



Conference Information

The following pages provide information about conference facilities at Harrowden Hall together with our menu options. If your group has any special food requirements we will be more than willing to accommodate your requests.

Room Options

Harrowden Hall has six rooms, in addition to the bar area, that can be configured to suit most conference and seminar needs whilst ensuring that the ambience is in keeping with the tradition of the Hall. We also welcome our conference guests to enjoy our picturesque gardens and refreshments can be served on the Long Terrace if the weather permits.

All conference rooms have been recently refurbished including the provision of new Metalen chairs fitted with the "9 hour seatTM cushion that provides unparalleled comfort and support". This and other improvements to our facilities demonstrate our commitment to providing the best possible environment for our guests.

When required and subject to availability we will ensure that breakout rooms are made available if required.

The various configurations that we can accommodate are shown below:

Style \ Room	Vaux	Captain's	President's	Committee	Leather	Lounge
Theatre style	65	28	24	-	50	100
U Shape	30	18	16	-	-	-
Boardroom	40	18	16	16	-	-
Private Dinner	80	20	16	16	-	-
Private Function	90	-	-	-	40	150
Height (m)	3.8	3.8	3.8	3.8	3.8	3.8
Width (m)	6.4	5.0	4.6	5.0	6.5	6.4
Length (m)	13.6	5.0	5.1	6.1	8.5	24
Floor Level	First	First	First	Ground	Ground	Ground



Room Hire Charges

Room	Full Day (excl. VAT)	Half Day (excl. VAT)
Vaux	£300.00	£150.00
Captain's	£150.00	£75.00
President's	£150.00	£75.00
Committee	£150.00	£75.00

Additional charge Items

Flip chart and Pens	£10.00 (exc. Vat) per day
OHP Projector and Screen	£25.00 (exc. Vat) per day
Data Projector	£95.00 (exc. vat) per day

Conference Catering Charges

Coffee/Tea with biscuits	£1.95 per person per serving
Coffee/Tea with Danish pastries	£3.00 per person per serving
Coffee/Tea with Bacon Rolls	£3.00 per person per serving
Afternoon Tea with cakes	£3.00 per person
Orange Juice, Mineral water	£3.00 per litre

Lunchtime Finger Buffet Menus

Menu 1

£7.50 per person

Assorted finger Sandwiches
 Chicken Goujons with wholegrain mustard dip
 Crudities & Dips
 Tortilla Chips & Dips
 Fresh fruit Kebabs



Menu 2

£10.00 per person

Assorted finger Sandwiches
Various Indian Savouries
Stilton & Celery Skewers
Crudities & Dips
Chicken Goujons with wholegrain mustard dip
Mini buffet pork pie bites
Buffet eggs
Fresh Fruit Kebabs

Menu 3

£11.00 per person

Assorted Filled Finger rolls
Honey & Wholegrain mustard Cocktail Sausages
Assorted Filled Pastry cases
Tiger prawns with a tomato & Paprika Mayonnaise
Scotch Eggs
Paupiettes of Parma Ham & Brie
Smoked Salmon & Cream Cheese Triangles
Chicken Tikka Bites
Mini Cakes & Pastries

Menu 4

£12.00 per person

Filled Mini Rolls
Baguette slices with assorted pates
Brie & Black Grape Skewers
Cheese & Onion lattice slice
Assorted dim sum & mini spring rolls
Smoked Salmon, Cream Cheese & Prawn Tortilla Wraps
Marinated Chicken Strips
Crudities & Dips
Tortilla Chips & Dips
Fresh fruit Kebabs

Menu 5

£14.50

Assorted Open Rolls
Breaded Crispy Vegetables with Garlic Dip
Various Samosas & Bahjis
Luxury Hors D,oeuvres Platter
Cream Cheese & Smoked Salmon pinwheels
Wedges of Bread crumbed Brie with a Cranberry Dip
Tiger Prawns Marie Rose
Chicken Tikka Bites
Roasted Vegetable Tarts
Mature Cheddar & Cherry Tomato Skewers
Assorted Mini Cakes & Pastries
Fresh Fruit Kebabs

All catering prices subject to Vat @17.5%



SIMPSON CATERING LTD AND WELLINGBOROUGH GOLF CLUB TERMS & CONDITIONS INCLUDING CONFIRMATION FORM FOR CONFERENCES AND MEETINGS

December 2005

1. These conditions apply to the booking of any Conference and Meeting held at the Club.
2. Reservations - Provisional and Confirmed
Reservations will be regarded as provisional until such time as a signed copy of these terms and conditions has been received by the Club. The Club reserves the right to release a booking in the absence of written confirmation.
- 2a. Liability for Payment
The Company shall be responsible for all monies due. On default of such payment the Company shall be responsible for all monies due.
3. Deposits / Cancellations
A deposit of £100.00 or 25%, whichever the greater, is required to confirm a booking. If not received, the Club reserves the right to release the booking without notice. Final numbers of attendees are required 2 days prior to the event for both accommodation and catering requirements. Any reduction in final numbers within the 2 days will be charged in full. A cancellation two months prior to the event bears no penalty. If cancellation occurs within two months of the event no refund of the deposit will be given. Cancellation within 5 days of date will incur a cancellation charge of 100%
4. Amendments.
Any amendments must be given in writing 2 days prior to the booking and the client should provide the following Information: -
 - a) Total number of attendees
 - b) Any special catering requirements, i.e. Vegetarian menu etc.
 - c) An undertaking that all participants are aware, and will adhere to, the Club's dress code and guidance notes.
5. Charges
All fees or balances agreed to be paid prior to playing and all other associated costs must be paid prior to leaving the club, unless any specific arrangements have otherwise been made. Visitors requiring a bar tab should advise in writing at the time of confirmation and nominate a person who will be responsible for settling the account upon departure.
6. Payment Terms
Simpson Catering Ltd terms of payment are strictly net upon issue of an invoice. This applies to all deposits and other agreed payments.
7. Cancellation by the Club
The Club reserves the right to cancel or amend any reservation.
 - a) If the Club, or any part of it, is closed due to fire, alteration, decoration, or by order of any public authority.
 - b) Any refund will be made to the Company within 14 days of the event.
8. **On no account will anyone be permitted in the Clubhouse, or on the course, wearing JEANS, TEE SHIRTS or TRAINING SHOES.**
9. The use of mobile phones on the course and in the Clubhouse is not permitted. However, clients who have reserved specific meeting rooms may use mobile phones **in their own reserved room**. Mobiles phones may also be used in the changing rooms and car park.

I have read the Terms and Conditions and, by appending my signature hereto, confirm both the reservation and my acceptance of the said Terms and Conditions.

Signed

Print Name

On behalf of

Date



Booking information

Name of Company
 Contact Name
 Company Address

Telephone No
 Fax No.
 Email

Company reference if applicable

Date/Dates of the Event

Total number of participants

Details

Duration	Please tick	Lunch menu chosen	Start Time	Lunch time	Approx. Finish Time
½ Day am					
½ Day pm					
1 Day					
2 or more days					

Please state any specific room and layout number of seats required

Room Name	Theatre	Boardroom	U Shape	Other

Please state if you have and specific equipment you require e.g. Flipcharts, OHP and screen

Please state if you have any special food requirements and the quantity required

Additional requirements

Please contact **Simpson Catering Ltd** if you have any questions on Tel: 01933 402612



Guidance Notes
for
Conference attendees
at
Harrowden Hall

1. In the Clubhouse, jeans of any colour or description, trainers, collar-less shirts and shirts worn outside of trousers are not allowed, under any circumstances. This rule applies to both our members and visitors alike.
2. Our visitors are welcome to walk in the gardens but we ask that non-golfers venture no further than the walled gardens at the rear of the house for their own safety. Whilst in the grounds please give consideration to golfers by refraining from making too much noise.
3. The use of mobile telephones is only permitted in certain areas of the clubhouse and grounds. These are in the car park the walled garden and any designated function room.

Although the above rules and regulations impose some restrictions, we hope that organisers and their members will appreciate the efforts made at Wellingborough to maintain the standards and traditions of the Club.