

Conference Information Pack



Shendish Manor Hotel & Golf Course is located near Hemel Hempstead and is set in the beautiful Hertfordshire countryside, within its own 200 acres of land and its own eighteen-hole golf course.

This Superb Manor Building originating from 1853 has been recently refurbished and opened its 18 beautifully decorated Premier bedrooms in May 2007. For smaller functions between 10 and 120 guests we have a number of traditional private meeting and dining rooms in the Manor House

A Further Extension of the hotel has added an additional 52 bedrooms and our beautifully decorated and diverse Conference & Banqueting facilities with the latest technical equipment; can hold up to approximately 400 people.

Our recently opened "Orangery Restaurant", complete with sliding doors leading out to a terrace overlooking the acres of land, is ideal for private or corporate dining. We can also host Summer Parties and BBQ's on the terrace, with capacity up to 120 people.

The Gardens and Grounds can accommodate a wide range of outdoor activities such as Archery, Pilot cars, Quad bikes, Wine Tasting, Mini-Olympics and many other team-building activities.

Our par 70, 18-hole golf course is both challenging and enjoyable, featuring a mix of hazards through the parkland and woodland copses, and as it stands on a chalk sub-strata, with a constant drainage system, we are able to offer year-round golfing on permanent tees and greens – the perfect place for your guests to unwind before or after your event.

Location of the hotel

Less than an hour and only 25 miles north-west of central London, Shendish Manor is in Apsley, just outside Hemel Hempstead and accessed off the A4251 between Kings Langley and Hemel. Both M1 and M25 motorways are less than a 10-minute drive away; Heathrow is a half-hour drive and Luton Airport barely 15 minutes away. Fast trains go directly from London Euston to Hemel Hempstead and the train takes approx 20 minutes, from there we are 5-10 min away in a taxi. Please click [here](#) for a map.



Hotel Information

Our mission and goal at Shendish Manor Hotel & Golf Course is to create the perfect event. We'll exceed your expectations in all areas of service and maintain the most exacting standards of professional practice. We transform ordinary meetings into extraordinary events.

Our services include: - Conference rooms that can take a minimum of 2 to a maximum of 400 delegates, breakout meeting rooms, private dining facilities and outdoor activity space.

We can also provide events for Exhibitions, Seminars, Training Programs, Team Building Days, Product Launches, Networking Events, Cocktail Parties and Awards Dinners.

Our nine very unique meeting rooms are designed to high specification including natural day light, air-conditioning and are all located on the ground floor. The rooms all have state-of-the-art technology and access to wi-fi which is free of charge. Set in 200 acres of land the Hotel offers beautiful views over the Hertfordshire Countryside.

Other facilities the Hotel has to offer guests are as followed:-

- 18 hole Golf Course
- Use of Esporta Health and Fitness Centre (which includes a fully functional high tech Gym, Swimming Pool, Steam and Sauna) free of charge
- Free use of Wi-Fi
- Free Car-Parking
- 5 minutes from Junction 20 on the M25 & 10 minutes from Junction 8 on the M1, Euston is a 25 minute train journey away
- Heathrow is 20 miles away and Luton is located 12 miles from the Hotel



Room Capacities

	<u>Manor House</u>		<u>Contemporary Wing</u>		
	Dickinson Suite	Longman Suite	Apsley Suite	Each Section of Apsley 1-4	Syndicate Rooms 1, 2 & 3
Theatre	60	80	400	100	10
Classroom	20	30	220	40	-
Boardroom	20	24	-	40	8
U-Shape	20	24	-	36	-
Cabaret	24	32	180	40	-
Banquet	50	96	320	80	-
Dinner Dance	N/A	60	280	60	-

Room Sizes

	Apsley suite	Apsley 1, 2, 3 & 4	Dickinson 1	Longman	Longman 1	Longman 2	Syndicate rooms 1, 2 & 3	Orangery
Length	30.3mtr 98' 6"	7.54mtr 24' 6"	8.5mtr 27' 8"	16mtr 52'	9.23mtr 30'	6.77mtr 22'	4.6mtr 15'	18.15mtr 59'
Width	12.15mtr 39' 6"	12.15mtr 39' 6"	7.07mtr 23'	5.43mtr 17' 8"	5.43mtr 17' 8"	4.77mtr 15' 6"	3.54mtr 11' 6"	8.92mtr 29'
Height	3.23mtr 10' 6"	3.23mtr 10' 6"	4.92mtr 16'	4.92mtr 16'	4.92mtr 16'	4.92mtr 16'	2.36mtr 7' 8"	2.3mtr 7' 6"

The Superb Manor

The Manor House is perfect for smaller meetings of 40 or below; located in the West Wing of the Hotel, with two main function rooms, the Dickinson Suite and the Longman Suite. These rooms are full of character and have a number of unique attributes, including high featured ceilings, wooden panelling and chandeliers all presenting great attention to detail to complement the rest of the Manor House. The Manor also consists of an exclusive entrance into the Hotel, Refreshment Area, Bar Area and access to the Manor Gardens. Both function rooms offer conference phone facilities and free access to the wi-fi.

(Picture enclosed of the Dickinson Suite)



The New Wing

The-Contemporary-Wing with more than 367 square-meters of space, is our largest function room the Apsley Suite. This versatile Suite can be divided up into four identical rooms or used as one large Suite to cater for up to 400 delegates, and offers high tech audiovisual equipment; to bring it up to speed with today's modern styles. The Apsley Suite located on the ground floor oozes natural daylight from the doors that run out to the Apsley Patio; air-conditioning has also been built in to cope with our very diverse Summer's. The adjacent foyer provides ideal prefunction space and the grounds at the back of the meeting room are ideal for team building or a private hospitality event. The Contemporary Wing also offers three small syndicate rooms that can hold a maximum of 8 delegates.

(Picture enclosed - 1 Part of the Apsley Suite)



Packages - once we have your conference requirements will we inform you of the best package/packages that your delegates need to be on.

Please note for guests to be on a Day Delegate Rate or 24 Hour Rate numbers have to be 15 or more. Please see our basic packages below, but we can also tailor make any type of package to suit your desires.

If numbers are below 15 please contact the Sales Department directly for costs as we have meeting rooms that can accommodate these numbers

Day Delegate Rate includes:

Plenary Meeting Room Hire
Arrival Tea/Coffee with Danish Pastries or Fresh Fruit
Mid morning Tea/Coffee with Biscuits
Chef's selection 2-Course Lunch (Main Course and Dessert) or Working Buffet Lunch
Afternoon Tea/Coffee with Cakes
Paper, Pens and Tent Cards
Mineral Water in the Meeting Room
Screen
Flip Chart
Projector
Wireless Internet in the Conference Rooms and Public Areas – free of charge
VAT at 20%

24-Hour Rate includes:

Plenary Meeting Room Hire
Arrival Tea/Coffee with Danish Pastries or Fresh Fruit
Mid-Morning Tea/Coffee with Biscuits
Chef's selection 2-Course Lunch (Main course and Dessert) or working Buffet Lunch
Afternoon Tea/Coffee with Cakes
Paper, Pens and Tent Cards
Mineral Water in the Meeting room
Screen
Flip Chart
Projector
3-Course Dinner with Tea / Coffee
Double room for Single Occupancy
Wireless Internet in the Conference Rooms and Public Areas – free of charge
Broadband internet in bedrooms
Full English Breakfast
VAT at 20%

Catering Menus

Please see below for our endless menus we can offer, these are not set in stone so can be tailor-made to suit your requirements in anyway.....

It is up to you to choose the style of food you require for your event, with a wide variety of choice to choose from our menus, ranging from light working buffet's to privately dined three course meals. We also cater for any dietary requirements that your guests may have.

Additional accompaniments can also be taken:-

Conference accompaniments

Bacon Rolls @ £3.50

A Jug of Orange Juice @ £8.00 (2 pints)

Bottles of Mineral Water @ £3.95

Fruit Selection (cut) @ £3.00

Pastry Selection @ £3.00

Additional Tea / Coffee @ £2.00

Dinner accompaniments

Canapés @ £4.95 for a choice of three and £5.95 for a choice of four

A Sorbet Course @ £3.50

A Soup Course @ £4.50

Cheese Course / Selection @ £5.50 per person



Conference Menus

Lunch Menus

Depending on numbers we can offer a selection from our **Lounge Menu** (this is normally available if your numbers are 15 or below).

Numbers over 15 you would either opt for a **Chefs Choice Two Course Buffet Lunch** served in the Restaurant or **Working Finger Buffet** served in the room or just outside.

Dinner Menus

Dependent on whether you have opted for private dining or eating in our Restaurant:-

If you are dining in our Restaurant, you will dine from our **Table D Hôte Menu** – this menu is changed weekly according to seasonality and fresh products the chef has available or we have our new **A La Carte Menu** which was launched in October, which is also changed seasonally.

If you are dining privately the menu you will be choosing from would be the **Banqueting Menu**, please see below:-

Starters

Traditional plate of Smoked Salmon Blini's served with a Horseradish and Lemon cream dressing and Pea Shoots

Thai Spiced Crab Pate on a bed of dressed Salad leaves served with a Sweet Chilli Vinaigrette

Duo of Melon with a Pineapple and Passion Fruit Salsa (V)

Duck Liver and Foiegras Terrine on toasted Brioche served with a Red Wine reduction and accompanied by a Spiced Apple Chutney

Creamed Plum Tomato and Basil Soup finished with a drizzle of Herb Oil with Croutons (V)

Roast Pumpkin and Rosemary Soup with Crispy Garlic Croutons (V)

Smoked Chicken and Spring Onion Salad with Sun Dried Tomato's and a Tarragon Vinaigrette

Goats Cheese and Red Onion Marmalade Tart served on a bed of Salad Leaves drizzled with a Pesto dressing

Ham Hock and Parsley Terrine, served with Piccalilli and a Wholemeal Roll

Intermediate Course

A selection of sorbets are available at a supplement of £3.50

Mango
Lemon
Blackcurrant



SHENDISH MANOR
HOTEL & GOLF COURSE

Banqueting Menu Continued - Main Courses

Main Courses

(Please note all red meat dishes will be cooked medium)

Supreme of Chicken coated in a Café au Lait sauce,
accompanied with Thyme and Garlic Fondant Potatoes and
Seasonal Vegetables

Roast Supreme of Chicken wrapped in Parma Ham
with a Pesto Dressing accompanied by Fondant Potatoes and
Seasonal Vegetables

Roast Lamb Rump drizzled with a Mint Jus, served with
Dauphinoise Potatoes and Honey Roasted Carrots
(£1.50 Supplement)

Slow Braised Blade of Beef in a Wild Mushroom Gravy with
Roasted Root Vegetables and Horseradish Mash

Roast English Sirloin of Beef served in a Red Wine and Whole Grain
Mustard Jus, with Chateau Potatoes and Seasonal Vegetables

Suffolk Pork steak served on a Bed of Baked Apple with Mustard
Mash Potatoes, Seasonal Vegetables and Coated in a White Wine
Jus

Confit of Duck Leg coated in a Plum Sauce accompanied with
Braised Red Cabbage and Onion Marmalade

Supreme of Scottish Salmon
served on a bed of Herb Crushed New Potatoes with Spinach and
a Citrus Beurre Blanc

Baked Atlantic Cod Fillet with a Herb Citrus Crust with Basil Mash,
Steamed Courgettes topped with Chive Cream

Baked Capsicum
filled with Mediterranean Vegetables and a Provençal sauce (v)

Spinach and Ricotta Tortellini with a Cream Pesto Sauce finished
with Rocket Leaves and served with Garlic Bread (V)

Wild Mushroom, Asparagus and Chervil Vol Au Vent, served with
Seasonal Vegetables and a Cream Sauce (V)

**All main courses are served with chef's choice of
Fresh market Vegetables and Potatoes as stated**

Banqueting Menu Continued - Desserts

Desserts

St Clements Tart finished with a Mango Coulis and Clotted Cream

Mango and Passion Fruit Bavaois drizzled with a Mango Coulis

French Apple Tart finished with a Crème Anglaise

Mixed Fruit Pavlova drizzled with a Fruit Coulis

Chocolate and Grand Marnier tart

Strawberry Cheesecake drizzled with a Raspberry Coulis and served with Shortbread Biscuits

White Chocolate Baileys Cheesecake finished with a White Chocolate Sauce

Amaretto Crème Brulee accompanied by Biscotti Biscuits

Traditional Tiramisu

Fig and Apple Crumble, finished with a Crème Anglaise

Fresh Fruit Salad using Seasonal Fruits

A Selection of English and French Cheeses accompanied by a Fruit Chutney
(Supplement of £2.00)

Followed by Tea / Coffee and Chocolate Mints

Platter of Cheese (based on a table of 8) @ £24.95

Equipment

Additional equipment can be brought / hired in.

We include a Screen, Projector and Flipchart if you are on either a Day Delegate Rate or 24 Hour Rate.

If you are wanting to hire in any additional equipment the costs would be as follows:-

Screen –	£50.00
Projector –	£85.00 (for up to 100 guests) or £145.00 (for up to 250 guests)
Flipchart -	£15.00
Lectern -	£35.00
Standard PA System -	£85.00 (for up to 100 guests) or £170.00 (for 150 + guests)
Lapel microphone -	£30.00
Conference Phone -	£65.00
Staging -	£23.00 per 1m square, 12" high (covered in grey carpet) (alternative heights available)

Additional Costs

Photocopies –	0.10 – Black and White
Photocopies -	0.20 – Colour
Faxes -	0.20