

Woodland - Manor -



Corporate Pack

2010

*Woodland Manor Hotel, Green Lane, Clapham,
Bedfordshire, MK41 6EP*

Tel: 01234 363281, Fax: 01234 272390

Email: reception@woodlandmanorhotel.co.uk

www.woodlandmanorhotel.co.uk

Contents

1. *Front Cover*
 2. *Content Page*
 3. *Introduction*
 4. *Conference Facilities*
 5. *Delegate Packages*
 6. *Conference Terms and Conditions*
 7. *Conference Terms and Conditions Continued*
 8. *Golf Packages*
 9. *Team Building*
 10. *Bodyflight Leisure*
 11. *Bedroom Prices.*
 12. *Bedroom Booking Terms and Condition*
 13. *Events, Themed Evenings and Private Dining*
 14. *Cold Fork Buffet Menus*
 15. *Hot Fork Buffet Menus*
 16. *Buffet Menu*
 17. *Carved Buffet Menu*
 18. *Barbeque Menu*
 19. *Sample Restaurant Menu*
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Introduction

Welcome to Woodland Manor Hotel.

*A grade 2 listed manor house set in 3 acres of
woodland.*

*A wonderful character building which lends itself to
both leisure and business perfectly.*

*Small enough to be intimate and discreet but large
enough to cope with corporate events.*

*With 3 acres of grounds we provide locations for peace
and quiet or the space for team building.*

*At Woodland Manor Hotel you will always be
guaranteed a warm and personal welcome,
Unlike the big corporate chains, where you are just a
company name or a room number.
To us you are an individual with specific needs and
requirements and we try our best to cater for all of
them.*

*We like to get to know our guests and spend that little
extra time to ensure your requirements are understood
and can be implemented.*

*We hope you like the pack we have put together and
look forward to welcoming you to Woodland Manor.*

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Conference Facilities

<i>The Conservatory</i>	
<i>Dimensions</i>	<i>22ft by 16.5ft (35 sq meters)</i>
<i>Natural Light</i>	<i>Yes</i>
<i>Numbers</i>	
<i>Theatre</i>	<i>30</i>
<i>Boardroom</i>	<i>18</i>
<i>U Shape</i>	<i>15</i>
<i>Banqueting</i>	<i>25</i>

<i>The Library</i>	
<i>Dimensions</i>	<i>24ft by 18.5ft (47.45 sq meters)</i>
<i>Natural Light</i>	<i>Yes</i>
<i>Numbers</i>	
<i>Theatre</i>	<i>30</i>
<i>Boardroom</i>	<i>18</i>
<i>U Shape</i>	<i>15</i>
<i>Banqueting</i>	<i>25</i>

<i>The Fitzpatrick</i>	
<i>Dimensions</i>	<i>21ft by 23ft (44 sq meters)</i>
<i>Natural Light</i>	<i>Yes</i>
<i>Numbers</i>	
<i>Theatre</i>	<i>50</i>
<i>Boardroom</i>	<i>22</i>
<i>U Shape</i>	<i>18</i>
<i>Banqueting</i>	<i>40</i>

Standard Equipment Package

*Delegate Conference Pad and Pencil,
Flip Chart & Pens
LCD Projector & Screen
TV & Video*

Additional Services Available (at an additional cost).

*Photocopying,
Faxing.*

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Delegate Packages

24 Hr Delegate Rates

£135.00 per person Inc vat.

*Tea/Coffee with Bacon Rolls on Arrival,
Mid Morning Tea/Coffee with Danish pastries
2 Course Hot and Cold Buffet Lunch
Afternoon Tea/Coffee with Cakes
3 Course Dinner,
Over Night Accommodation
Full English breakfast,
Room and Standard Equipment Hire Included.*

Day Delegate Package 1

£35.00 per person Inc vat.

*Tea/Coffee with Bacon Rolls on Arrival,
Mid Morning Tea/Coffee with Danish pastry
2 Course Hot and Cold Buffet Lunch
Afternoon Tea/Coffee with Cakes,
Room and Standard Equipment Hire Included.*

Day Delegate Package 2

£31.95 per person Inc vat

*Tea/Coffee with Biscuits on Arrival,
Mid Morning Tea/Coffee with Biscuits
2 course Sandwich Lunch
(Selection of sandwiches served with chips or soup and a dessert)
Afternoon Tea/Coffee with Biscuits
Room and Standard Equipment Hire Included.*

Day Delegate Package 3

£26.95 per person Inc vat

*Tea/Coffee with Biscuits on Arrival,
Mid Morning Tea/Coffee with Biscuits
Sandwich Lunch
(Selection of sandwiches served with chips or soup)
Afternoon Tea/Coffee with Biscuits
Room and Standard Equipment Hire Included.*

These are published rate and will be guaranteed until 31st December 2010

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Terms and Conditions Continued

- e) *The hotel is unable to fulfil the booking through industrial action by one of its suppliers.*
- f) *Fire, lightning, aircraft impact, civil disturbance, malicious damage, flood, burst pipes or earthquakes resulting in the hotel being unable to provide the booked facilities.*

Whenever possible the hotel will use all reasonable endeavours to provide alternative facilities for the client at another hotel, subject to the facilities being available. The hotels' liability shall be no greater than the amount paid by the client to the hotel in respect of the booking.

- 3. *The hotel reserves the right to require a deposit at any time prior to the arrival. The amount will be determined by the hotel and has to be paid within 7 days of the request; otherwise the hotel reserves the right to release the booking.*
- 4. *Any prices quoted at booking may be subject to change, due to VAT or other reasons beyond the control of the hotel.*
- 5. *Accounts may only be sent to company for payment on completion of our Credit Application Forms and only when the hotel is satisfied that all references have been checked and the Company credit record is found to be satisfactory. The hotel reserves the right to cancel credit facilities at any time and therefore demand payment by another means. Hotel credit terms are strictly 28 days from date of invoice. Where credit facilities are not available, the hotel requires payment in full 7 days before arrival.*
- 6. *The hotel and all guests are subject to strict controls regarding fire and licensing regulations and they must be observed at all times.*
- 7. *No wines, spirits or food must be bought into the hotel by clients for consumption.*
- 8. *The hotel reserves the right to judge what is an acceptable level of noise or behaviour of the guests within the hotel. The guests must take all relevant steps to correct any behaviour deemed as unacceptable. Failure to do so will result in the hotel asking the guests to leave and to pay for any damage that may have occurred.*
- 9. *Other than for death or injury caused by a direct responsibility of negligence by the hotel or its' staff, the hotel will not be held responsible for any loss, damage or expense to any person or thing however caused.*
- 10. *The hotel has no responsibility for damage or loss to any vehicles left in the car park or for items left in the hotel bedrooms.*
- 11. *The client is liable for all costs incurred as a result of damages caused either by themselves or their clients or their representatives whilst at the hotel. Payment must be settled in full within 14 days.*

Signed..... Name.....

Company on behalf of..... Date.....

Date of
Conference.....

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We have great pleasure in announcing our new partnership with
Bedfordshire Golf Club.

Working in partnership we are able to offer the following corporate packages.



www.bedfordshiregolf.com

Package One

£135.00 + Golf @ £25.00

Book in at leisure and enjoy a nice three course dinner in the Autograph Restaurant followed by a few drinks in our comfortable bar. Get a good night sleep and set yourself up for the day ahead with a freshly cooked full English breakfast. Arrive at the 18 hole Championship Course which is gently undulating and full of features which give variety and interest to each hole. After a hard day of golf head back to the hotel, for dinner and a game over view. Stay over night and depart at leisure the next morning.

Package 2

£70.00 + Golf @ £25.00

Arrive at Bedfordshire Golf Club and enjoy 18 holes of golf in some of Bedfordshire's most beautiful surroundings. Check in to the hotel and relax with a drink and a post mortem of your round of golf. Enjoy a three course dinner in our Autograph restaurant then retire to bed for a good nights sleep. Set yourself up for the day with a freshly cooked full English breakfast. Set off to work refreshed and raring to go.

We can also offer use of the Flood lit Driving range and a challenging but fun 9 Hole Par 3 Course. Please call for more details.

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We have great pleasure in announcing our new
partnership with
Off Limits.

Team Building is a specialty.

Below are few examples of the sort of activities available.
For more information, prices and contact details go to
www.actiondays.co.uk

Off Limits appreciate that in today's business environment 'team building' is key to developing and maintaining a solid workforce. As a company, Off Limits have created events that will help reinforce your team's working practices whilst learning more about the strengths of their colleagues. some of the events are briefly described below:

Picasso Picture Show

Teams must recreate a famous masterpiece without seeing the image. communication is key to success and the final artwork speaks volumes. teamwork Challenge

A range of slightly physical and cerebral challenges designed to get the teams working as one to complete the tasks set.

Boogie Dayz

A music based event where the teams are taken out of their comfort zones and tasked to learn musical activities, such as Salsa Dancing or even how to be a Rap artist!

Mission X

After the initial storming of the conference and kidnapping of one of your guests, the teams must complete a range of challenges in order to free the hostage.

Boot Camp

A sure way to sort the men from the boys and ensure that the guests are put through their paces in this army style boot camp event! Punctuality, appearance and Discipline will all play a part in the team becoming the heroes of the day.

Dragons Den

Create your very own invention as a team and present to our millionaire businessmen! A True test of creativity and presentation skills!

Motion Machine

Each team is tasked with making one section of the motion machine. Once complete each team's final creation will be lined up for the truly spectacular finale. If all sections are completed correctly the machine will operate from start to finish using all sections - much to the amazement of all guests.

Soap Box Derby

Recreate your very own Soap Box ready for its MOT followed by the high point of the day - the Soap Box Grand Prix!!



Woodland Manor Hotel is pleased to be working in partnership with BodyFlight Leisure Centre

Would you like to relax and pamper yourself or burn off some of that stress?

You can visit Bodyflight Leisure Centre.

*Jacuzzi, Swimming Pool, Sauna
Steam Room, Plunge Pool,
Massage Fountain
Solarium, Fully Equipped Gym,
Bubble Seats*

*All this for a special rate exclusive to
Woodland Manor Hotel*

£5.00

For a day pass

*To obtain your pass or more information
please contact Reception.*

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Bedroom Prices for 2010

Monday to Thursday

- *Single Occupancy £90.00*
- *Standard Double Single Occupancy £100.00*
- *Standard Double Occupancy £110.00*
- *Suite Single Occupancy £100.00*
- *Suite Double Occupancy £125.00*
- *All Rates Include Full English breakfast and VAT.*
- *Extra Bed £10.00 & £10.00 Breakfast.*

Friday to Sunday

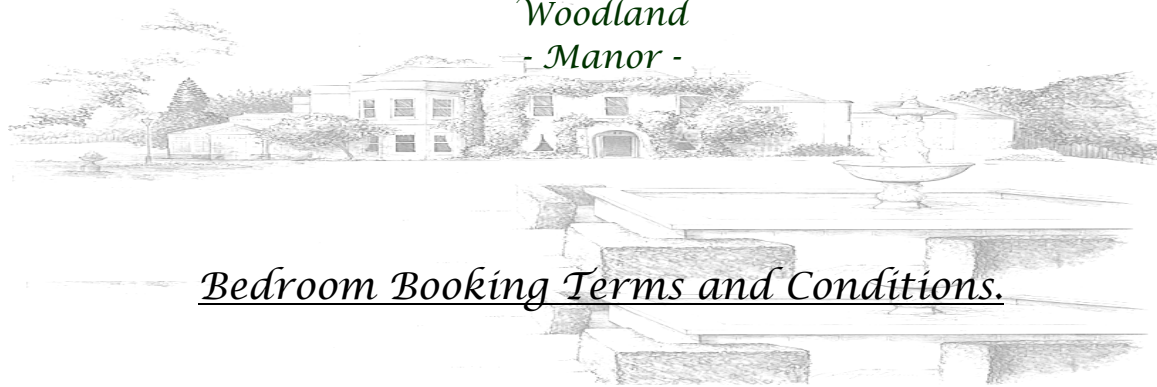
- *Single Occupancy £65.00*
- *Standard Double Single Occupancy £75.00*
- *Standard Double, Double Occupancy £85.00*
- *Suite Double Occupancy £105.00*
- *All Rates Include Full English breakfast and VAT.*
- *Extra Bed £10.00 & £10.00 Breakfast.*

(Extra beds are only suitable for children under 11 years of age. Extra beds can only be placed in certain rooms and are subject to availability).

For Companies and individuals with bedroom bookings in excess of 92 nights a year can apply for a corporate rate.

*Please contact Andrea Gardner Sales and Marketing Manager
01234 363281*

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Bedroom Booking Terms and Conditions.

1. *All bookings are provisional until confirmation is received in writing along with a valid credit/debit card number or cash, cheque deposit.*
2. *Only the rate agreed at the time of booking then confirmed in writing applies to the booking.*
3. *Cancellation of bookings must be made before 14.00 hr, 24 hours prior to arrival. Any rooms cancelled after this time will be charged at one night's full room rate.
Failure to cancel and failure to arrive will result in a non arrival charge of one night's accommodation charge.*
4. *A credit or debit card will be required at the time of check in and will be pre authorised for the number of night's accommodation and dinner for each of the night's stay along with a nominal amount for sundries.*
5. *Any company bookings must be received in writing specified billing instructions. (I.e. own account, bill back to company or credit card charge).*
6. *Woodland Manor can not be held responsible for out bookings or rooms being unavailable due to circumstances beyond our control.*

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Events and Functions

These can be tailor made to your requirements.

Working in partnership with a number of professional companies, all specialising in different aspects of corporate entertainment.

we are able to provide ideas and quotes for almost any sort of function you require.

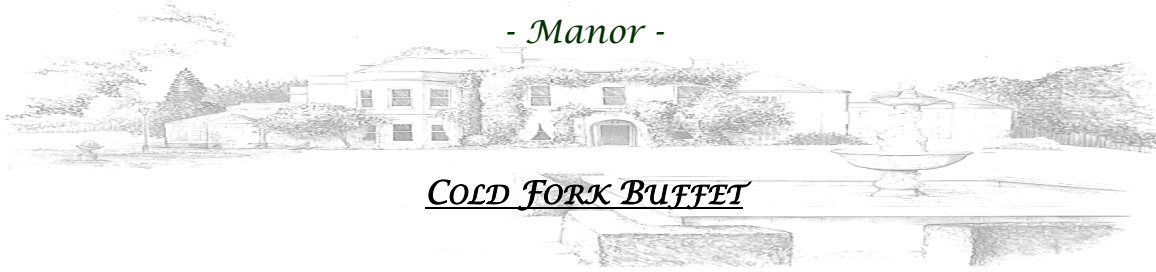
Within reason the only thing holding you back is your own imagination!

Summer Ball, BBQ'S, Hog Roast, Disco's, Private Dining, Race Nights, Murder Mysteries, Team Building, Wedding Anniversaries, Special Birthdays, Family Fun Day's but to name a few!

Speak to our Events Coordinator Dena Green who will be happy to help you with your requirements, give suggestions and obtain the relevant information you require.

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COLD FORK BUFFET

*Potato Salad
Caesar Salad
Minted Cucumber Salad
Tomato & Red Onion Salad
Mixed Leaves Salad
Pasta Salad*

Selection of Bread Rolls

*Selection of Cold Meats
(Roast Beef, Honey Roast Ham, Chorizo, Parma Ham)*

Selection of Cheeses

£24.95 per person

Desserts

*Dark Chocolate Tart
Fresh Fruit Salad
Home-made Choux buns
Chocolate Fudge Cake
Raspberry Pavlova*

*£5.00 per person
(Selection of two)*

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HOT FORK BUFFET

*Poached Salmon with Grilled Vegetables
Garlic & Lemon Chicken with Saffron Rice
Vegetable Tians
Tomato & Goats Cheese Tartlets
Roast Beef with Seasonal Vegetables*

£26.95 per person

Desserts

*Dark Chocolate Tart
Fresh Fruit Salad
Home-made Choux buns
Chocolate Fudge Cake
Raspberry Pavlova*

*£5.00 per person
(Selection of two)*

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Buffet Menu

Selection of Sandwiches

*Sausage Rolls
Assorted Vol au Vents*

Cold

*Scotch Eggs
Pork Pies
Selection of Quiche
(Choose two of the above)*

Hot

*Sesame Prawns
Chicken Nuggets
Spicy Potatoes Wedges
Fish Goujons
Chicken Satay
Spring Rolls
Dim Sum's
(Choose three of the above)*

Salads

*Classic Coleslaw
Potato Salad in Mustard Mayonnaise
Mixed Leaf Salad
Tomato and Shallot Salad
Cucumber in Mint Yoghurt
Beetroot and Orange Salad
Waldof Salad
Mediterranean Pasta
Moroccan Cous Cous
Lemon and Herb Rice
(Choose four of the above)*

£15.00 per person

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Carved Buffet

*Aromatic Poached Salmon with Lemon or Cucumber
Mayonnaise*

Roast Sirloin of Beef

Turkey glazed with Honey & Sesame Seeds or Chaud Froid

Gammon Ham with a Marmalade or Grain Mustard Glaze

Local or Lincolnshire Sausages

Selection of Red Onion Bruschetta & Spinach or Ricotta Tart

*Caesar Salad with Garlic Dressing, Croutons & French Reggiana
Parmesan*

*Warm Buttered New Potatoes with Mint or Roasted with
Thyme & Garlic*

Continental Bread Selection

Pickles, Relishes & Dressings

*Inclusive with the Carved Buffet, please select six from the
following Salads:*

Coleslaw

Waldorf salad

Cherry Tomato with Bermuda Onions & Balsamic

Woodland Potato Salad

Pilau Rice Salad

Marinated Mediterranean Vegetables with Pesto

Cous Cous Salad

Pasta Salad

£29.95 per person

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Barbecue Buffet Options

Please select 5 items from the following options to create your individual Barbecue Buffet

£15.95 per person

Additional items are £2.95 each, per person

*Minted Lamb Kofta Kebabs
Chicken Teriyaki Skewers
Home-made Beef Burgers
Chicken Satay Skewers
Barbeque Spare Ribs
Local Sausages
Spicy King Prawn Kebabs
Cajun Chicken Drumsticks
Barbecue Chicken Wings
Vegetable Kebabs in Pesto
Corn on the Cobs
Cajun Potato Wedges*

Desserts

£5.00 per person

(Selection of two)

*Dark Chocolate Tart
Fresh Fruit Salad
Home-made Choux buns
Chocolate Fudge Cake
Raspberry Pavlova*

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Sample Restaurant Menu

To Start

Soup of the Day

Duck & Apricot Parfait with Red Onion Marmalade

Cherry Tomato & Goats Cheese Tartlet with Balsamic Vinaigrette

Smoked Salmon & Citrus Dressing

To Follow

Rump of Lamb with Dauphinoise Potatoes & Redcurrant Sauce

*Roasted Corn Fed Chicken Supreme with Creamed Potatoes, Pancetta
& Baby Onions, Thyme Jus*

Seared Salmon with Crushed New Potatoes & White Wine Sauce

*Pan Fried Sirloin Steak with Chateaux Potatoes, Wild Mushrooms &
Red Wine Jus*

Wild Mushroom Risotto

To Conclude

White Chocolate Tart with Fruits of the Forest Compote

Apple & Cinnamon Crumble with Vanilla Ice Cream

A Selection of Cheese & Biscuits

Trickle Tart with Chantilly Cream & Raspberry Coulis

Freshly Brewed Tea or Coffee

3 course - £21.95

2 course - £17.95

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