

st GILES HOUSE

Conference & Events

For Conferencing and Events, St Giles House offers two distinct settings; 'The Walnut Suite' or 'Maddermarket Rooms'

Our conference facilities cater from any number of delegates from 4-50 and are ideal for Breakfast Meetings, Training Facilities, Board Meetings, Interviews or Private Dining.

The Hotel provides everything delegates may require, including 24 overnight Accommodation, from King rooms to our spacious Deluxe Suites. The Spa @ St Giles offers a range of treatments for delegates to unwind and refresh whilst here. Our relaxing Bar and Lounge area provide the ideal setting for a break from meetings or to discuss decisions over coffee or a glass of wine.

St Giles can provide for:

Conferences and Meetings

Accommodation

Spa Packages

Product Launches & Exhibitions

Private Dining

Drinks Reception

Breakfast Meetings

Wedding Reception (ask for specific details)

Civil Ceremonies



Madder Market One

(Approx. 12ft x 17ft (3.65m x 5.25m))

Madder Market One, boasts an enormous Oak fireplace and large windows, making for a light and airy room packed with unique features. It is ideal for smaller meeting (up to 10 delegates) or for Private Dining parties of up to 10 guests.

Madder Market One & Two can be taken together to form the Madder Market Suite if required with comfortable Lounge nearby for an informal break-out room.



Madder Market Two

(Approx. 13ft x 15ft (4m x 4.5))

Madder Market Two, slightly smaller than its adjoining partner but no less impressive with large Marble fireplace and Original features.

It seats up to 8 guests boardroom style meetings or Private Dining.

Walnut Suite

(Approx. 18ft x 31ft (5.6m x 9.6m))

Our stunning Walnut Suite offers an array of options for your business meeting, conference, event or Dinner. All such occasions are spent in the unique setting which is sure to inspire. The Suite seats up to 25 Boardroom style, 50 Theatre style and for a Private Dinner we can seat up to 50 guests.



This area is completely self-contained with its own Kitchen, Toilets and Private Use Bar, meaning a whole day can be spent undisturbed if required. The Bar provides the ideal setting for a break-out space in a relaxed and informal area where drinks, coffee or lunch can be provided.

For Conference Delegate Rates please see separate details within this pack.

Of course we aim to cater for your requirements so please contact us direct for more specific details on this & to arrange a time to come & view the facilities we offer here, please contact us on 01603 275 180 or email info@stgileshousehotel.com

st GILES HOUSE

Private Dining at St Giles

For Private Dining facilities we offer the choice of the Walnut Suite with Private Guest bar and stunning Chandelier-lit Dining room to seat up to 50 guests, our Maddermarket One Dining Room is ideal for any number of guests from 4-12.

Private dining functions benefit from dedicated waiting staff, full table service & use of our comfortable Bar & Lounge for aperitifs to meet your guests prior to dining.

We offer extensive options from set-menus to 7 course Dinners, all specially tailored to the needs and requirements of you and your guests.

Our Set-Menus start from £25-£30 per guest for 3 Course Dinner, including Coffee Course. Our seasonal Bistro Menu is also available for all Functions.

For parties of 15 or more, a pre-order will be required, unless previously agreed with our Events Coordinator.



Venue & Private Dining Room Hire

<u>Room</u>	<u>Time of Hire</u>	<u>Hire Rate</u>
Maddermarket One	Anytime	£75.00
Maddermarket Two	Anytime	£50.00
Maddermarket Suite (One & Two)	Anytime	£100.00
Private Use of Hotel Lounge*	Anytime	£50.00
Walnut Suite & Bar	Full Day Hire	£200.00
	Morning Hire	£100.00
	Evening Hire	£200.00
Walnut Suite Package (inc. Walnut Suite + Bar, 2 Suites + 1 Deluxe Suite)	All Day	£1150.00

*Lounge is unavailable for Private Use Saturdays after 5pm

* Terms & Conditions of Walnut Suite Evening Hire require a minimum of 1 Suite Accommodation to be occupied due to proximity to Function Room. Any function with Music/Entertainment requires the Walnut Suite package, including 3 Accommodation.

Event Lunch Options

Event Lunch Menu A £12.50 Per Guest

Selection of Sandwiches
Hot Sausage Rolls
Dressed Baby Leaf Salad
Leek and Stilton Individual Tartlets
Crispy Filo Prawns
Houmous with Warm Pita Breads and Crudités

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Warm Chocolate Brownies

Event Lunch Menu B £14.50 Per Guest

Warm Carved Honey Glazed Ham
Mixed Seafood Platter
Selection of Individual Quiches
Hot Buttered New Potatoes
Coleslaw
Dressed Leaf Salad
Penne Pasta with Basil Pesto

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Glazed Lemon Tart with Cream

Bistro Menu

2 Course & 3 Course Lunches Available – as priced per Menu
(View updated Menus online at www.stgileshousehotel.com)

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Or Pre Order from our Sandwich and Snack Menu for Smaller Parties.

We are more than happy to cater for individual requests, please don't hesitate to ask should you require something not listed above and we'll endeavour to provide it for you

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Conference Rates

Full Day Delegate Rate

(Maddermarket Rooms min. 6 delegates / Walnut Suite min. 15 delegates)

£35.95 per person to include:

Tea & Coffee with Pastries or Bacon Sandwiches on Arrival

Tea & Coffee Mid-Morning

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Lunch Menu B:

Warm Carved Honey Glazed Ham

Mixed Seafood Platter

Selection of Individual Quiches

Hot Buttered New Potatoes

Coleslaw

Dressed Leaf Salad

Penne Pasta with Basil Pesto

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Glazed Lemon Tart with Cream

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Tea & Coffee Mid-Afternoon served with Homemade Biscuits

Iced Water & Sparkling Water Available throughout the day

Equipment Hire – LCD Projector, Screen, Flipchart & Pens

St Giles House Stationary

Venue Hire & Breakout Room

Additions per Person:

Tea, Coffee, Biscuits	£2.50
Tea, Coffee, Pastries	£3.50
Tea, Coffee, Bacon Rolls	£4.95

st GILES HOUSE

Hotel Facilities



St Giles House offers unique and spacious Accommodation in the heart of Norwich City Centre. With 24 Hour Room Service and Hotel Bar, Spa facilities, complimentary wi-fi and secure guest parking, it makes the ideal rest spot for business travellers.



Our 24 rooms are decorated in a broad range of styles to suit all tastes. All offer spacious en-suite accommodation, Mini-bars, Flat screen TVs and DVD players, tea and coffee making facilities, wireless internet, Soft Bath Robes and a range of ila beauty and bath products.



Accommodation Rates:

All rates are inclusive of Bed, Breakfast and VAT charges.



King Room from £120

Deluxe King from £140

Suites from £180

Deluxe Suites from £210



The Spa at St Giles offers an extensive treatment menu as well as evening and weekend opening, for our hotel guests to unwind and relax. From the moment you step into our spa you will feel the stress, tension & fast pace of the world left behind. We work with the exclusive product range ila, which will leave you feeling refreshed and revived. For more information on availability and products, contact the Spa on 01603 275 185 or visit online www.stgileshousehotel.com/spa



st **GILES HOUSE**

Conference & Events Terms & Conditions

Booking

On confirmation of booking you will receive written confirmation/contract (usually in the form of email unless otherwise agreed) to confirm details and accurate price quotations.

If we receive no further acknowledge of your booking within 7 days of the confirmation/contract being sent, and unless alternative holding period is previously agreed with our Events Coordinator, we reserve the right to release date/venue without prior notice.

Cancellation

If notice of cancellation is given, a cancellation charge will be made on the following basis:

Up to 7 days	Full Venue Hire Charge
2-4 weeks	75% of Venue Hire Charge

Final Details

Final attendee numbers must be confirmed 7 days prior to the event, this figure being the basis on which an account will be rendered.

Payment Terms

The balance of the final bill, less any deposits or interim payments, is payable on departure on the date of the event (unless previously agreed with our Events Coordinator). For alternative payment/invoice methods, all invoiced amounts are payable within 30 days of the event date.

Private Bar

Your Private Bar, where applicable, will close at midnight and last orders will be called at 11.30pm

Menus

All prices quoted within our function packages are per person per menu, All Menu choices or amendments must be confirmed with our Events Coordinator before issue.

Music/Entertainment

All music & entertainment must finish at midnight subject to licensing restrictions & bands in the Walnut Suite are not permitted within our licensing restrictions.

Accommodation

Walnut Suite Evening Hire requires a minimum of 1 Suite Accommodation to be occupied due to proximity to the Function Room. Any function with Music/Entertainment requires the Walnut Suite Package, including 3 Accommodation.

VAT

All charges include VAT at the prevailing rate

ST GILES HOUSE CONFERENCE & EVENTS - TERMS & CONDITIONS

Please sign & return by fax or post, along with deposit (if required), if you have read and agree with the above Terms & Conditions

Signed:.....

Date:

Print Name:

Deposit Paid: £.....