

Conferences and Meetings at Cathorpe Manor

Cathorpe Manor has a range of spacious meetings and conferences rooms, each with their own unique charm and benefitting from peace and quiet, ground floor location, natural daylight and the accessible and convenient location of the manor, right at the heart of the UK's road network.

Meetings and conference organisers can take advantage of Cathorpe Manor's flexible service and the conference team are always happy to prepare bespoke packages based on individual companies requirements. Alternatively, the Day Delegate Rate can be chosen for meetings where there will be in excess of 8 delegates, making the organisers job as simple as choosing lunch and a room layout – we do the rest!

Day Delegate Rate. £25.00 per person, plus VAT

Available, Monday to Friday from 8.00am – 5.30pm.
Minimum 8 delegates.

Inclusive of all of the following:

- Hire of meeting room, set to client's specification
 - Bacon Rolls or Pastries served on arrival
 - Flipchart, white-board & pens
 - Complimentary use of data projector & screen
- Complimentary use of large flat-screen television, with built in data port
 - Bottomless tea and coffee refills
- Home-baked cookies served with mid-morning and mid-afternoon coffee
 - Hot or cold buffet lunch, with dessert (see below for menus)
 - Complimentary bowl of seasonal fruit, in the meeting room
 - Free Wifi access
 - Pens & paper pads for every delegate
- Use of podium, if required, in larger conference rooms
 - Iced water and cordial on meeting room tables
 - Free and plentiful car-parking

- **In addition, each meeting room benefits from:**
 - Natural daylight
- Blackout facility available in the two largest rooms
 - Ground floor positioning
 - Excellent acoustics
 - Peace and quiet

Bespoke Meetings and Conferences

	Room Hire Rates			
	The Lake Room	The Old Hall	The Swedish Room	The Lounge or Library
Half Day	£85.00	£125.00	£125.00	£50.00
Full Day	£110.00	£175.00	£175.00	£75.00

Equipment

- Projector and screen hire: £15 per day
- 42inch Flat Screen Television hire: £25.00 per day
- Photocopying : Black & White: 10p per copy
 Colour: 20p per copy
- Colour printing: 30p per copy. (For extensive printing a charge may be incurred to cover office staff time)
- AV equipment. Prices available on request.

Beverages

- Coffee and English Breakfast Tea - £1.70 per cup
 Or £4.20 per person with unlimited refills and mid-morning and mid-afternoon biscuits.
- Jugs of chilled fresh orange, apple or cranberry juice: £9.50 per jug (one jug will serve 8 people)
- A selection of fruit and herbal teas: £1.70 per cup.
- House wine or bottled beers, served with lunch. Price available on request

Accommodation

Twin or single occupancy rooms from £20.00 per person/per night, including breakfast and VAT
With regret the majority of bedrooms at Catthorpe Manor are very basic and not currently en-suite.

Menus and Optional Extras

Quick Lunch: £8.00 per person

White and granary rolls with a variety of fillings, accompanied by a bowl of seasonal fruit and dessert muffins.

Ploughman's Lunch: £12.50 per person

A trio of English cheeses **or** carved Wiltshire ham, served with fresh bread, pickles and salad.

Cold Buffet Lunch

Eight items from the following list, served with fresh orange juice: £11.60 per person

- White and granary filled rolls
- Pate with French stick
- Selection of quiches
- Home-made coleslaw
- Potato salad
- Gourmet crisps & pretzels
- Chicken drumsticks
- Sausage rolls
- Pork Pies
- Lemon Or Chocolate Mascarpone Cheesecake
- A selection of gateaux
- Bowl of seasonal Fruit
- Dessert muffins

Hot Buffet Lunches: £12.50 per person

- Selection of miniature traditional pies, served with mashed potato, peas & gravy. (£1.00pp supplement).
- A selection of baguette style pizzas, served with garlic bread and green salad.
- Chilli con carne, served with jacket potatoes, cheese and sour cream and a green salad.
- All-day brunch: Locally reared pork sausages, crispy bacon, scrambled egg, baked beans, black pudding and potato wedges.

Plus fresh orange juice and one desert from the following list: (to accompany the hot buffet lunches)

- Creamy lemon cheesecake
- A selection of luxury muffins
- A selection of gateaux
- Exotic Fruit Platter (£2.50 supplement per person)

Optional Extras

- Bacon rolls **OR** Danish pastries, served on arrival £2.80 per person
- A basket of warm croissant with butter and Jam **OR** Pain au Chocolat: £2.50 per person
- Seasonal bowl of fruit: £8.50 per 4 delegates

All prices are exclusive of VAT, unless otherwise stated.