

Functions

The Gatwick Manor

Conferences, Weddings, Special events, Parties, Bar & Restaurant



The Gatwick Manor

The Gatwick Manor is a stunning establishment dating back to the 13th Century. This prestigious building is set in 10 acres of gardens and we have car parking availability for over 200 cars. Some of our guests use this facility year after year for airport parking (this service is available to you by booking on line). Coach parties are also welcome.

With our splendid Manor House bar, restaurant and extensive function facilities within the estate, we not only attract the traveller flying out from Gatwick Airport (only 5 minutes away) but also business guests and locals.

Facilities include:

Car parking with spaces for over 220 cars (including disabled spaces), coaches are welcome, disabled toilet, alfresco patio garden.

Functions

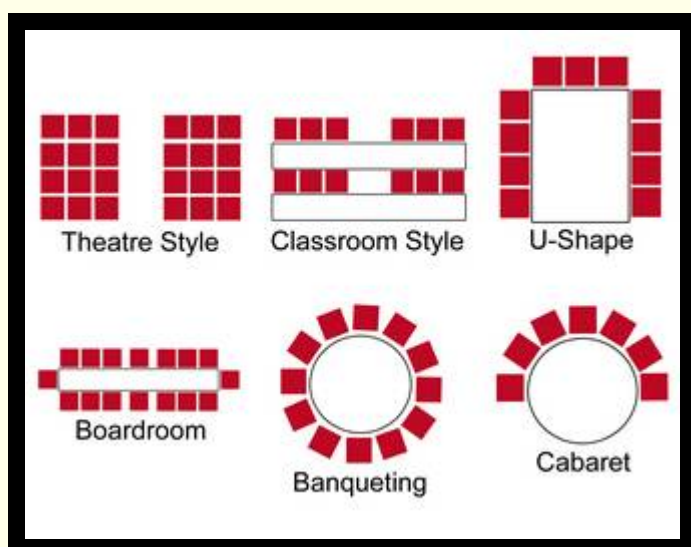
Our comprehensive facilities and variety of function rooms mean that we are able to cater for up to 160 people. From weddings to family celebrations, business meetings, conferences and awards dinners, we are able to cater for any occasion.

We have a Civil Wedding Ceremony License and tailored wedding packages can be arranged on request.

Facilities Available

We have 4 Suites here at the Gatwick Manor please see table below to see which suite suits your requirements:

	Shipley Suite	Loxwood Suite	Half Loxwood 1	Half Loxwood 2	Boardroom	Tythe Barn
Length	73ft	51ft	30ft	21ft	21ft	41ft
Width	55ft	21ft	21ft	21ft	15ft	21ft
Theatre Capacity	120	80	40	30	-	60
Classroom Capacity	70	50	35	15	-	30
U-shape Capacity	50	35	20	15	-	20
Boardroom Capacity	50	35	20	15	14	20
Cabaret Capacity	80	60	32	24	-	32
Banquet Capacity	120	70	40	30	-	60



WiFi is now available in our Shipley Suite, Loxwood Suites and Boardroom.

Please see overleaf for rates.

Conference Rates

	No lunch	Light Lunch	Buffet 1	Buffet 2	Fork Buffet	
Half Day Delegate Rate Minimum requirement of 10 is required	£12.95pp	£17.95pp	£22.95pp	£25.95pp	£29.95pp	Rates include: Unlimited Tea & Coffee & a platter of biscuits with your mid morning break.
Full Day Delegate Rate Minimum requirement of 10 is required	£20.95pp	£25.95pp	£30.95pp	£34.95pp	£38.95pp	Rates include: Unlimited Tea & Coffee & a platter of biscuits with your mid morning and mid afternoon break.

If you would like to have lunch in our Chef and Brewer restaurant rather than served in your chosen suite then we can book a table for you at your specified time and you would be charged the no lunch delegate rate with the food to be paid for on the day.

All conference bookings include a screen, projector, 1 flipchart, a stationary box and jugs of water for the tables. When a lunch is booked jugs of Orange or Apple Juice and a Fruit bowl will be supplied to accompany your buffet.

Additional equipment can be hired at an additional cost, please see below:

Additional Flipchart	£15 each
PA system	£100
Hand held or Lapel Microphones	£20 per microphone
50" Flat screen TV	£50
DVD Player	£15
Lectern	£15
Stage	Price quoted on request.

Rooms are allocated based on the number of delegates & availability.

If you would like to book a conference but do not meet the minimum of 10 delegates or you would like to discuss your individual event please contact us directly on 01293 866619 for an individual quote.

Accommodation can be provided by the Premier Inn Gatwick Airport South which is located on site. Please contact them directly to book on 01293 575201.

*****Advanced bookings must pay a deposit of £250 with the full balance paid 14 days before. If you book later than 14 days before then payment will be due at time of booking.**

Payments made in advance can be made by cheque, credit card or cash. All late booking must be paid for in cash or by credit card. We can take card payments over the phone.

Conference Lunches

<p>Light Lunch</p>	<p>A selection of sandwiches or wraps with salted crisps – Filling to include: Tuna, pepper & mayo; Cheese & pickle; Chicken, bacon & mayo; Roasted veg & houmous.</p>
<p>Buffet 1</p>	<p>A Selection of Sandwiches which include the following fillings: Tuna, pepper & mayo; Cheese & pickle; Chicken, bacon & mayo; Roasted veg & houmous. Sausage Rolls Chicken Drumsticks Mini Cheese & Tomato Pizzas Plaice Goujons Garlic Bread Potato Wedges</p>
<p>Buffet 2</p>	<p>A Selection of Sandwiches with include the following fillings: Smoked Salmon & Prawn Marie; Piri Piri Chicken & Mayo; Cheese & Balsamic Onion Confit; Honey Roast Ham & Mustard; Roasted Veg & Houmous. Minted Lamb Skewers with Sour Cream & Chives. BBQ Pork Ribs. Breaded Chicken Strips with Garlic Mayo. Plaice Goujons with Tartar Sauce. Mini Indian Selection with Sweet Chilli Sauce. Chicken Drumsticks Roasted in Tomato, Garlic & Chilli. Potato Wedges. Warm Continental Bread Rolls.</p>
<p>Fork Buffet</p>	<p>Roast Beef with Horseradish Honey Roast Ham with Wholegrain Mustard Roast Turkey Breast with Cranberry Whole Poached Dressed Salmon King Prawns with Marie Rose Sauce Chicken Terrine with Cumberland Sauce Vegetable Terrine Vegetable Mini Indian Selection with Sweet Chilli. Hot Buttered New Potatoes Mixed Leaf Salad Crispy Coleslaw Warm Continental Bread Rolls</p>

Optional Extras:

Danish Pastries & Muffins	£3.95pp
Bacon Rolls	£3.95pp
Canapés – see menu in celebration section from	£4.95pp
Cheese Platter with Biscuits, Grapes, Celery & Apples	£3.95pp
Fresh Fruit Platter – Seasonal fresh fruits with fresh pouring cream	£3.95pp
Assortment of Desserts	£3.95pp
Additional Jugs of Orange Juice	£9 per jug

Celebrations

	Shipleigh Suite	Loxwood Suite	Tythe Barn
Length	73ft	51ft	41ft
Width	55ft	21ft	21ft
Banquet (Seated) Capacity	100	70	60
Maximum Capacity	200	150	120
Room Hire Rate	£500	£300	£300

These rates are from 6.30pm until 12.30am. If you would like to arrive earlier in the day, please ask for more details.

All tables supplied can be round 5ft or 6ft tables or 6ft by 3ft rectangle tables. White table cloths will be included. Any additional decorations may be brought in.

A 5ft round table can seat up to 10 people and a 6ft round table can seat up to 12 people.

Accommodation

Hotel rooms for you and your guests

We have on site a **Premier Inn Hotel** which offers 103 rooms.

Rooms can sleep up to 2 Adults & 2 Children up to the age of 15. Cots available on request.

Premier Inn's best available rates from £50 Call 01293 575201 or visit www.premierinn.co.uk

(Gatwick airport south)

Gatwick Manor's Resident DJ

A H Entertainments (Alan Hayes) – 01293 419911

ahentertainments@sky.com

Quality DJ's provided.

£300

7pm till 12.30am.

To book please use the enclosed DJ booking form and send direct to AH Entertainments.

(If you would like to supply your own DJ then an administration fee of £25 would be charged and a copy of their Public Liability Insurance would be needed)

Decorations

Butterflies & Bows – 01342 892392 or 07717 527923

Beautiful, affordable Flowers, balloons, table centres, decorations, drapes, chair covers, theming for all occasions including weddings, parties and corporate events. Cost-effective, friendly reliable service. Full portfolio available to view. Package deals available. www.butterfliesandbows.co.uk

Catering Options

<p style="text-align: center;">Canapes</p> <p>Select <u>1 items from list A</u> and <u>2 items from list B</u> - £4.95 per person</p> <p>Select <u>2 items from list A</u> and <u>2 items from list B</u> - £6.95 per person</p>	<p style="text-align: center;"><u>List A</u></p> <p>Selection of crostini which includes</p> <ul style="list-style-type: none"> - Brussels pate & cranberry - Avocado & Prawn - Goats Cheese & pepper salsa <p>Selection of wraps which includes</p> <ul style="list-style-type: none"> - Tuna provencale - Spinach & red cheddar - Hoisin duck - Coronation chicken - Roasted pepper mousse <p>Lamb mint maple skewers</p> <p style="text-align: center;"><u>List B</u></p> <p>Duck hoisin spring rolls</p> <p>Salmon Skewers</p> <p>Crusted filo coated king prawns</p> <p>Smoked salmon & cream cheese</p> <p>Selection of mini Quiches</p>
<p style="text-align: center;">Buffet 1</p> <p>£10.95 per person (We advise that you cater for 70%)</p>	<p style="text-align: center;">A Selection of Sandwiches which include the following fillings: Tuna, pepper & mayo; Cheese & pickle; Chicken, bacon & mayo; Roasted veg & houmous. Sausage Rolls Chicken Drumsticks Mini Cheese & Tomato Pizzas Plaice Goujons Garlic Bread Potato Wedges</p>
<p style="text-align: center;">Buffet 2</p> <p>£13.95 per person (We advise that you cater for 70%)</p>	<p style="text-align: center;">A Selection of Sandwiches with include the following fillings: Smoked Salmon & Prawn Marie; Piri Piri Chicken & Mayo; Cheese & Balsamic Onion Confit; Honey Roast Ham & Mustard; Roasted Veg & Houmous. Minted Lamb Skewers with Sour Cream & Chives. BBQ Pork Ribs. Breaded Chicken Strips with Garlic Mayo. Plaice Goujons with Tartar Sauce. Mini Indian Selection with Sweet Chilli Sauce. Chicken Drumsticks Roasted in Tomato, Garlic & Chilli. Potato Wedges. Warm Continental Bread Rolls.</p>
<p style="text-align: center;">Fork Buffet</p> <p>£17.95 per person (We advise that you cater for 100%)</p>	<p style="text-align: center;">Roast Beef with Horseradish Honey Roast Ham with Wholegrain Mustard Roast Turkey Breast with Cranberry Whole Poached Dressed Salmon King Prawns with Marie Rose Sauce Chicken Terrine with Cumberland Sauce Vegetable Terrine Vegetable Mini Indian Selection with Sweet Chilli. Hot Buttered New Potatoes Mixed Leaf Salad Crispy Coleslaw Warm Continental Bread Rolls</p>
<p style="text-align: center;">Hot Buffet</p> <p>£14.95 per person (Cater for everyone) You may select more than one option but it would be spilt between the amount attending e.g. 2 options selected, that would be split 50/50 of each choice.</p>	<p style="text-align: center;">Sample Menu Chilli Con Carnie served with Rice or Jacket Potato Chicken Curry served with Rice or Jacket Potato Meat Curry served with Rice or Jacket Potato Beef & Mushroom Stroganoff served with Rice Beef Lasagne served with Mixed Leaf Salad Choice of Homemade Pie served with Mashed Potato Sausage Casserole served with Mashed Potato Vegetable Lasagne served with Mixed Leaf Salad Roasted Vegetable Penne Pasta with a Tomato & Basil Sauce served with Mixed Leaf Salad</p>
<p style="text-align: center;">Hog Roasts</p> <p>£17.95 per person + £250 for machine hire (Cater for everyone) Minimum of 60 people can be catered for.</p>	<p style="text-align: center;">The hog served with apple sauce Bread rolls Baked potatoes Mixed leaf salad Fresh chive & potato salad Crisp coleslaw Pasta Salad</p>
<p style="text-align: center;">BBQ</p> <p>£17.95 per person (Cater for everyone) Minimum of 50 people can be catered for.</p>	<p style="text-align: center;">British rump steak burgers Farm assured chicken breast marinated in tomato, chilli and honey Gammon steak Fresh Cumberland sausages Veggie options – Sausages & burgers Mixed leaf salad with French dressing Fresh chive & potato salad Crispy coleslaw Baby baked potatoes</p>

Catering Options

Optional Extras	<p>Arrival Drinks or Toast Drinks (Sparkling wine or Bucks Fizz) £3.95 per person Upgrade to Champagne by adding £2 per person</p> <p>Dessert can be added we have many options available include Vanilla Cheesecake, Chocolate Torte, & Fruit Salad £4.95 per person</p> <p>Cheese Platter with Biscuits, Grapes, Celery & Apples. £3.95 per person</p> <p>Fresh Fruit Platter – Seasonal fresh fruits with fresh cream. £3.95 per person</p> <p>Assortment of Desserts. £3.95 per person</p> <p>A Profiterole Tower with Spun Sugar. £3.95 per person</p> <p>Tea & Coffee station (30 cups of each approx) £30 per Urn</p> <p>Jugs of Orange Juice £9 per Jug</p> <p>Hire of Easel for table plan display, Cake Knife and Stand, & Table stands £25.00</p> <p>Hire of White Linen Napkins £1 per person</p>
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Banqueting menu's can be supplied on request, prices start from £26.95 per person.

**All prices are inclusive of VAT. All items are subject to availability. All our products may contain traces of seeds, nuts or nut derivatives.

Don't forget we have a Chef & Brewer Pub Restaurant.

Open from 11am daily – Serving traditional food, fine wines and real ales.

We take advanced table bookings, **if you would like to book a table please call 01293 866619 option 2** to make your reservation, alternatively just come along, choose your table and order at the bar from our extensive chalkboards and menus.

DJ Form



A H Entertainments
Gatwick Manor's Resident DJ
Quality DJ's Provided

Alan Hayes
Disc Jockey
11, Cotton Walk, Broadfield, Crawley, RH11 9SX
01293 419911
ahentertainments@sky.com

Type of Function:	
Date of Function:	Suite Booked:
Name:	
Address	
	Post code
Telephone number	Mobile:
Email	

TERMS & CONDITIONS

Deposit required: £50
Payment Methods: Cash OR Cheque. Full payment is due 2 weeks before the event.
Payment made payable to A H Entertainments

Please return this booking form to the above address with a deposit.

Please sign to confirm you have read the terms and conditions:

SIGN _____

Date: _____

PRINT: _____

Function Terms & Conditions

1. A non refundable deposit of £250.00 is required to secure & confirm a function reservation. Cancellation of the booking will result in the deposit being held.
2. All provisional bookings will be held for fourteen days then cancelled unless a letter of confirmation is received. Note: A non refundable deposit of £250 must be received to secure reservations.
3. V.A.T at the current rate is included in the price.
4. Should you use your own equipment you must ensure it has been tested and is safe to use.
5. Delivery of any materials and/or equipment can be made within 24 hours of your meeting with prior agreement, however we reserve the right to dispose of any materials not collected within 24 hours of the completion of your function. All deliveries must be clearly marked with the organisers name / company name.
6. We cannot be responsible for the quality of the food if it is not served at the scheduled time due to late arrival.
7. Prior consent of Gatwick Manor must be sought for any entertainment or services contracted for the function by the client. We reserve the right to judge unacceptable levels of noise or behaviour of the client, guests or representatives & the client must take all necessary steps to correct. In the event of failure to comply with management requests, Gatwick Manor reserves the right to terminate the contract and stop the event without being liable to any refund or compensation.
8. No wine, other beverages or food may be brought onto the Gatwick Manor grounds by the client or guests for consumption on the premises unless by prior agreement.
9. Bar arrangements: A bar tab may be available on the day by prior arrangement. This may be organised with either a credit card or cash facility on the day or by payment in advance.
10. We will require payment for damage made to any part of the Gatwick Manor by any person invited by you or on your behalf, to the Gatwick Manor. The Gatwick Manor will not be responsible for any loss or damage to any articles brought on the premises.
11. All prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing.

Conferences – Additional terms and conditions

1. Final numbers are required 7 days prior to the function. All functions must be paid for in full prior to the date of the event, or on the day. Gatwick Manor will ask that one of the following payment terms are adopted: Payment for goods & services are secured by Visa, Mastercard, Amex, debit card or on company account.
2. Should you hold a company account we need written confirmation from your company detailing the extent of their liability, quoting company reference.

Celebration & events – Additional terms and conditions

1. In the event that our DJ is not used, and you would like to arrange your own entertainment you will have to supply a copy of their current Public Liability insurance.
2. Any additional items purchased/consumed on the day of the function must be paid for upon departure.
3. Final numbers are required 21 days prior to the function. All functions must be paid for in full 21 days prior to the date of the event. Gatwick Manor will ask that one of the following payment terms are adopted: Payment for goods & services are secured by Visa, Mastercard, Amex, or a debit card.

Directions from London or Brighton

Exit the motorway at Junction 9 towards Gatwick Airport North & South Terminals of the M23,

You are now on the A23, at the first roundabout take the 2nd exit (straight over) towards the North Terminal,

1000m to the next roundabout, take the 4th exit to Crawley & Redhill,

Proceed straight until the next roundabout keeping hard right,

At the roundabout with the Esso Petrol station on the left complete a full U-Turn heading back onto yourself,

You will go under a tunnel before reaching the next roundabout at which, take the 2nd exit (straight over) towards Horsham,

At the next roundabout take the 1st exit towards Horsham PLEASE SLOW DOWN NOW you will shortly see the entrance to The Gatwick Manor on your left approx 400m.

