



# Madeley Court Hotel

|                           |                                |
|---------------------------|--------------------------------|
| The Mill                  | £600.00                        |
| The Abraham Darby Suite   | £300.00                        |
|                           | *(£150.00 Special Sunday rate) |
| The Priory                | £300.00                        |
| Robert Brook Suite        | £150.00                        |
| The William & Mary Lounge | £75.00                         |
| The Oak Paneled Lounge    | £75.00                         |
| The Bird Room             | £75.00                         |
| The Prior's Sanctuary     | £75.00                         |

All prices include VAT and have inclusive in the room hire cost and OHP,  
Flip chart and Screen

|  |        |
|--|--------|
| Tea, Coffee                                  | £2.00  |
| Tea, Coffee and Biscuits/Cakes/Pastries      | £2.50  |
| Tea, coffee Orange juice and Breakfast Rolls | £5.50  |
| Orange Juice per Litre                       | £3.50  |
| Mineral Water per bottle                     | £3.50  |
| Sandwich Lunch Inc Fries                     | £6.50  |
| Finger Buffet Lunch                          | £10.00 |
| 3 Course Hot/cold Buffet                     | £12.50 |
| 2 Course Hot/cold Buffet                     | £10.50 |
| 1 Course Hot/cold Buffet                     | £9.50  |



# *Madeley Court Hotel*

Business Class Day Delegate Rate £35.00 Per Head

Inclusive of:

- Conference room hire from 9am – 5pm
- Tea & Coffee on arrival
- Mid Morning Serving of Tea, Coffee & biscuits
- One OHP, One Screen, One flip chart, Paper & Pens
- 6 Item finger buffet lunch with mineral water & cordials
- Afternoon serving of Tea & Coffee

Executive Class Day Delegate rate £45.00 Per Head

Inclusive of:

- As above but with a two course hot & cold lunch & pastries served with refreshments in the afternoon.

Business Class 24 Hour Delegate Rate £130.00 Per Head

Inclusive of:

- Conference room hire from 9am – 5pm
- Tea & Coffee on arrival
- Mid Morning Serving of Tea, Coffee & biscuits
- One OHP, One Screen, One flip chart, Paper & Pens
- 6 Item finger buffet lunch with mineral water & cordials
- Afternoon serving of Tea & Coffee
- Three course A La Carte menu in The Priory restaurant
- Overnight Accommodation with Full English breakfast,

Executive Class 24 Hour Delegate Rate £145.00 Per Head

Inclusive of:

- As above but with a two course hot & cold lunch & pastries served with refreshments in the afternoon.
- A Glass of wine with dinner

All prices are inclusive of 15 % VAT

# Madeley Court Hotel

## Evening Buffet Selection

Please select the savouries of your choice from the following to include a minimum of six items :

|   |       |
|---|-------|
| 1. Open Bridge Rolls ( topped with various fillings and garnishes ) | £2.50 |
| 2. Assorted Closed Sandwiches on Brown and White bread (per round)  | £2.20 |
| 3. Spiced chicken and pepper kebab                                  | £1.95 |
| 4. Sesame and Honey glazed Chipolatas                               | £1.50 |
| 5. Golden baked Sausage Rolls                                       | £1.50 |
| 6. Vol-au-Vent cases with various cold fillings                     | £1.75 |
| 7. Crispy Vegetable Spring Rolls                                    | £1.95 |
| 8. Toasted Garlic baguettes   | £1.25 |
| 9. Assorted pizza   | £1.50 |
| 10. Chicken Drumsticks cooked with Cajun seasoning                  | £2.20 |
| 11. Deep Fried breaded Chicken or Plaice Goujons                    | £1.95 |
| 12. Thai Marinated Chicken Thigh                                    | £2.40 |
| 13. Individual Tartlet with a selection of fillings                 | £2.50 |
| 14. Deep fried Breaded Vegetables served with dips (per portion)    | £1.75 |
| 15. Crisp Vegetables Crudities accompanied with a selection of dips | £1.50 |
| 16. Peanuts, crisps, tortilla chips                                 | £1.15 |
| 17. Assorted Pickles  | £1.45 |

Additional items can be catered for upon request.  
Please feel free to ask.

# *Madeley Court Hotel*

## *Starters*

Cream of chicken soup  
With golden croutons

Fan of melon  
Served with a lemon sorbet

Chicken liver pate  
With Melba toast and a red onion chutney

Garlic and herb prawns  
With crusty bread and a petit salad

## *Main Course*

Chefs roast chicken  
With vegetables bound in a red wine jus

Chefs roast pork loin  
With apple sauce, stuffing and cranberry jus

Pan fried tuna steak  
Served with stir fried vegetables

Vegetable lasagna  
Accompanied with garlic bread and a mixed leaf salad

All meals served with vegetables and potatoes

## *Desserts*

Apple crumble  
Simply served with custard

Brandy snap basket  
Filled with a selection of ice creams

Chocolate mousse  
With a white chocolate and baileys sauce

Poached pear  
Served with stilton and water biscuits

# *Madeley Court Hotel*

## *Decorated And Carved Buffet*

Trio of Melon with Port

Or

Chef's Freshly Prepared Soup  
With Golden Croutons

Spiced Honey Glazed Ham  
Poached Whole Salmon with Cucumber Mayonnaise  
Cold Roast Topside of Beef with Horseradish  
Butter Basted Turkey with Cranberry  
Cheese & Vegetable Pie

Hot Minted Potatoes  
Tomato, Onion & Chive Salad  
Saffron Rice and Kidney Bean Salad  
Red Cabbage and Sultana Salad  
Tossed Salad of Garden Leaves with a Walnut Dressing  
Potato and Spring Onion Salad  
Carrot and Nut Salad

Brandy Snap Basket  
With Strawberries and Chantilly Cream

Or

Light Chocolate Mousse  
Set on a White Chocolate Sauce

Freshly Ground Coffee and Mints

£27.00 Per Person

# *Madeley Court Hotel*

## *Banqueting Menu*

We are confident that you will find a menu to your liking in our selection, however do let us know if you would prefer an alternative.

### *Appetiser*

|   |       |
|---|-------|
| Cauliflower soup with parsnip crisps        | £4.55 |
| Cream of Mushroom & Spring Onion Soup       | £4.25 |
| Carrot & coriander soup with herb butter    | £4.50 |
| Tomato & Basil Soup with Balsamic Reduction | £4.00 |

### *To Start*

|   |       |
|---|-------|
| A Warm Salad of Crispy Duck, Orange & Roasted Cashew Nuts                 | £4.95 |
| Trio of Melon with a Chilled Wild Berry and Mint Soup                     | £4.95 |
| Smoked Salmon with a Salad of Potatoes & Chives with a Balsamic Reduction | £4.95 |
| Wild Mushroom Stroganoff served in Filo Pastry with Roasted Garlic Pesto  | £5.75 |

## *M*ain Course

|  |        |
|--|--------|
| Roast Sirloin of Beef with Yorkshire pudding and a Rich Pan Gravy                | £14.95 |
| Noisettes of Lamb with Mozzarella & Rosemary Kebabs<br>and Pear & Redcurrant Jus | £19.50 |
| Baked Supreme of Chicken with Champagne & Wild Mushroom Sauce                    | £12.95 |
| Baked Sweet Potato & Goats Cheese Lasagne with a Asparagus Jus                   | £12.95 |

*All Main Courses are served with Potatoes & a Panache of Fresh Market Vegetables*

## *D*essert

|   |       |
|---|-------|
| Lemon Tart with Clotted Cream                                     | £5.25 |
| Bitter Chocolate Tart with Vanilla Sauce                          | £5.25 |
| Apricot & Brandy Cheesecake with Strawberry & Blueberry Ice-cream | £5.25 |
| Selection of English Cheese with Spiced Plum Chutney              | £5.25 |

## *T*o Finish

|  |       |
|--|-------|
| Freshly Brewed Coffee, Tea or Infusions with Madeley Court Mints   | £2.50 |
| Freshly Brewed Coffee, Tea or Infusions with Hand-made Petit Fours | £2.95 |

# *Madeley Court Hotel*

## *V*egetarian Dishes

Why not choose one of the dishes below as a Main Course Alternative?

Fresh Spinach Tagliatelle tossed in butter  
Topped with Plum Tomatoes and Basil

Vegetable Tikka Masala  
With Steamed Basmati Rice and a Cucumber & Onion Salad

Corquettes & Leek  
Cooked in Cream Cheese & Garden Herbs topped with a Golden Breadcrumb and Nut Crumble

Sauté of Red Cabbage, Pear and Onion  
Cooked in Olive Oil flavored with Ginger & Crushed Walnuts

All the prices quoted include two styles of Potato with two Fresh Seasonal Vegetables

Quotations are available on request for additional vegetables

## *C*ocktail Canapés - £3.95

Allow us to prepare a sample of some of the fine foods available on the day to be enjoyed during your pre-meal drinks.

Four Canapés are allocated per person

## *F*inger Buffet 1 - £10.00

An interesting selection of:  
Open Danish Sandwiches  
Sausage Rolls  
Selection of Pizza  
Spicy Chicken Drumsticks  
Cajun Spiced Jacket Wedges  
Corn Chips, Crisps, Peanuts & Mixed Pickles

# *Madeley Court Hotel*

## *F*inger Buffet 2 - £13.00

Selection of Vol-au-Vents  
Goujons of plaice with Sauce Tartare  
Tuna & Black Olive Pizza  
Spiced Chicken Drumsticks  
Cajun Spiced Jacket Wedges  
Salmon & Chive Quiche  
Sweet & Sour Crudites  
Various Open Danish Sandwiches  
Corn Chips, Crisps, Peanuts & Mixed Pickles

## *H*ot Buffet - £15.50

Please select 3 dishes from the list below:

Cheese-Glazed lasagne  
Chilli Con Carne  
Spaghetti Bolognese  
Chicken Korma  
Traditional Fish & Chips  
Vegetable lasagne  
Mushroom Stroganoff  
Vegetable & Blue Cheese Frittata  
Served with Crusty Bread & Mixed Salad

Fresh Fruit Platter

## *A*dditional Courses

Don't forget to consider Sorbets, Soups, Fish & Cheese Courses to enhance your menu!

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## *K*nife & Fork Buffet - £17.95

Chefs Homemade Soup  
Served with Warm Granary Rolls

Honey Roast Ham  
Roast Chicken  
Gala Pie  
Vegetarian Quiche

Crisp Green Salad  
Coleslaw Salad  
Tomato & Pasta Salad  
Hot Buttered Potatoes

Choice of two Homemade Desserts

Coffee / Pots of Tea

## *A*fternoon Tea Buffet - £18.25

Smoked Salmon  
Prawn Tartlets  
Brown Bread  
Deep Fried Scampi with Tartare Sauce  
Spicy Chicken Goujons with Light Curried Mayonnaise  
Cocktail Sandwiches to include:

Tomato & Cheese  
Cucumber & Tuna  
Ham & Mustard  
Finger Bridge Rolls with Egg & Cress

Fruit Scones with Butter & Preserves

Coffee / Pot of Tea

# *Madeley Court Hotel*

## *Conference and Meeting Facilities*

### *Room Layouts:*

#### *Theatre Style:*

With its optimum use of space this layout is ideally suited for presentations from 20 – 175 people. Visual aids such as an OHP, Flipchart or screen can be set up at the front of the room next to the speaker's desk. For power point presentations we can acquire and LCD projector at an additional cost to the client. Microphones can also be incorporated if needed.

#### *U-Shape Style:*

A popular arrangement for training programmes or presentations not best suited for huge amounts of people 40 – 50 max. It allows the speaker to interact with the delegates 'up close & personal'. Again various visual aids can be placed at the front to assist the speaker.

#### *Classroom Style:*

The ideal seating plan for formal working meetings. This set up ensures that all eyes are at the speaker; it also gives the delegates plenty of working space.

#### *Hollow Square:*

Most suited for formal discussions where no video or visual aids are required as not every one would be able to view at the same time. Ideal for delegates as it allows great interaction with one another: being able to throw ideas back and forth easily. Good for 'over dinner meetings' too.

#### *Boardroom Style:*

As above, better for formal 'members of the board' style meetings hence the name. The directors can sit at the far end and listen to all ideas & points and still be able to view any diagrams that can be presented from the other end.

#### *Oval and Round:*

Suited for small dinner parties or informal conferences. Best suited where visual aids don't need to be used as not all delegates will be able to see at the same time.

#### *Banqueting:*

Ideal for large numbers 150 + and creates a pleasant social atmosphere. Great for formal or informal dinner parties or weddings.

#### *Cabaret Style:*

Ideal for formal lunches and dinners or conferences where there is a guest speaker who will be the centre of attention. Again ideal for presentations where visual displays are required. Guests will be ensured plenty of room for paper work on the large tables.

#### *Informal Style:*

Very popular for cocktail parties or informal dinner parties because of its flexible arrangement.

## Terms and Conditions

### 1. Numbers booked

- a) Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. This is set out in the attached document. Final numbers must be confirmed 5 working days prior to the event (not including the day of the event) and, subject to a minimum number; this will be the number that the final account will be based upon.
- b) The hotel reserves the right to change a designated room after the appropriate consultation with the client, if the agreed minimum numbers are not to attend the event. This does not affect any minimum charge.

### 2. Payment

- a) The outstanding balance of the account is payable 28 days prior to arrival. Credit will be given for the deposit paid.
- b) Completed credit application forms are required at least 21 days prior to the event for all customers requesting credit arrangements. The hotel is under no obligation to grant credit. If the credit is granted then settlement must be made in full on receipt of the appropriate invoice. Credit agreements are not offered to private individuals.
- c) If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only recognised cards will be accepted. The card must be produced by the signatory prior to the event.
- d) Events costing less than £250 must be paid by credit / charge card prior to the event.
- e) Weddings and private functions must be fully prepaid at least 7 days prior to the event.
- f) Cheques will only be accepted as a form of payment if there is sufficient time to clear the bank before the event, normally at least 7 days prior.

### 3. Cancellation by the Customer

- a) Should you cancel your confirmed booking a charge must be made equivalent to any loss suffered by the hotel. Costs incurred for any equipment hired by the hotel on your behalf will be added to any cancellation fee.
- b) The following percentages of the total amount pre-booked will be charged:
  - If cancellation occurs 8 – 16 weeks before an event, a cancellation charge of 25% is made of total pre-booked charges
  - If cancellation occurs 4 - 8 weeks before an event, a cancellation charge of 50% is made of total pre-booked charges
  - If cancellation occurs 2 - 4 weeks before an event, a cancellation charge of 75% is made of total pre-booked charges
  - If cancellation occurs 2 weeks or less before an event, a cancellation charge of 100% is made of total pre-booked charges
- c) NO CHARGE will be made if the venue can be resold for the same date(s) at a similar fee.  
When calculating the above periods, the actual day(s) of the event will not be taken into account.
- d) All cancellations and amendments must be requested in writing (even if discussed by phone) - either by e-mail, fax or letter. Any cancellations or amendments requests must be confirmed as received and accepted by the hotel - in writing - before your requests can be accepted.

4. Cancellation by the Hotel

The hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

- If the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the hotel's control.
- If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part of your assets.
- If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.
- If the event may, in the Hotel Manager's reasonable opinion, prejudice the reputation of the hotel.

5. Liabilities

- a) Please safeguard your property. The hotel will not accept any liability loss or damage to property of death or illness of or injury to persons unless caused by the hotel's negligence.
- b) Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event.
- c) You are advised to consider your insurance cover in respect of (b) above.

6. General

- a) Goods and services may not be bought or sold on the premises without the hotel Manager's prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event.
- b) The hotel name, logo and telephone number may not be used in any advertising or other publicity without the prior written consent of the Hotel Manager.
- c) No signs, displays, posters or other material may be fixed to the walls of hotel rooms without the prior authorisation of the hotel Manager.
- d) If the contract includes your employing the services of an outside contractor you will indemnify the hotel against any loss or damage to property to death or illness or injury to any persons and against all claims, costs, demands, proceedings and damages arising there from. Any outside contractor employed by you must report to the duty Manager at the hotel and sign the hotel's standard Contractors Indemnity Form. The hotel reserves the right to refuse access to any contractor in appropriate circumstances.

Terms Accepted by: .....(print name)

Signature: .....

Date: .....