Knights Barn buffet	£8.75
Around the world	£11.85
Chef's choice buffet	£13.40

The price include VAT at 17.5% and are indicative and subject to change