



# VALE ROYAL ABBEY

# CONFERENCE FACILITIES



To book an event at Vale Royal Abbey please contact us on the details listed below

If you have not previously visited Vale Royal Abbey  
we would be pleased to arrange a tour to view our facilities

Vale Royal Abbey, Whitegate, Northwich, Cheshire. CW8 2BA  
01606 301291    [www.vra.co.uk](http://www.vra.co.uk)    [enquiries@vra.co.uk](mailto:enquiries@vra.co.uk)

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Vale Royal Abbey presents a unique opportunity for conferences, meetings, seminars, training days and product launches.

As a conference venue Vale Royal Abbey really is second to none. The Club is set in remote peaceful Cheshire countryside yet with immediate access to the A556 linking directly to the national motorway network and surrounding major road systems. Easy access can be gained from both Manchester & Liverpool international airports.

The stunning facilities on offer will provide all the appropriate requirements for any gathering from a small meeting to a major conference. All first floor rooms of the Great House are available for meetings and conferences with the rooms themselves being set up in a format as required in discussion with the appropriate organisers.

The Great House forms an imposing sight when viewed on arrival at Vale Royal Abbey. The modern facilities provided in this beautifully refurbished building provide those attending a unique venue and one that enthralls grandeur.

The 'Great Hall' is the venue for all major events and provides a stunning arena for any requirement. The room, situated on the first floor, is totally adaptable to any environment. The Great Hall can seat up to up to 220 guests for a conference and 120 guests for a dining function.

The 'Library' gracefully compliments the Great Hall and is used for more intimate events, The Library, situated on the first floor, can seat up to 110 for a conference and 50 guests for a dining function.

The 'Lounge', situated on the first floor, is provided with it's own individual bar and is tastefully furnished with a variety of dining tables and chairs and sumptuous sofas. The Lounge is utilised for small banqueting events and as a meeting room in addition to being a reception area for larger events requiring the use of the Great Hall & Library. The Lounge overlooks the stunning backdrop of the 18 hole golf course and directly overlooks the clubhouse courtyard, 1st tee, 18th green and putting green.

The 'Armoury', situated on the first floor, is utilised as a bar and reception area for events held only in the Great Hall. Furnished with comfortable sofas and accessible via the original stone floor of the Great House the Armoury provides a certain ambience ahead of arrival into the Great Hall.

The 'Meeting Room' adjoins our own administration offices, yet is secluded in their first floor area, providing a peaceful environment to meet. Meetings of upto 8 persons may be held in this room where there is sufficient area to make formal presentations using whiteboards, flip charts or projection equipment.

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# Conference Delegate Packages

We appreciate that all businesses are unique and that each company's requirements will differ from another.

In order for us to accommodate your specific requirements we have produced the options below for you to select against and essentially build your own event.

The prices shown below are on a per delegate basis and are applicable for all events held upto and including 31<sup>st</sup> December 2008

## Room Hire Only

Full day room hire including 4 servings of tea, coffee and biscuits - (£9.75)

Half day room hire including 2 servings of tea, coffee and biscuits - (£5.45)

## Conference Provisions

Including cordials, boiled sweets, conference notepaper, pens & pencils, flip chart & pens, fast folding projection screen, overhead projector, lectern, digital projection equipment for laptop presentation (laptop not provided) - (£6.50)

## Catering Service

2 course lunch including main course and dessert - (£12.95)

Hot and cold buffet lunch - (£9.95)

A selection of sandwiches on white and wholemeal bread and a selection of mini cream cakes - (£5.95)

A selection of Croissants and Danish pastries - (£2.95)

A basket of fresh fruit - (£1.50)

We can also provide the following services which will be charged at a supplement to the delegate package

## Supplementary Facilities

Photocopies, faxes to mainland & overseas, email, internet access, blank & photocopied acetates, colour TV and video cassette recorder, stage, lapel microphones.

Please ask for details of any additional equipment that you may require that is not listed within the above

## Catering Options

### Hot & Cold Buffet Lunch

A selection of freshly made sandwiches served on brown and white bread

Minced lamb kofta kebabs served with a cool mint yoghurt dip

Goujons of fish served with caper sauce

Cheese and tomato quiche

Spicy jacket wedges served with sour cream and chive dip

Home-made coleslaw, mixed leaf salad, & tomato and cucumber salad

(£9.95)

### 2 Course Lunch

(Please choose a set menu for all delegates with the exception of special dietary requirements)

Roast beef, roast turkey, roast lamb or roast pork.

Oven roast supreme of chicken served with parma ham and sundried tomatoes, with a white wine sauce flavoured with oregano.

Steamed supreme of Scottish salmon served with a citrus green grape sauce

All served with traditional accompaniments.

(All main courses are accompanied with new and roast potatoes and fresh market vegetables.)

Tarte au citron: sweet crispy pastry base, lemon anglaise with a crunch caramel topping.

Individual cheesecake, flavoured with vanilla pods, set over a traditional biscuit base served beside a rum & raisin ice cream.

Strawberry & apricot Charlotte: Strawberry mousse with apricot centre surrounded by crisp meringue fingers finished with strawberry glaze.

(£12.95)

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# Conference Booking Form

All bookings are subject to signing of the 'Conference Booking Terms & Conditions' sheet provided with this booking form

## General Information

Contact Name.....  
Organisation .....  
Address.....  
Purchase Order No. ....  
Daytime Tel. No. ....  
Mobile Tel. No.....  
Fax No.....  
Email .....  
Date Of Event.....  
Time Of Arrival & Departure.....  
Envisaged Number Of Attendees.....  
Conference Title.....

## Rooms Required

Great Hall  Library  Lounge  Armoury

## Delegate Requirements

Full day room hire including 4 servings of tea, coffee and biscuits   
Half day room hire including 2 servings of tea, coffee and biscuits   
Conference Provisions

### **Please confirm your audio visual requirements**

Fast folding projection screen   
Overhead projector   
Digital projection Equipment

## Catering Requirements

2 course lunch   
Hot and cold buffet lunch   
A selection of sandwiches on white and wholemeal bread and a selection of mini cream cakes   
A selection of Croissants and Danish pastries   
A basket of fresh fruit

Please specify choice for Two Course Dining Menu if applicable

Main course .....  
Dessert .....

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# Conference Booking Terms & Conditions

These conditions apply to the booking of any conference function at Vale Royal Abbey. We have attempted to keep them as simple as possible. Please do not hesitate to contact us if any point is not clear.

## 1. Provisional Bookings & Confirmation

All bookings are provisional until confirmed by the submission of a fully completed booking form accompanied by the appropriate deposit. Provisional bookings will only be held for 14 days unless alternative arrangements have been agreed in writing. Vale Royal Abbey reserves the right to release provisional bookings if a deposit has not been received within the agreed period. No booking is confirmed until the deposit is received in full and a returned written acknowledgement has been issued.

## 2. Deposits

All bookings must be secured with a fully completed booking form submitted to Vale Royal Abbey and a deposit of £250.00 (unless otherwise agreed in writing) which Vale Royal Abbey regrets is not refundable. At the time of confirming your booking, minimum numbers for your event will be agreed.

## 3. Cancellations

In the event of cancellation, the deposit is forfeited. The following are the maximum charges that will apply in addition to the forfeiting of the deposit provided. In all cases the percentages will be calculated on our reasonable estimate of anticipated turnover from the booking.

With 4 weeks notice or less - 25%

With 2 weeks notice or less - 50%

With 1 weeks notice or less - 75%

Vale Royal Abbey will endeavour to replace any cancelled bookings. If successful, this will be reflected in the final cancellation charge.

## 4. Final Numbers

Final numbers must be notified at least 7 days prior to the commencement of the event, this will be the minimum number for which you will be charged. Failure to notify final numbers will incur charges on the numbers originally specified in the booking or the actual number of guests that attended whichever is the greater. Where there is no minimum number stipulated at the time of booking, numbers may drop by a maximum of 10%. If numbers drop by more than 10% cancellation charges will be calculated in accordance with paragraph 3. Should numbers attending exceed those numbers booked and / or finalised Vale Royal Abbey will endeavour to cater for such additional numbers but can not guarantee such. Where numbers are in excess of the booked / final numbers provided, and Vale Royal Abbey is able to cater for such, then the actual number attending will be the number for which you will be charged.

## 5. Liability of the Club

Vale Royal Abbey accepts no responsibility for loss or damage to any property of the customer or its guests other than such as may be caused as a direct result of any negligent or fraudulent act or omission of Vale Royal Abbey. Any damage to the building or its contents caused by the customer or its guests is the responsibility of the customer. The customer agrees to pay Vale Royal Abbey the full cost of any property which is stolen or damaged beyond repair. Where property is damaged yet repairable the customer will pay all costs incurred to rectify the damage. Should the customer wish to fix items to the walls, floors or ceilings, Vale Royal Abbey consent is required in advance.

## 6. Payment Terms

An invoice for the food content of the event will be submitted to you on the day of the event. This invoice must be paid in full on the day unless otherwise agreed in writing. Any further charges for wine, drinks etc. must be paid in full on the day.

## 7. Credit Arrangements

Where a credit arrangement has been specifically agreed in writing, terms are strictly payment within 14 days from the date of invoice. We reserve the right to apply an interest charge of 2% per month on outstanding amounts.

## 8. Objections or Queries

Any customer wishing to raise objections or queries concerning their accounts must do so in writing within 7 days of the invoice date. Whereupon any amount not in dispute shall be paid in accordance with the payment terms and any balance immediately upon the amount being agreed between Vale Royal Abbey and the customer.

I/we accept the above terms and conditions as set out by Vale Royal Abbey.

Signed.....

Name/s.....

Date.....

Date of Function.....