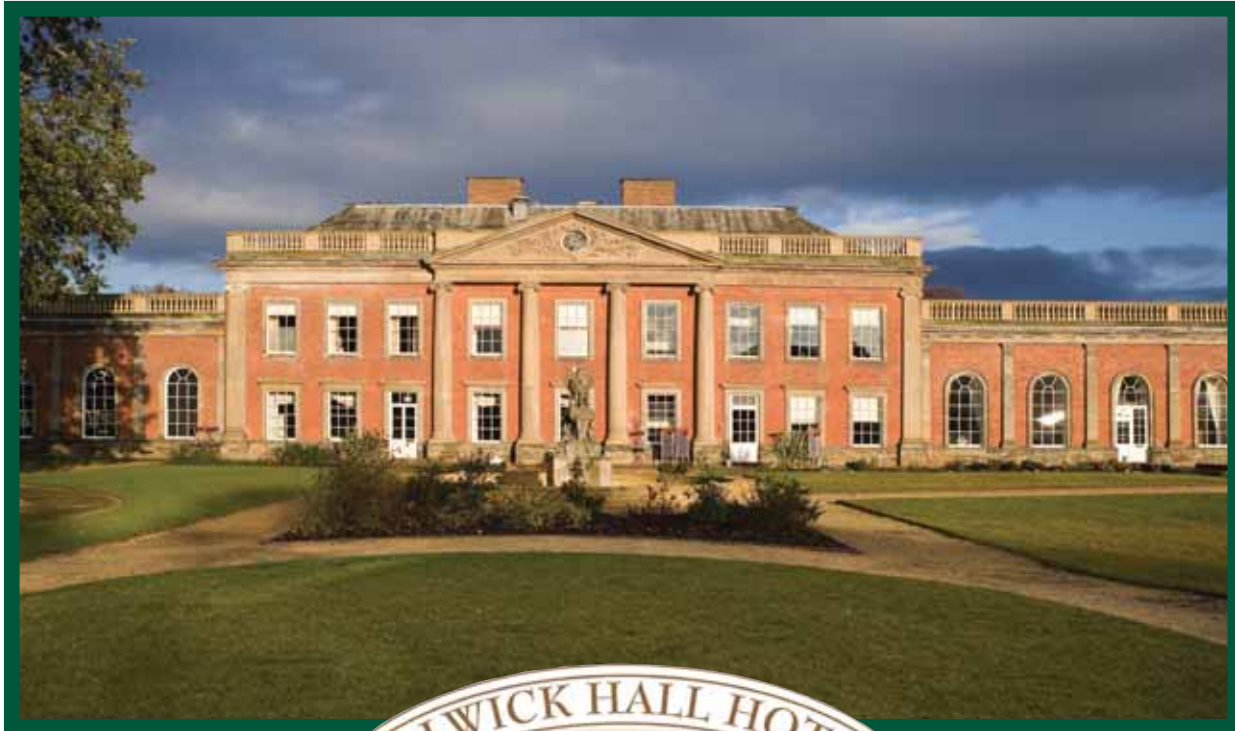


MEETINGS AND CONFERENCES



Welcome



Colwick Hall Hotel is a magnificent palladian style Georgian country house mansion nestling in over sixty acres of parkland. A historic building dating back to Saxon times and once the ancestral home of Lord Byron.

Located just two miles from Nottingham City Centre, Colwick Hall is a grade II* listed manor with a grand entrance overlooking Nottingham racecourse offering exquisite facilities. From the award winning Georgetown Restaurant, 1776 The Grand Ballroom ~ hugely popular for grand weddings, elegant function rooms for meetings and conferences and private dining, through to the Lakeside Pavilion ~ a grand marquee within the grounds of Colwick Hall overlooking the lake.

Our Superior Bedrooms are supremely luxurious boasting palatial designs and rich decorations, original fireplaces together with period furniture, exquisite bathrooms and fittings throughout. They lead from either the grand staircase built in 1776 or the original stone stairs with intricate detail on the balustrade. These Superior bedrooms are larger than Executive bedrooms and enjoy breathtaking views of the lake or racecourse and grounds of Colwick Hall Hotel. Executive bedrooms are principally located in the second floor and enjoy many original features of this period building. Executive bedrooms are contemporary in style and have all the latest technology including plasma TVs and wireless internet access.



Meetings & Conferences Table Layouts at a glance



CONFERENCE TARIFF

Colwick Hall Hotel is the ideal business meeting and conference venue. With a superb selection of grand state rooms and outstanding facilities it lends itself to hosting your next board meeting, training seminar or client conference. We also have Wi-Fi Broadband Internet available in all areas of the Hotel Conference facilities and accommodation.

From the intimate George Stubbs seating twelve people up to the The Lakeside Pavilion for product launches and exhibitions for up to five hundred delegates at a time. Colwick Hall is determined to make a difference to your event.

Colwick Hall also enjoys a central location, just two miles from Nottingham city centre, and yet enjoys breathtaking views of the rolling countryside, the lake and racecourse. It is easily accessible by rail, by road (Junction 24 of M1), by air at the Nottingham East Midlands Airport.

FULL DAY DELEGATE RATE

From £45 PER PERSON

The full day rate applies for a full day conference. It includes use of the meeting room, coffee/tea on arrival, second serving of coffee/tea with biscuits, mineral water, cordials, sweets, a fruit bowl in the conference room, screen and flipchart, and choice of buffet or sit down lunch and a selection of afternoon teas and biscuits.

24 HOUR RATES

From £175 PER PERSON







The 24 hour rate includes the full day rate package and also accommodation and dinner. The exquisite bedrooms range from our Signature and Superior Bedrooms, ideal for VIP's, to more the modern design of our Executive bedrooms. Dinner can be taken as a group or individually in our restaurant. Additional accommodation can be arranged with local hotels, please ask for details.

HALF DAY DELEGATE RATE

From £35 PER PERSON

The half day rate is for a maximum of four hours, typically a morning or afternoon meeting. It includes use of the meeting room, coffee/tea on arrival, second serving of coffee/tea with biscuits, mineral water, cordials, sweets, screen and flipchart and finger buffet lunch.

SEATING ARRANGEMENTS AND MAXIMUM CAPACITY TABLE LAYOUTS

Table Layouts	 Boardroom	 U Shape	 Classroom	 Theatre	 Cabaret	 Private Dining	Room Hire
Champagne Lounge	-	-	-	-	-	60	
1776 The Grand Ballroom	36	36	42	90	70	90	£1500
DeColwyck Hall	24	20	24	40	30	42	£750
John Carr Suite	12	10	16	20	10	24	£500
George Stubbs	12	-	-	-	-	12	£250
Lakeside Pavilion	-	-	350	500	500	500	£1950

Prices include VAT and are subject to periodic review.

The rates are per person based on a minimum of four delegates attending the meeting or conference. Our Conference Coordinator will be delighted to assist you with any specific requirements that you may have.

Delegate numbers must be confirmed one month in advance of your event and you will be charged according to your confirmed delegate numbers.

Meetings & Conferences



EQUIPMENT

Notepaper, mineral water, sweets and a flipchart with marker pens are included in the standard conference price.

In addition, the following items can be supplied at an extra cost per day:

additional flipcharts	£12.00
5' screen	£15.00
VHS video and 26" monitor	£100.00
set of acetate pens	£6.00
overhead projector	£25.00
data projector	£150.00
slide projector	£45.00
whiteboard	£25.00

Some items may require 24 hours' notice.

CONFERENCE EXTRAS

bacon sandwich	£5.00
selection of danish pastries	£5.00
coffee/tea and biscuits	£2.75
tea/coffee	£1.75
soft drinks	£1.50
afternoon cream tea	£7.50

OTHER SERVICES

fax (outgoing in UK)	£2.50 first page, £1.50 further pages
fax (outgoing international)	£4.00 first page, £2.00 further pages
fax (incoming)	free first 5 pages, £0.50 further pages
photocopying	£0.25 per A4, £0.75 per acetate
secretarial services	£25.00 per hour by arrangement



TEAMBUILDING ACTIVITIES

A wide range of activities can be undertaken within minutes of Colwick Hall including golf, motorsports, watersports and teambuilding activities. Our reception and Conference coordinator can make bookings on your behalf and organize transport.

PRIVATE DINING

Colwick Hall offers an excellent variety of Private Dining rooms and the Georgetown Restaurant. There is a choice of English, Continental, Colonial Malaysian and other International cuisine, all from our award winning menus. Finger Buffet menus start at £14.50 per person and Banqueting dinner menus from £25.00 per person. We would be delighted to discuss your requirements and provide you with the best options.

LEISURE

The Hotel is situated in over sixty acres of Colwick Country Park with a network of bridle paths leading around the lake, through the woodland and by the marina, overlooking Nottingham racecourse. Further leisure facilities such as gym, fitness centre and health and beauty are available at concessionary rates within minutes of the hotel, and subsidized transport rates offered.

EXCLUSIVE USE

Exclusive use of Colwick Hall can be arranged on request.

Champagne Lounge



The historic colonnade entrance takes you into the Hotel reception and the Champagne Lounge.

The Hotel reception is the original entrance hall and till today displays the diamond cut slate flooring with circular black marble sections. The hall was symmetrically designed with four Spanish mahogany doors and an ornamental fireplace with detailed wood and gold painted cornice work.

The Champagne Lounge leads on from the hotel reception and is ideal for pre dinner drinks, cocktail reception parties, informal meetings, and after dinner liqueurs. Originally the Library, it still shows bookcases with mesh cabinet doors, and was built in the chinoiserie style of the period. It enjoys splendid views of the lawn, fountain and lake. Impressively detailed with fluted Corinthian pillars, a marble fireplace and exotic fresh flowers, it is designed as a reception room en route to the Grand Ballroom.

In the evenings it is ideal for cocktail receptions and dinner drinks and as a reception room, comfortably accommodating sixty guests.



Champagne Lounge

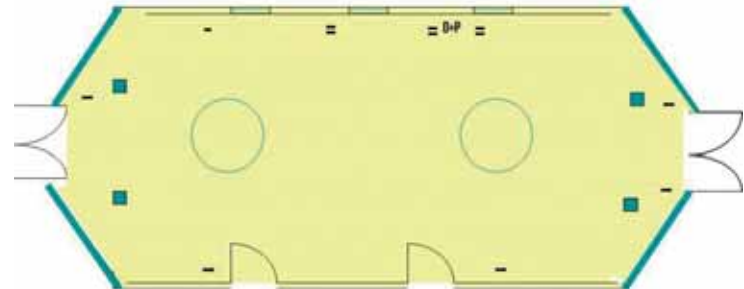
1776 The Grand Ballroom



Sophisticated and very ornate ballroom, designed by John Carr in the eighteenth century for grand functions that were very fashionable at the time. Ideal for board meetings and premier conferences, accommodating up to 90 delegates.

Superb choice for grand events and may be used in conjunction with the Champagne Lounge as a reception room.

1776 The Grand Ballroom



Key Symbols

I-Single Power Point II-Double Power Point D+P-Data and Phone Point A-Aerial Point

SEATING ARRANGEMENTS AND MAXIMUM CAPACITY

Boardroom	36
U Shape	36
Classroom	42
Theatre Style	90
Cabaret	42
Private Dining	90

ROOM DIMENSIONS

Length	17.77m
Width	6.93m
Height	5.49m



DeColwyck Hall and John Carr Suite



DeColwyck Hall

SEATING ARRANGEMENTS AND MAXIMUM CAPACITY

Boardroom	24
U Shape	20
Classroom	24
Theatre Style	40
Cabaret	24
Private Dining	35

ROOM DIMENSIONS

Length	9.41m
Width	5.50m
Height	4.39m

John Carr Suite

SEATING ARRANGEMENTS AND MAXIMUM CAPACITY

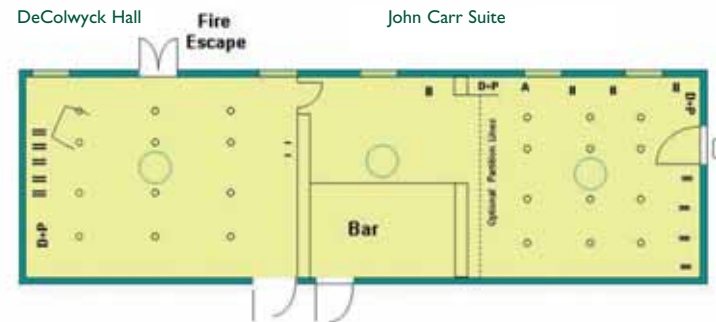
Boardroom	12
U Shape	10
Classroom	16
Theatre Style	20
Cabaret	10
Private Dining	20

ROOM DIMENSIONS

Length	5.99m
Width	5.59m
Height	3.26m

DeColwyck Hall

John Carr Suite



Key Symbols

I-Single Power Point II-Double Power Point D+P-Data and Phone Point A-Aerial Point



George Stubbs



In the north eastern wing, located at the front of the building with excellent views of the fountain, gardens and racecourse. If you are looking for an exclusive setting for a small meeting or syndicate room, the George Stubbs is ideal for up to 12 delegates.



SEATING ARRANGEMENTS AND MAXIMUM CAPACITY

Boardroom 12

Private Dining 12



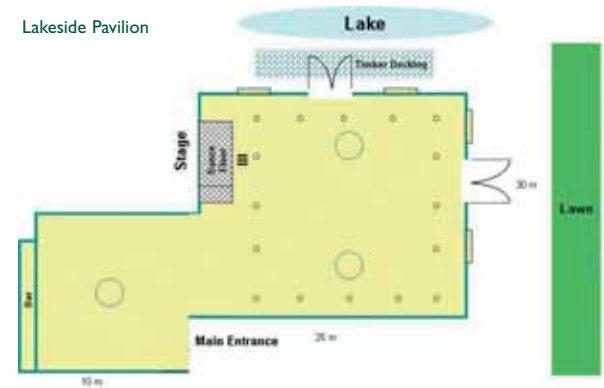
Lakeside Pavilion



The grand marquee befitting a stunning historic house which was an ideal resort in the nineteenth century, then with its own aviary and menagerie in several acres of charming woodland. Music, mirth and melody was the order of the day.

The Lakeside Pavilion is the ideal venue for large corporate events, exhibitions, product launches, accommodating up to five hundred delegates. It is very popular for Awards Dinners, Themed Functions, Dinner Dances and Grand Balls, and is set alongside the lake overlooking the country park which makes for a most exquisite setting. The Lakeside Pavilion has its own garden area, private bar, stage and dance floor.

Lakeside Pavilion



Key Symbols

I-Single Power Point II-Double Power Point D+P-Data and Phone Point A-Aerial Point

SEATING ARRANGEMENTS AND MAXIMUM CAPACITY

Classroom	300
Theatre Style	500
Cabaret	300
(upon request)	500
Private Dining	320
(upon request)	500

ROOM DIMENSIONS

Length	35.0m
Width	30.0m
Height	7.5m

THE LAKESIDE PAVILION



Corporate Menus



Our expert Kitchen Brigade can be flexible with your Food & Beverage requirements.

Finger Buffet menus start from £14.50 served inside or outside your meeting room, or our sumptuous sit down menus range from £25.00 per person, which can be served in any of our fabulous private dining rooms.

Georgetown, our Colonial Malaysian Restaurant offers a twist to the normal Conference lunch experience, we offer cuisines from the Malaysian Malays, Mandarin Chinese and Tamil Indians, all under one roof.

At Colwick Hall Hotel, we realise that lunch needs to be of an excellent quality, but served efficiently. Please discuss with our Sales Executives the purpose of your meeting and we will tailor the Food & Beverage experience to your needs.



Terms and Conditions



CONFIRMATION

Written confirmation is required within 7 days of the original verbal or email booking with a best estimate of numbers. Companies to confirm on headed notepaper. The hotel reserves the right to cancel a booking if written confirmation is not received after 7 days.

NUMBERS

Final numbers to be confirmed one month in advance of the event taking place. Where final numbers are below the original estimate, only a variation of up to 20% will be accepted.

CANCELLATION

In the event of cancellation there will be a charge of:-

A	3-6 months in advance	30% of the total anticipated charges
B	1-3 months in advance	60% of the total anticipated charges
C	less than 1 month	90% of the total anticipated charges
D	7 days in advance	100% of the total anticipated charges

PRICE VARIATION

Colwick Hall Hotel reserves the right to increase prices in the event of circumstances beyond control, e.g. increases in VAT.

PAYMENT

A deposit of 25% is due at the time of your booking and balance of 75% is due one month prior to the event, when final attendance numbers require confirmation. Where credit facilities have been granted by Colwick Hall Hotel final payment of the balance of charges due for the meeting/events must be paid by the client within 14 days of the date on the invoice.

DAMAGE

Clients are responsible to Colwick Hall Hotel for any damage caused by the clients, their guests, agents or employees.

EQUIPMENT AND PROPERTY

Clients own equipment and property is brought in to Colwick Hall Hotel at their own risk and Colwick Hall Hotel accepts no liability for loss or damage.

FORCE MAJEURE

If Colwick Hall Hotel is limited or hindered from hosting the event or providing any facility booked by the client due to circumstances beyond its control e.g. Government intervention, acts of God, civil disturbance, war, national or local disaster, strikes, labour disputes, then the liability of Colwick Hall Hotel to the client shall not exceed the amount paid by the client to Colwick Hall Hotel in respect of the event.

CONTRACT

When a booking is confirmed in writing or with a credit card number, a contract is deemed to exist. This contract shall be governed in all respects by English Law. It can only be modified by a supplementary written contact.

Directions



Colwick Hall Hotel is situated just two miles from the City Centre located in over sixty acres of Colwick Park and has ample free parking for delegates. It is easily accessible by:

ROAD

M1 junctions 24, 25 & 26. A1, A52, and A46.

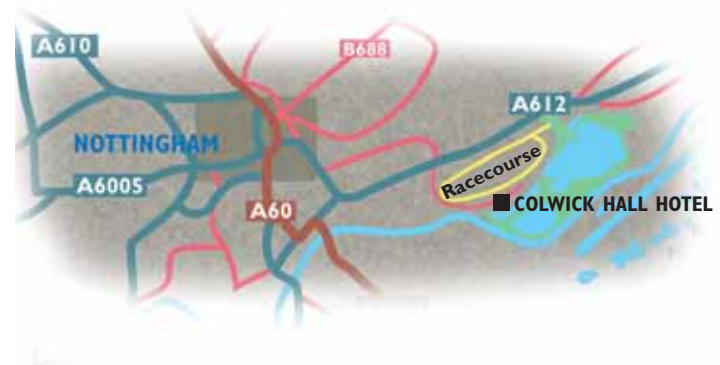
Head towards West Bridgford and pick up signs to Nottingham Racecourse and Colwick Park and follow all the way. Turn into Racecourse Road, continue straight past the racecourse entrance and we are situated a quarter of a mile on the right hand side.

RAIL

Nottingham Midland Mainline Station and Newark North Gate.

AIR

Nottingham East Midlands Airport.



COLWICK HALL HOTEL COLWICK PARK RACECOURSE ROAD NOTTINGHAM NG2 4BH

TEL: 0870 755 7756 OR 0115 950 0566 FAX: 0115 924 3797

www.colwickhallhotel.com email: reservations@colwickhallhotel.com

A member of The Pearl Hotels and Restaurants Group

