

Conference, functions & related events

Terms & Conditions

1. All bookings are provisional, and the facilities reserved subject to re-sale without prior notification until a signed contract or written confirmation of the details of the booking are received and accepted by the Hotel. Confirmation of a booking this way is taken to indicate the Clients acceptance of these terms.

2. The written confirmation must include an Agreed minimum number of guests/facilities and a realistic maximum number. The facilities booked and the minimum charge for the booking will be based upon these details.

3. No form of advertisement, public or otherwise, using the name, logo and contact details for the Hotel may be exhibited or published without prior knowledge and consent of the Hotel.

4. No less than 14 days prior to the event the Client must contact the Hotel to provide "Final Numbers" including rooming list (if applicable) and menu choices. The Client may not increase the numbers of guests at an event without prior agreement of the Hotel. If the "Final Numbers" are increased verbally or in writing less than 14 days before the event a new revised final numbers will be used.

5. The Client will have exclusive use of the function rooms, facilities and bedrooms that they have booked. Other clients may be using facilities at the Whitworth Hall throughout or for part of the duration of the event. Any bedrooms booked will be available from 2pm on the day of arrival and must be vacated by 10am on the day of departure, unless agreed in writing with the Hotel.

6. The Hotel reserves the right to re-allocate any booking to suitable alternative facilities in the Hotel.

7. Should the Client make any significant changes to the booking the Hotel reserves the right to amend the rates and/or facilities offered.

8. The final bill will be calculated according to the Agreed minimum final numbers, revised final numbers or the number of guests who attend the event - whichever is higher.

9. Accounts must be settled upon departure or where credit facilities have been agreed in advance, an invoice will be issued. Payment is due on presentation of the invoice.

10. In the event of cancellation or postponement of events the Client must notify the Hotel in writing and the following cancellation charges will apply. Cancellation charges are calculated against the quoted rates for the Agreed minimum final numbers or revised final numbers - whichever is higher and apply to the estimated total cost of the booking.

- For cancellations received with more than 6 months notice - the non refundable deposit
- For cancellations received with between 6 months and 3 months notice - 25%

- For cancellations received with between 3 months and 1 months notice - 50%

- For cancellations received with less than 1 months notice - 100%

11. The hotel will not be liable to the Client for any breach of the terms and conditions in the event of cancelling any bookings or any failure to perform due to factors beyond its reasonable control such as, but not exclusively, flood, fire, failure of services, shortages of labour supplies.

12. No food or beverage may be brought into the Hotel for consumption.

13. Nothing may be affixed by any means to the walls anywhere within the Hotel.

14. Best Western Whitworth Hall Hotel is a Grade II listed building, a stately home of regional importance. The Client is responsible for the cost of making good any damage to any fixtures, fittings, furniture, buildings, outside areas or to employees of the Hotel caused by themselves, their guests or by any persons employed or engaged on their behalf. The Client is advised that Whitworth Hall will take whatever action it considers necessary to protect its property, contents, employees and/or agents if it considers that they are threatened in any way by the action of the Client, its guests, entertainers, suppliers or contractors. It is emphasised that Whitworth Hall will not accept any liability for any loss or damage that the Client may suffer under these circumstances.

15. Best Western Whitworth Hall Hotel, it's employees and agents accept no responsibility for death, personal injury, damage to or loss of personal property, vehicles or equipment incurred anywhere on the Whitworth Hall Country Park beyond that covered by the Company's Public Liability Insurance. The Client and its guests, employees, agents, contractors and entertainers enter onto the property of Best Western Whitworth Hall Hotel at their own risk.

16. It is the Clients responsibility to ensure that where applicable, performing rights Society and Phonographic Performance Limited forms are completed by any band or musician employed by the Client. All discos, bands and musicians must have a current portable appliance test certificate. Menus maybe subject to alteration without prior notice.

17. All prices quoted include VAT at the current rate of 17.5% and are applicable from January 2007, but may be subject to alteration without prior notice.



Whitworth Hall Hotel

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Best Western
Whitworth Hall Hotel



a picturesque setting
for your business event

CONFERENCES & MEETINGS

Situated in the heart of a deer park, yet close to Durham City and major transport routes, Whitworth Hall is the choice for a professional audience. Centrally located between the commercial centres of the Tyne and the Tees, Best Western Whitworth Hall Hotel is ideal for conferences with delegates attending from across the North East and for the business travellers visiting the region.

Well appointed function rooms alongside conservatories, the Garden Marquee and exceptional grounds provide the ideal setting for any business event and make a lasting impression on its delegates.

From a one off breakfast meeting to an annual residential event that requires full conference secretarial services and everything in between, Whitworth Hall delivers your organisations complete portfolio of corporate events.

Corporate fishing days can be arranged using the well stocked lake on site and golf is also available in conjunction with several courses local to Whitworth Hall.

A range of delegate packages make budgeting for conferences simple while extensive menu's and a bespoke menu design service deliver choice event catering appropriate to every occasion for upwards of 2 guests.

Personal service from the Whitworth Hall events team completes this equation for successful business at the Hotel.



ACCOMMODATION

Twenty nine well appointed twin, double and king size bedrooms all with luxury en-suite facilities provide comfortable accommodation for business events.

All bedrooms offer direct dial telephone, business desk, wireless internet and all the features associated with the 3 star standard.

DINING

Whitworth Hall invites residents and non-residents to enjoy a unique experience in any of it's three restaurants.

The Silver Buckles Brasserie

Informal dining in the conservatory surrounded by views of the deer park.

The Library Restaurant

More formal dining in the old library of the hall.

Shafto's Inn & Restaurant

Relaxed family friendly pub-restaurant on the lakeside across the deer park.

Private dining can be arranged for family, business and social occasions.





Delegate Rates

A range of delegate packages make it easy to budget for business events at Best Western Whitworth Hall Hotel

The Half Day Delegate Package

£20.00 per head incl. VAT

Available from

8.00am - 12.30pm or 1.00pm - 5.30pm

Option 1

- Tea or coffee with bacon rolls on arrival or sandwich lunch on departure
- Morning coffee with Danish pastries

Option 2

- Sandwich buffet on arrival or on departure
- Afternoon tea with scones, preserve and cream

The Day Delegate Package

£45.00 per head incl. VAT

Available from

8.00am - 5.30pm

- Conference welcome of tea and coffee with biscuits
- Morning coffee with Danish pastries.
- Hot and cold 2 course chefs choice buffet lunch
- Afternoon tea with scones, preserves and cream

The 24 hour Delegate Package

£145.00 per head incl. VAT

Includes the full day delegate package plus

- 4 course dinner including coffee
- Single accommodation
- Full English breakfast

All the above packages include the following

- Use of conference room
- Flip chart
- Pencils
- Cordials
- Screen
- Place names
- Mints
- OHP
- Paper
- Iced water

The Bespoke Delegate Package

To tailor your conference to your own individual requirements please contact the conference office.

The catering within the delegate packages can be tailored in any way to meet the particular needs of any business event, or a bespoke package can be arranged for events that do not follow one of the regular conference formats.

Conference Finger Buffets

Finger Buffet 1 £9.00

- Assorted Baguettes (incl. (v))
- Deep Fried Chicken Goujons
- Mozzarella & Tomato Pithivers (v)
- Tortilla Chips with Salsa Dip
- Warm Quiches (incl. (v))
- Vegetable Spring Rolls with Mango Dip

Finger Buffet 2 £11.95

- A selection of Open Sandwiches (incl (v))
- Deep fried Plaice Goujons
- Mini Beef Wellingtons
- Assorted Chinese Dim Sums Dips
- Cajun Chinese Chicken with Lemon Scented dip
- Tempura Vegetables with Sweet Chilli Sauce
- Mini Jacket Potatoes stuffed with a Mushroom and Stilton Farcies

Conference Lunches

Conference Lunch 1 £13.95

- Chicken in Lemon Grass, Coriander and Coconut Milk Sauce
- Minced Beef Cobbler
- Stir Fried Vegetables (v)
- Buttered New Potatoes (v)
- Rice Noodles (v)
- Cold Meat & Salads (incl (v))
- Chef's Choice of Dessert
- Tea or Coffee

Conference Lunch 2 £13.95

- Traditional Steak & Mushroom Pie
- Ham & Mushroom Carbonara
- Mushroom & Vegetable Provencale (v)
- Seasoned Potato Wedges (v)
- Cold Meat & Salads (incl (v))
- Chefs Choice of Dessert
- Tea of Coffee

Working Lunch

£8.50

Only available as part of a meeting or conference. Can be served at the conference table with minimal disruption.

- Assorted Sandwiches (incl (v))
- Gala Pie
- Spring Rolls served with a Mango Dip (v)
- Crudities
- Fresh Fruit Basket



BARBECUE MENU



For business events during the summer months, reflect the season with a barbecue Menu, served in conjunction with a function room in the main hotel building or the walled garden Marquee. A great alternative for conferences and training days as well as more informal business events such as family fun days and suppliers days.

Self Selector

Served between April - September (£11.50 minimum barbecue spend)

- Rump Steak £3.50
- Cumberland Sausage £3.20
- Homemade Beef burgers £2.95
- Chicken Supreme £3.25
- Mixed Salad £2.15
- Jacket Potatoes with butter (v) £2.25
- Coleslaw (v) £1.75
- Prawn & Monkfish Kebab POI
- Gammon Steak £3.15
- Minted Lamb Chop £3.75
- Pork Spare Ribs £2.95
- Waldorf Salad £1.75
- Rice Salad £1.75
- Pasta Salad £1.75
- Garlic Bread £1.50
- Bread Farcies £1.50

- Fresh Fruit Platter £4.95
- Assorted Gateaux £3.75
- Strawberries & Cream £4.95

Facilities for Conference & Meetings

Whitworth Hall is a uniquely versatile venue. Tastefully decorated function rooms offer a classic setting while conservatories, the Garden Marquee and the splendid grounds offer exceptional alternatives.

Facilities can be booked for exclusive private use as a part of a delegate package or alone, set up as required for the fees given opposite, with catering and audio visual equipment as required at an additional cost.

Syndicate Rooms

For groups of up to 30 delegates, the Whitworth Suite can be used to provide up to three syndicate areas within one room hire charge or delegate fee. The Duncombe Suite can provide twin syndicate areas within one room hire fee or delegate rate. Additional facilities area available for hire if more syndicate areas are required. Price on application.

	WHITWORTH SUITE	DUNCOMBE SUITE	GARDEN MARQUEE	SILVER BUCKELS BRASSERIE	OUTDOOR SPACE
DIMENSIONS					
WIDTH AT WIDEST POINT (m)	6	6	13	7	
WIDTH AT NARROWEST POINT (m)	3	6	13	5	
LENGTH (m)	23	14	26	6	
FLOOR AREA (m2)	140	85	288	36	56 acres
CEILING HEIGHT AT LOWEST POINT (m)	5	5	1.8	1.8	
CAPACITY Maximum no. of delegates					
CABARET	80	40	200	20	
BOARDROOM	30	24	50	10	
THEATRE	100	60	250	25	
CLASSROOM	40	30	100	12	
RATES (incl vat)					
DAYTIME 08.00 - 17.30 OR EVENING 17.30 - 24.00	£250.00	£200.00	£200.00	POA	POA
DAYTIME & EVENING	£425.00	£325.00	£350.00	POA	POA

We the undersigned have read, understood and agree to the terms and conditions overleaf

Date of Arrival..... Room.....
 Date of Departure..... Catering.....
 Maximum Numbers..... Delegate Package.....
 Time of Arrival.....
 Bedrooms.....

Print Name..... Address.....
 Signed.....
 Position.....

