

# The Manor Hotel

Hendford, Yeovil, Somerset, BA20 1TG  
Tel: 01935 423116 Fax: 01935 706607

## Meeting and Conference Guide

Welcome to this beautiful manor house hotel, built in 1727, located just minutes from the centre of Yeovil town centre.

The hotel has 41 en-suite bedrooms, a Conservatory restaurant and a separate bar area. There is a choice of two function rooms, which can be joined together to make one large Suite, which can accommodate up to 120 guests boardroom style or 120 guests for a private dining function.

Our dedicated team believes in personal, efficient and friendly service. Whatever your needs, our Meetings Co-ordinator will ensure that your conference runs smoothly from start to finish.

To ensure your meeting is a success and energy levels are maintained throughout the day, our Chef has put together a varied menu –ranging from tasty snacks to hot and cold buffets - if you prefer, you may order from the bar menu.

Each meeting space is £65 plus VAT for the day or half day – 7 days a week, subject to availability, and includes screen, flipchart and stationery. This is subject to you pre ordering from the menu options enclosed.

I invite you to read through this guide. If you have any queries or would like to view our hotel facilities, please do not hesitate to contact me.

If you are interested in other hotels within our group, please call our central meetings and events enquiry line on **0800 023 40 56** or visit [www.oldenglish.co.uk](http://www.oldenglish.co.uk)

I look forward to hearing from you.

Yours sincerely,

Meetings and Events Co-ordinator  
**The Manor Hotel**

EMAIL: 6480@greeneking.co.uk  
WEBSITE: [www.themanorhotel-yeovil.com](http://www.themanorhotel-yeovil.com)

# The Manor Hotel

## Meeting Facilities

### The Conservatory Restaurant

We can accommodate up to 36 guests for dining in our Restaurant. If you're looking for private dining then we can offer;

### Ashdown Suite

We can accommodate up to 50 guests for private dining or a maximum of 80 guests for a meeting.

### Eliot Suite

We can accommodate up to 30 guests for dining or a meeting.

### Combination of both Ashdown and Eliot Suite

We can accommodate up to 120 guests for dining or a meeting.

<b>The Manor Hotel</b>	Bed rooms	Marquee	Out door Events	Room	Floor	Day Light	Air Con	Theatre	Boardroom	U shape	Classroom
	41	N	N	Ashdown Suite	Ground	Y	N	80	30	30	25
				Eliot Suite	Ground	Y	N	30	15	15	10
				Ashdown & Eliot Joint	Ground	Y	N	120	45	45	40

The meeting room charges are £65 plus VAT for the day or half-day and include: -  
Old English Inns stationery.

Screen

1 flip chart and pens

The above rate is only available when you take one of the meeting menu options, per guest or purchase menu items from the bar. Please let us know whether you wish to take your refreshments in the restaurant or the meeting room.

Additional audio visual equipment can be ordered on your behalf, however these will be in addition to the room charge. Data projector £25 hire per day.

# The Manor Hotel

## Planning the meeting

Our commitment to you is that we will take your initial requirements immediately either through our Meeting and Events enquiry line or at the hotel, and within 2 hours and come back to you with availability and pricing, so you can start to plan your meeting.

We can arrange for you to visit the hotel to discuss your requirements and complete the booking form. Or if you prefer we can send you the form by email for you to complete and return to our email address: 6480@greeneking.co.uk

Once we have received your booking we will confirm to you by email within 48hrs.

If we are not able to meet your requirements, we are able to offer alternative locations, please contact our Meetings and Events enquiry line on **0800 023 4056** and we will be able to check availability for you at our other hotels in the area.

To complete your booking we will require the following within 7 days of your quote:

1. Day Planner completed and signed.
2. Terms and Conditions of the Contract signed.
3. Menu selector completed and totalled.

All forms in this guide are also on the hotel website

## **Planning your meals**

- Generally allow 30 minutes for breakfast, 45 to 60 minutes for lunch and 20 minutes per course for dinner. For refreshment breaks allow minimum of 15 minutes.
- Plan on 2 cups of tea or coffee per person for a morning break and one cup of tea or coffee or soft drink in the afternoon break.
- Consider a luncheon buffet for small group working session. Buffets offer variety and faster service.
- The day planner is there as a guide and also to help you to budget your event.
- We can arrange evening meals in private dining areas or in the bar- please ask our Meetings Co-ordinator.

## Meeting room set up

- Conference, Hollow square or U Shape – appropriate for interactive discussions and note taking sessions for fewer than 20 people.
- Board Room- suitable for small meetings/interviews
- Rounds – generally good for meals and sessions involving small group discussions. A five-foot table seats 8, six-foot table seats 10.
- Theatre – appropriate for large sessions and short lectures that do not require extensive note taking.
- Schoolroom or classroom – most desirable set-up for medium to large size lectures tables provide attendees with space for spreading out materials and taking notes.
- Reception – seating is arranged with chairs set up in various locations in the room with tall/short tables, Food can be served on small buffet tables or by servers.
- Exhibits – booths, conference style tables set up by suppliers / exhibitors to allow guests to move through the room to view information.

## **Buffet Menu Options**

### **Bronze selection - £6.95 per person**

Selection of Sandwiches  
Quiche Lorraine  
Plaice Goujons  
Mixed Salad  
Red Onion Coleslaw  
Tortilla Chips

### **Silver selection - £8.45 per person**

Selection of Sandwiches  
Salmon & Broccoli Quiche  
Plaice Goujons  
Red Onion Coleslaw  
Tortilla Chips  
Melton Mowbray Pork Pie  
Greek Salad  
Mixed Salad  
Spicy Snack Selection

### **Gold Selection - £9.95 per person**

Selection of Sandwiches  
Salmon & Broccoli Quiche  
Plaice Goujons  
Red Onion Coleslaw  
Tortilla Chips  
Melton Mowbray Pork Pie  
Mixed Salad  
Greek Salad  
Spicy Snack Selection  
Tempura Battered Prawns  
Cheese Selection with Chutneys & Crackers

### **Morning Goods**

Tea, Coffee & Juices - £2.50 per person  
Bacon Roll or Danish Pastry & Beverage - £3.95  
Bacon Roll & Pastry with Beverage - £4.95

### **Afternoon Extras**

Tea, Coffee or Juices - £2.50 per person  
Danish Pastry and a Beverage - £3.95

### **Beverages for Tables**

1 litre bottle of Sparkling water  
1 litre Still water  
\*price available on request

# Day Planner

**The Manor Hotel  
Hendford  
Yeovil  
Somerset  
BA20 1TG**

Contact Name .....Date of Meeting .....  
 Address .....  
 Company .....  
 Hotel Contact Name .....

Customer name & address: Invoice name & address:

Telephone no: Fax no: Telephone no: Fax no:

Meeting type/event: Message instructions:

Actual no. of delegates: Access time/date: Start: Finish:

Contracted minimum no. of delegates: (For completion by the Hotel)

Room(s) booked/room layout:

## Day Timetable

Time	Service/suite/no @ £	Cost
Equipment required:		
Menu details/special requirements/bar instructions:		
Final accommodation requirement:		
Additional information:		
Payment details:		
	<b>Approx Cost</b>	<b>£</b>

Your personal copy for planning; keep on file. This Day Planner is intended to help us to finalise details and we shall be using it when discussing your particular meeting or event. Your signature to this agreement incorporates the Terms & Conditions overleaf into the contract between us.

Signed ..... Signed by Hotel:.....

Dated:..... Dated:.....

The Hotel is operated by Greene King Brewing and Retailing Limited of Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT, registered in England with registered number 3298903.

# The Manor Hotel

## Directions

### Road

- From the M5 exit at Junction 25 and take the A358 to Ilminster
- Then take the A303 northbound and exit onto the A3088 to Yeovil.
- At the roundabout junction with A30 go straight over into Brunswick Street
- Take the first left into Hendford.
- The Manor Hotel is on your left.
  
- From the M3 exit at Junction 8 and take the A303 southbound.
- Exit A303 at Sparkford and take the A359 southbound to Yeovil.
- Continue through Yeovil town centre, follow brown signs for Octagon Theatre
- At roundabout turn left into Brunswick Street and left again up Hendford Hill
- The Manor Hotel is 200 yards on your left.

### Train

- London Waterloo or Paddington station to Yeovil Junction station (8 miles from The Manor Hotel) or Yeovil Penn Mill station (2 miles from hotel)
- Taxis available at both train stations.

**PLEASE SEE FULL ROUTE-PLANNING DIRECTIONS ON OUR WEBSITE.**