

# *Functions*

*The Gatwick Manor*

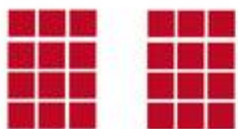
*Conferences, Weddings, Special events, Parties, Bar & Restaurant*



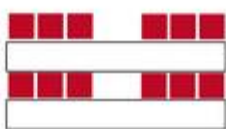
# Facilities Available

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



Theatre Style



Classroom Style



U-Shape

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

Please see overleaf for rates.



Boardroom



Banqueting



Cabaret

# Conference Rates

	No lunch	Light Lunch	Everyday Buffet	Premium Buffet	
<b>Half Day Delegate Rate</b> Minimum requirement of 10 is required	£12.95 per person	£17.95 per person	£22.95 per person	£25.95 per person	Rates include: Unlimited Tea & Coffee & a platter of biscuits with your mid morning break.
<b>Full Day Delegate Rate</b> Minimum requirement of 10 is required	£20.95 per person	£25.95 per person	£30.95 per person	£34.95 per person	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><b>Sandwich &amp; Crisps Lunch</b></p>	<p><b>A selection of sandwiches served on white or brown bread.</b>  <i>Fillings include: Chicken, Cheddar cheese, egg and tuna. All served with their own complementing salads, dressings and chutneys.</i></p> <p><b>Crisps served with a range of dips (v)</b></p>
<p><b>Everyday Hot &amp; Cold Finger Buffet</b></p>	<p><b>A Selection of Sandwiches served on white or brown bread.</b>  <i>Fillings include: Chicken, Cheddar cheese, egg and tuna. All served with their own complementing salads, dressings and chutneys.</i></p> <p><b>Plus a choice of five from the following dishes:</b>          Mini pigs in blankets – Boroughbridge sausage wrapped in bacon served with tomato ketchup          Lemon &amp; black pepper fish goujons with tartare sauce and lemon wedge          Whotetail scampi served with tartar sauce and lemon wedge          Chilli tortilla chips with sour cream and salsa dips (v)          Savoury cocktail sausage rolls          BBQ glazed chicken wings          Pork pies bites and chutney          Crusty garlic bread (v)          Seasoned chips (v)</p>
<p><b>Premium Finger Buffet</b></p>	<p><b>A Selection of Sandwiches served on white or brown bread.</b>  <i>Fillings include: Ham, chicken, Cheddar cheese, prawn, egg, houmous. All served with their own complementing salads, dressings and chutneys.</i></p> <p><b>Plus a choice of five from the following dishes:</b>  <b>Fisherman's Feast</b>  <i>Whotetail scampi, Pollock goujons and lemon &amp; black pepper fish goujons, served with tartare sauce, seafood dressing and lemon wedges.</i></p> <p><b>Indian Platter</b>  <i>Chicken tikka masala, onion bhaji, vegetable pakora and vegetable samosas served with mango chutney, poppadoms, tzatziki and naan bread bites.</i></p> <p><b>Loaded potato skins with Cheddar cheese, bacon &amp; BBQ sauce and mushrooms &amp; peppercorn sauce.</b>  <b>Chef's choice of pate and caramelised red onion crostini.</b>  <b>Chicken satay skewers with a sweet chilli dipping sauce.</b>  <b>Roasted Mediterranean vegetable quiche (v)</b>  <b>Sticky sweet chilli chicken drumsticks</b></p>

## Optional Extras:

- A selection of croissants and pastries £3.99 per person minimum order 10
- Choice of bacon or sausage baps served with brown sauce and tomato ketchup (vegetarian option available) £4.99 per person minimum order 10
- Cheese and biscuit platter served with grapes, celery, red onion chutney, butter and salad garnish £4.49 per person minimum order 20
- Additional Jugs of Orange Juice (1L, approximately 4 servings) £5.99 per jug
- Fork buffets can be available on request, please ask for further details and prices.

Choices may only be made from the items on the food menu. Spirit reserves the right to amend its food menu at any time. Any images in this menu are purely illustrative only and are not intended to represent the items which will be provided. All fish dishes may contain bones. Scampi may contain one or more tails per piece. Items marked (v) are suitable for vegetarians to the extent that they are prepared in a kitchen environment which is also used to prepare non vegetarian dishes. Some products may contain traces of nuts and / or seeds. All items are subject to availability and Spirit may substitute other items at its discretion in the event of restricted availability. It is the customer's responsibility to order at the time of booking the appropriate types and quantity of food required to cater for their guests.

# Celebrations

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

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.

## Optional Extras

**Hire of Easel for table plan display, Cake Knife and Stand, & Table stands  
£25.00**

**Hire of White Linen Napkins  
£1.50 per person**

## 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.

**P.T.O for information on accommodation, DJ, and decorations.**

# Celebrations

## 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 £60 Call 01293 575201 or visit [www.premierinn.co.uk](http://www.premierinn.co.uk)  
(Gatwick airport south)

### **Gatwick Manor's Resident DJ**

**A H Entertainments (Alan Hayes) – 01293 419911**

**[ahentertainments@sky.com](mailto:ahentertainments@sky.com)**

Quality DJ's provided.

£350

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](http://www.butterfliesandbows.co.uk)

# Catering Options

<p><b>Canapes</b></p> <p>Prices as follows:          £3.99 for 3 items per person          £4.99 for 4 items per person          £5.99 for 5 items per person</p>	<p style="text-align: center;"><b>Mini Cottage Pies</b>  <i>Mini short crust pastry cases filled with minced beef in rich onion gravy &amp; finished with a rosette of Cheddar cheese &amp; chive mash.</i></p> <p style="text-align: center;"><b>Chicago Style Canapes</b>  <i>Smoked salmon with tzatziki &amp; trout egg &amp; chives cream cheese on mini blinis</i>  <i>Chocolate tartlet filled with mango &amp; apricot chutney topped with foie gras &amp; kibbled pistachios</i>  <i>Polenta with Coppa fine Italian ham &amp; pesto</i>  <i>Guacamole &amp; crab meat on mini blinis</i>  <i>Garlic turkey &amp; chicken mousse with mint &amp; cherry tomatoes on rye bread</i>  <i>Mini-brioche topped with cottage cheese, smoked trout &amp; trout eggs</i></p>
<p><b>Everyday Hot &amp; Cold Finger Buffet</b></p> <p>£10.49 per person          (Advise 100% to cater for)</p>	<p style="text-align: center;"><b>A Selection of Sandwiches served on white or brown bread.</b>  <i>Fillings include: Chicken, Cheddar cheese, egg and tuna. All served with their own complementing salads, dressings and chutneys.</i></p> <p style="text-align: center;"><b>Plus a choice of five from the following dishes:</b>  <b>Mini pigs in blankets – Boroughbridge sausage wrapped in bacon served with tomato ketchup</b>  <b>Lemon &amp; black pepper fish goujons with tartare sauce and lemon wedge</b>  <b>Whotetail scampi served with tartar sauce and lemon wedge</b>  <b>Chilli tortilla chips with sour cream and salsa dips (v)</b>  <b>Savoury cocktail sausage rolls</b>  <b>BBQ glazed chicken wings</b>  <b>Pork pies bites and chutney</b>  <b>Crusty garlic bread (v)</b>  <b>Seasoned chips (v)</b></p>
<p><b>Premium Finger Buffet</b></p> <p>£12.99 per person          (Advise 100% to cater for)</p>	<p style="text-align: center;"><b>A Selection of Sandwiches served on white or brown bread.</b>  <i>Fillings include: Ham, chicken, Cheddar cheese, prawn, egg,. All served with their own complementing salads, dressings and chutneys.</i></p> <p style="text-align: center;"><b>Plus a choice of five from the following dishes:</b>  <b>Fisherman's Feast</b>  <i>Whotetail scampi, Pollock goujons and lemon &amp; black pepper fish goujons, served with tartare sauce, seafood dressing and lemon wedges.</i>  <b>Indian Platter</b>  <i>Chicken tikka masala, onion bhaji, vegetable pakora and vegetable samosas served with mango chutney, poppadoms, tzatziki and naan bread bites.</i>  <b>Loaded potato skins with Cheddar cheese, bacon &amp; BBQ sauce and mushrooms &amp; peppercorn sauce.</b>  <b>Chef's choice of pate and caramelised red onion crostini.</b>  <b>Chicken satay skewers with a sweet chilli dipping sauce.</b>  <b>Roasted Mediterranean vegetable quiche (v)</b>  <b>Sticky sweet chilli chicken drumsticks</b></p>
<p><b>Chef's Fork Buffet</b></p> <p>(minimum of 20 guest to be catered for)          £19.99 per person          (Advise 100% to cater for)</p>	<p style="text-align: center;"><b>Selection of Roasted Meats</b>  <i>Freshly sliced chilled meats including roast topside of beef, roast turkey breast and succulent honey roast gammon served with complementing chutneys, dressings and condiments.</i></p> <p style="text-align: center;"><b>Seafood Platter</b>  <i>Chilled smoked salmon, king prawn cocktail, lemon &amp; pepper goujons and Pollock goujons served with lemon mayo, seafood dressing and lemon wedges.</i></p> <p style="text-align: center;"><b>Indian Platter</b>  <i>Chicken tikka masala, onion bhaji, vegetable pakora and vegetable samosas served with mango chutney, poppadoms, tzatziki and naan bread bites.</i></p> <p style="text-align: center;"><b>Chef's own house salad (v)</b>  <i>Mixed leaf, watercress, cucumber ribbons, croutons, cherry tomatoes, Italian style hard cheese and balsamic dressing.</i></p> <p style="text-align: center;"><b>Antipasti Platter</b>  <i>Dry cured meats, marinated olives, houmous, balsamic oil and mixed leaf garnish.</i></p> <p style="text-align: center;"><b>Basket of mixed breads</b>  <i>Warm breads served with butter.</i></p> <p style="text-align: center;"><b>Buttered baby potatoes with chopped parsley and sage (v)</b>  <b>Homemade rustic root vegetable crisps</b></p>

<p><b>Hot &amp; Cold Fork Buffet</b> (minimum of 20 guests to be catered for) £17.99 per person (Advise 100% to cater for)</p>	<p style="text-align: center;"><b>Selection of Roasted Meats</b> <i>Freshly sliced chilled meats including roast topside of beef, roast turkey breast and succulent honey roast gammon served with complementing chutneys, dressings and condiments.</i></p> <p style="text-align: center;"><b>Plus a choice of six from the following dishes:</b></p> <p style="text-align: center;"><b>Seafood Platter</b> <i>Chilled smoked salmon, king prawn cocktail, lemon &amp; pepper goujons and Pollock goujons served with lemon mayo, seafood dressing and lemon wedges.</i></p> <p><b>Mini toad-in-the-hole Yorkshire pudding with Boroughbridge sausage, gravy and balsamic onion confit.</b> <b>Italian style meatballs with tomato and basil sauce served with rice and Italian style hard cheese.</b> <b>Chef's own house salad (v)</b> <i>Mixed leaf, watercress, cucumber ribbons, croutons, cherry tomatoes, Italian style hard cheese and balsamic dressing.</i></p> <p style="text-align: center;"><b>Greek style feta salad (v)</b> <i>Mixed leaf, olives, feta cheese, basil, tomato, cucumber and olive oil</i></p> <p style="text-align: center;"><b>Basket of mixed breads</b> <i>Warm breads served with butter.</i></p> <p style="text-align: center;"><b>Buttered baby potatoes with chopped parsley and sage (v)</b> <b>Pea, bean and mint couscous salad (v)</b> <b>Homemade rustic root vegetable crisps.</b></p>
<p><b>BBQ Menu</b> (minimum of 50 guests to be catered for) £17.99 per person (Advise 100% to cater for)</p>	<p style="text-align: center;"><b>Selection of BBQ meats</b> <i>Chargilled Boroughbridge sausage, classic rump burger, marinated butterfly chicken breast and gammon steak served with accompanying breads. (vegetarian options available)</i></p> <p style="text-align: center;"><b>Chef's own house salad (v)</b> <i>Mixed leaf, watercress, cucumber ribbons, croutons, cherry tomatoes, Italian style hard cheese and balsamic dressing.</i></p> <p style="text-align: center;"><b>Baked jacket potatoes</b> <b>Creamy coleslaw (v)</b> <b>A selection of sauces and chutneys.</b></p>
<p><b>Snacks</b> (minimum of 20 guests to be catered for)</p>	<p style="text-align: center;"><b>Traditional cakes and scones served with a selection of British style sandwiches - £6.99pp</b> <b>Choice of bacon or sausage baps served with brown sauce and tomato ketchup - £4.99pp</b> <b>Cheese &amp; biscuit platter served with grapes, celery, red onion chutney, butter and salad garnish - £4.49pp</b> <b>A selection of croissants and pastries - £3.99pp</b></p>
<p><b>Sweets</b> (minimum of 20 guests to be catered for)</p>	<p style="text-align: center;"><b>Indulgent chocolate fudge cake served with pouring cream - £4.99 per person</b> <b>Freshly cut fruit platter - £29.99 serves 20</b> <b>Large, fresh fruit bowl - £19.99 serves 20</b></p>
<p><b>Drinks</b></p>	<p style="text-align: center;"><b>Tea, coffee without biscuits £1.99 pp per serving With Biscuits £2.49pp</b> <b>Jug's of apple or orange juice - £5.99 per jug</b> <b>Arrival or Toast Drinks - £3.39 per person for Bucks Fizz, Sparkling wine or Pimms.</b></p>

**Banqueting menu's can be supplied on request, prices start from £19.99 per person for 2 courses and £24.99 per person for 3 courses.**

Choices may only be made from the items on the food menu. Spirit reserves the right to amend its food menu at any time. Any images in this menu are purely illustrative only and are not intended to represent the items which will be provided. All fish dishes may contain bones. Scampi may contain one or more tails per piece. Items marked (v) are suitable for vegetarians to the extent that they are prepared in a kitchen environment which is also used to prepare non vegetarian dishes. Some products may contain traces of nuts and / or seeds. All items are subject to availability and Spirit may substitute other items at its discretion in the event of restricted availability. It is the customer's responsibility to order at the time of booking the appropriate types and quantity of food required to cater for their guests.



# 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:

Name:

Address

Telephone  
number

Email

Suite Booked:

Post code

Mobile:

### **TERMS & CONDITIONS**

**Cost:**

£350

**Deposit at time of booking:**

£50

**Payment**

**Methods:**

To be paid in Cash OR Cheque to Alan Hayes. Full payment is due 4 weeks before the event.

If paying by cheque please make it payable to A H Entertainments

**Please return this booking form to Gatwick Manor or 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 by The Gatwick Manor.
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 agreed 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.

Signed .....

Date .....



# 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 2<sup>nd</sup> exit (straight over) towards the North Terminal,

1000m to the next roundabout, take the 4<sup>th</sup> 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 2<sup>nd</sup> exit (straight over) towards Horsham,

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

