



A Majestic Place to do Business



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 delighted to arrange a tour to view our facilities.

Vale Royal Abbey, Whitegate, Northwich, Cheshire, CW8 2BA
01606 301291 www.vra.co.uk enquiries@vra.co.uk



Vale Royal Abbey

A UNIQUE & BREATHTAKING EXPERIENCE

Welcome to Vale Royal Abbey

When it comes to hosting a corporate event or important business meeting, Vale Royal Abbey is the place to do business. Located within easy access of the North West's major road and rail networks, Vale Royal Abbey offers ample free parking and provides the perfect setting for a range of corporate events accommodating from 2 to 200 people. Coupled with the exclusive and prestigious 18-hole Vale Royal Abbey Golf Club it's not just off the course that Vale Royal Abbey can make a difference to your business.

Nestled in the heart of the Cheshire countryside, at Whitegate, near Northwich, the magnificent venue is situated within 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 and Liverpool international airports, as well as Crewe railway station.

The facilities on offer provide a stunning backdrop for any gathering from a small meeting to a major conference. All first floor rooms of Vale Royal Abbey are available for hire with the rooms themselves having the versatility to be set up in a format as required to meet your individual needs – whether that be conferences, meetings, seminars, training days, presentations, product launches or golf days, to name just a few.

The Great House forms an imposing sight when viewed on arrival. The 'Great Hall' is the venue for all major events and provides a stunning arena for any requirement. The room is totally adaptable to any environment and 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 seating up to 110 for a conference and 50 guests for a dining function. The 'Lounge' has its own individual bar and is tastefully furnished with a variety of dining tables and chairs and sumptuous sofas. The Lounge overlooks the stunning 18-hole golf course and 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 and Library.





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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 up to and including 31st December 2011.

Full or Half Day Delegate Rates

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)

Full day room hire including 3 servings of tea, coffee and biscuits

£15.95 per person

Half day room hire including 2 servings of tea, coffee and biscuits

£10.95 per person

Catering Service

(Full menu details available overleaf)

2 Course Lunch

a choice of either starter and main course, or main course and dessert

£14.95

Hot and Cold Buffet Lunch

from £10.50

Afternoon Tea

an assortment of sandwiches and homemade scones with jam and cream

£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, audio visual equipment, stage, lapel microphones.

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



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Catering Options

Hot & Cold Buffet Lunch

Option One

Please choose two of the following from the buffet table:

- Chilli con carne with braised rice and tortilla chips and salsa
- Moroccan chicken tagine with coriander cous cous, cucumber and mint yoghurt
- Lincolnshire pork sausage toad in the hole with onion gravy and creamy mash
(Vegetarian option available upon request)

£10.50

Option Two

- A selection of mini filled bread rolls
- Honey and mustard marinated cocktail sausage
- Traditional pork pie with apple chutney
- Vegetable spring rolls with hoi sin dip
- Garlic potato wedges with BBQ sauce
- Breaded onion rings
- Beef, chilli and cumin kebabs with mango salsa
- Mini fishcakes with pea puree dip

£12.50



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Catering Options cont...

2 Course Lunch

A choice of either a starter and main course, or a main course and dessert

Starters

Chef's seasonal soup of the day served with crusty bread roll and butter

Classic prawn cocktail served in a Martini glass, finished with a rich Marie-Rose sauce, brown bread and butter

Homemade falafel on green leaves with fresh Tzatziki

Main Course

Medium roasted topside with homemade Yorkshire pudding, fresh horseradish cream and a rich roast gravy

Roast Cheshire turkey served with stuffing, wrapped chipolata sausage and homemade Cranberry sauce

Goats cheese tartlet with prunes and watercress

(Vegetarian option available on request)

Desserts

Pear and sultana crumble with thick Jersey cream

Homemade chocolate tart with pistachio crème Chantilly

Homemade vanilla cheesecake with pear compote and raspberry sorbet

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Coffee and dainties

***£14.95 per person***



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## Corporate Booking Form

All bookings are subject to signing of the 'Corporate 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.....

### Delegate Requirements

- Full day room hire including 3 servings of tea, coffee and biscuits
- Half day room hire including 2 servings of tea, coffee and biscuits

#### 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
- Afternoon Tea
- A selection of Croissants and Danish pastries
- A basket of fresh fruit



# Vale Royal Abbey

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## Booking Terms & Conditions

### 1. Provisional Bookings & Booking Fee

All bookings are provisional until confirmed by the submission of a fully completed booking form, signed terms and conditions and the appropriate booking fee. Provisional bookings will only be held for 14 days unless alternative arrangements have been agreed in writing. Vale Royal Abbey (VRA) reserves the right to release provisional bookings without notice if a booking fee has not been received within the agreed period. No booking is confirmed until the booking fee is received in full and a returned written acknowledgement has been issued. All booking fees are non refundable and non transferable and will be lost if the event is cancelled or postponed by the customer.

### 2. Confirmation

All bookings will be confirmed upon receipt of the relevant booking fee together with a copy of the signed terms and conditions. If the signed terms and conditions are not received with the booking fee, a further fourteen days will be allowed to return them. Failure to return the signed terms and conditions within this time scale will result in the booking being rendered null and void and the booking fee being retained in full by VRA.

### 3. Prices

All prices quoted at the time of booking include VAT at the current rate. VRA reserves the right to amend the price upon written notice to the client in order to reflect any change in costs beyond the reasonable control of VRA (including but not limited to change in VAT and import/export duties) up to four weeks prior to the event when final details and requirements have been confirmed and the final payment is due unless otherwise agreed in writing. If additional goods or services are provided to the customer, the customer shall pay the standard charges at prevailing rate on the day that they are provided.

### 4. Cancellations

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

With 24 weeks notice or less - 25%

With 12 weeks notice or less - 50%

With 4 weeks notice or less - 75%

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

### 5. Final Numbers

Final numbers must be notified at least 21 days prior to the commencement of the event. This will be the minimum number for which you will be charged in accordance with our minimum number requirements. 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. If numbers drop by more than 10%, cancellation charges will be calculated in accordance with paragraph 4. Should numbers attending exceed those numbers booked and/or finalised VRA will endeavour to cater for such additional numbers but cannot 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.

### 6. Payment Terms

An invoice for the food and pre-ordered drinks content of the event will be submitted to you 21 days prior to the event based on the numbers booked / provided at that time and the verbal invoice amount communicated. This invoice must be paid in full at least 14 days prior to the event. Any further charges for additional final numbers, wine, drinks, etc. must be paid in full on the day. For wedding events, an interim payment of 50% of the approximate final numbers will be required. This date will be confirmed at the time of booking and will be approximately three months prior to your wedding. Any further charges for additional items must be paid for fully on the day or secured with credit card details prior to exchange of goods or services.

### 7. Liability of the Club

VRA 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 VRA. 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 VRA 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, VRA consent is required in advance.



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## Booking Terms & Conditions Cont...

### 8. Force Majeure

In this Clause 8, 'Force Majeure' means any circumstance beyond the control of VRA including, but not limited to acts of God, fire, explosion, adverse weather conditions, flood, earthquake, terrorisms, riot, civil commotions, war, hostilities, strikes, work stoppages, slow-downs or other industrial disputes, acts of government, lack of power and delays by suppliers or materials shortages but for the avoidance of doubt, nothing shall excuse the customer from any payment obligations under the contract. If VRA is prevented or hindered from hosting the event by a Force Majeure Event, then VRA will endeavour to provide a suitable resolution.

### 9. 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 3% above the base rate per month on outstanding amounts.

### 10. Miscellaneous

#### 10.1 Licensing

Under the new Licensing Act anyone who looks under the age of 21 years will be asked to show identification. Accepted forms of identification are: driving licence or passport. Failure to produce identification will result in the refusal of service of alcohol.

#### 10.2 Car parking

Cars are parked on the premises or within the grounds of VRA entirely at the owners risk and VRA disclaims liability for any damages to, or theft from or theft of, the customer's vehicles howsoever sustained.

#### 10.3 Third Party Supplier

Should the customer choose to employ the services of a third party supplier, VRA shall require a copy of the supplier's insurance policies at least one month prior to the event. If the supplier fails to provide proof of insurance the suppliers shall not be permitted into Vale Royal Abbey for the event, and VRA shall bear no liability to the customer. All displays/equipment must comply with statutory codes and regulations.

### 11. 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 .....

Name & Date of Function.....

Amount of Deposit Enclosed .....