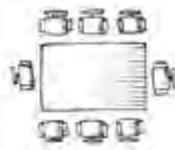


**CONFERENCES
& EVENTS**



— AT —
PENDLEY MANOR



Thank you for enquiring about holding your forthcoming meeting at Pendley Manor.

The Manor is an elegant 72 bedroom Victorian Country House Hotel, set within 35 acres of stunning grounds and wooded parkland.

We are 15 minutes from the M25 Junction 20 and are close to Luton, Milton Keynes, Watford, Aylesbury and Hemel Hempstead. Tring Station is only a couple of minutes drive from the hotel and is a direct route to London Euston.

Our meeting rooms benefit from natural daylight, air conditioning and are designed to offer you flexibility and can accommodate up to 250 delegates.

Syndicate rooms are situated on the lower ground floor and each have the capacity of holding up to 12 delegates, boardroom style. A conference office is available for our organisers and situated in our conference centre equipped with a fax machine, photocopier, computer and telephone.

Residential delegates will be able to take the opportunity of using our leisure facilities including a swimming pool, spa bath, steam room, sauna, gym, aerobics studio, snooker room and a four acre meadow for team building, including motorised activities.

Corporate events take a great deal of planning and at times can be challenging. At Pendley Manor you can take advantage of having the expertise of our events team to support you each step of the way.

Pendley Manor is a successful conference, meeting and training venue. Please contact the sales office should you wish to make an appointment or discuss your requirements further on 01442 820010 or email sales@pendley-manor.co.uk



ROOM CAPACITIES AND SIZES

LAYOUT	U-SHAPE	BOARDROOM	CLASSROOM	CABARET	THEATRE	SIZE (m)
Harcourt Ballroom	54	90	80	120	250	19.5 x 9.5
Dorian Room	25	25	40	35	50	15.3 x 8.0
Simon Suite, Section A & B	35	35	60	50	120	15.9 x 8.5
Simon Suite, Section A or B	-	-	-	-	-	8.5 x 8.0
Charles Suite, Section A & B	15	20	18	24	30	6.4 x 7.3
Charles Suite, Section A or B	-	12	-	-	15	6.4 x 7.3
Williams Room	-	6	-	-	-	7.0 x 3.7
Elizabeth Room	-	8	-	-	-	7.0 x 3.7
Verney Room	22	25	30	25	50	8.2 x 8.2
Acorn Room	20	25	25	25	40	9.0 x 7.0
Willow Room	-	8	-	-	-	7.3 x 4.0
Syndicate Rooms	-	12	-	-	on request	5.0 x 8.0

All meeting rooms have plenty of natural day light, 3 phase power socket in Harcourt Ballroom.

All the rooms in the Harcourt Conference Centre have 3.3m ceiling height.

Dedicated Business Centre with fax, photocopier, direct dial telephone, stand-alone computer and printer.

Wireless Broadband.

SYNDICATE ROOMS (4) ON REQUEST



RATES

Day Delegate Rate

£75.00 per person inclusive of VAT (Rack Rate)

Minimum of 8 delegates

- Dedicated meeting room
- Tea, coffee & biscuits on arrival
- Tea, coffee & biscuits mid-morning
- Tea, coffee & cake mid-afternoon
- Still or sparkling mineral water with cordial
- Sweets
- Fruit bowl
- Buffet lunch (either 3 course hot & cold in the restaurant or working finger buffet)
- Pencils, pads & tent cards per delegate
- 1 x Flip chart
- LCD projector including screen (must be pre-booked at least 24 hours prior to arrival)
- Complimentary Wifi
- Complimentary car parking

24 Hour Residential Delegate Rate

£230.00 per person inclusive of VAT (Rack Rate)

Minimum of 8 delegates. As per delegate rate above, plus:

- 3 course dinner, including coffee
- Full English breakfast
- Single occupancy accommodation
- Full use of our leisure facilities (excludes spa treatment)

Room hire and bespoke packages available from £150.00 inclusive of VAT

Private dining rates available on request

OPTIONAL EXTRAS

Conference Breakfast

- Bacon Rolls £4.50 per delegate
- Egg Rolls £4.50 per delegate
- Sausage Baps £4.50 per delegate
- Smoked Salmon & Cream Cheese Bagel £6.00 per delegate
- Four Assorted Mini Bagels £6.00 per delegate

Coffee Time Extras

- Chocolate Brownie £4.50 per delegate
- One Fruit Scone with Strawberry Jam & Clotted Cream £3.95 per delegate
- Assorted Muffins £3.50 per delegate
- Cereal Bars £2.00 per delegate
- 8" Fruit Kebab £3.00 per delegate
- Can of Soft Drink £1.50 per delegate



Definitions

"The client" refers to the person, company or organisation making the booking and "the hotel" refers to Pendley Manor Hotel.

Contract

We will hold a provisional wedding/event/conference booking for a maximum of 14 days. During this time, should a further enquiry be received the Hotel reserves the right to ask for immediate confirmation. When a booking is confirmed to the Hotel in writing, a contract is deemed to exist and the acceptance of these terms & conditions

Finance

Private Bookings (including weddings): Client is required to sign the Terms & Conditions to confirm the event. A deposit of 25% is required to confirm with a further 25% of outstanding balance payable 6 months prior and the balance paid 1 month prior to the event.

Company Bookings

Client is required to sign the Terms & Conditions to confirm the event. Subject to satisfactory credit referencing, the account can be invoiced immediately after the function. If we are unable to provide credit then 50% is required on confirmation and the balance must be received 7 working days prior.

Credit Terms are 30 days, after which an interest charge of 2% per month or part of month will apply.

Numbers

Private Bookings & Weddings: The minimum number of persons advised should not drop below 10% and that in the event of numbers being increased on the day or if the numbers are less than expected; the highest figure will be charged for. If numbers reduce within 5 days of the event, then regrettably this is non-refundable.

Conferences

The final number of people attending must reach the hotel at least five working days prior to the date of the function. You will be charged in full for that number, which should not be less than 90% of the original booking. In the event that it is, you will be charged for the higher number.

Times & Venue

- The clients will adhere to the timetable agreed with the Hotel and completely vacate the premises at the agreed time.
- Please note that we are a popular wedding venue and as such may have more than 1 wedding per day.
- Bedroom check in is from 14.30pm. Bedrooms are not guaranteed to be ready before this time. Guests requiring an early check in are advised to book a room the night before at the prevailing rate. Check out is 11am.
- Unless the client has taken exclusive use of the venue there may be other guests compromising the availability of some of the Hotel facilities
- Please note that there may be some restrictions regarding access to leisure facilities by Children
- Chinese lanterns are not permitted on Hotel premises
- Fireworks are only permitted with our preferred supplier
- Confetti which is bio-degradable only is permitted in the Hotel grounds

Cancellation

Any cancellation or postponement must be confirmed in writing. All deposits paid are non-refundable.

The terms are:

Banqueting, Dinner Dance, Wedding etc.

Over 6 months' notice: deposit held

3-6 months' notice: 50% charge of total booking cost

1-3 months: 75% charge of total booking cost

Less than 30 days: The Client will be liable for 100% of total booking cost

b) Conference and Overnight Stay

i) Cancellation over 3 months prior – no charge.

ii) 1-3 months – the Client will be liable for 75% of the facilities and services booked. ("Facilities and Services" include the 24 hour rate, the day rate, room hire; cost of bedrooms over group of 6 whichever is applicable, plus rental of equipment less VAT @ 20%). The Hotel will endeavour to find a replacement booking and if successful will offset this in whole or part of the above charge. This calculation will be at the discretion of the Hotel.

iii) Within 30 days – the Client will be liable for 100% of the facilities and services booked.

Insurance

The Hotel strongly recommends that the client takes out insurance cover for any large event. Details can be provided on request.

NOTE: The Hotel will endeavour to find a replacement booking and if successful, will offset in whole or part of the above charges. This calculation will be made at the discretion of the Hotel.

Health and Safety

The Client agrees to take reasonable precautions to ensure that no damage occurs to any person. He/She is responsible for the actions of his/her guests and contractors for the damage or injury caused. Drinks are not allowed on the dance floor

Orderly Conduct

The Client will conduct the event in an orderly fashion, ensure that no nuisance is caused, comply with any request of the Hotel management and abide by all applicable rules and regulations.

Damage

The Client agrees to take reasonable precautions not to damage nor injure Hotel property or staff and is responsible for the actions of his guests and contractors for any such damage. A damages deposit may be requested at the Hotels discretion and this shall only be refunded in the event of the satisfactory condition of how the function space is left.

The Hotel accepts no liability for damage or loss to any goods i.e. decorations, wedding presents bought into the Hotel. The Hotel also accepts no responsibility for any items misplaced following non removal by client from event space after the event.

Additional Goods and Services

The Client agrees to pay the Hotel charges for any extra goods and services provided on the day at the request of himself or any person purporting to have the requisite.

Food and Beverages

The Client will ensure that no food or beverage of any kind is brought onto the Hotel premises by himself or his guests for consumption on the premises, except wedding cakes for which the Hotel takes no liability, or with the Hotel's written agreement in advance.

Exhibitions, Displays and Equipment

a) No stands or displays or signs may be erected on the premises, without written agreement.

The Client must obtain the Hotels' written agreement to the use of all materials brought onto the premises by himself or a third party. Equipment must comply with all current regulations.

The Client will be liable for any damage or injury which arises out of the use of his/her equipment. The Client agrees to pay the Hotel charges for all electricity used additional to normal heating and lighting arrangements. Telex, computer and fax lines.

The Hotel cannot accept responsibility for the Client's equipment.

No incendiary nor explosive device may be activated under any circumstances within the Hotel or its grounds

Advertising

Any publicity for functions at the Hotel must be agreed by the management and should be of a standard to reflect the quality of the establishment.

Prices

Prices quoted are subject to variation up to three months prior to the function, after which they may vary due to budget, value added tax, inflation, currency variation, or other reasons which are outside the management's control.

Force Majeure

If the Hotel is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control including (without prejudice to the generality of the foregoing) government intervention, strikes, labour disputes, accidents, Acts of God, national or local disasters or war, then the Hotel's liability to the Client shall be no greater than the amount paid to the Client by the Hotel in respect of the function. If for any reasons beyond the Hotel's reasonable control the accommodation reserved cannot be made available to the Client the Hotel reserves the right to substitute similar or comparable accommodation for the function and such a substitution shall be accepted by the Clients as satisfactory performance by the Hotel of its obligations hereunder to provide the accommodation reserved.

Agreement Non-Assignable

The benefits under this contract are personal to the Client and shall not be assignable or transferred by the Client.

Agreement Governed by English Law

The contract shall be governed in all respects by English Law

Services of Notices

Any notice of invoice hereunder shall be duly served on either party if delivered to their address as last notified in writing to the other part hereunder.

Variations

No oral representations or agreements are recognised by the Hotel and the conditions of the contract can be modified only by a supplementary written contract.

Head Notes

Any head notes shall not form part of these conditions.