

Dear Conference Organiser,

Thank you for your enquiry and interest in the BEST WESTERN Shrubbery Hotel.

The hotel facilities are vast and extremely flexible making this the perfect venue for a small meeting or a conference up to 250 delegates.

The hotel also has 23 bedrooms, ample car parking space, free internet access, audio and visual equipment and staging.

- Daily room hire is considered to be 8.30am - 5.00pm.
- Rates outside of these hours will vary.
- Half day and evening rates are available.
- Room hire includes overhead projector, screen
- Use of flipchart, conference stationery
- Mineral waters and cordials.

Most of our conference rooms have natural daylight and there is FREE high-speed internet access throughout the hotel and bedrooms.

Additional equipment is available at very reasonable rates. Please discuss specific needs at time of booking.

Room Hire Charges

	Full Day Hire	Half Day Hire
The Ballroom	£500.00	£250.00
Somerset One	£400.00	£200.00
Somerset Two	£300.00	£150.00
The Heron Room	£150.00	£75.00
The Mynster Room	£250.00	£125.00
The Ile Room	£250.00	£175.00

Please do contact me if you would like any further details or if you would like to make an appointment to visit.

Yours sincerely

Julia Scott
Events Co-ordinator
events@shrubberyhotel.com

*** The Ballroom** Up to 250 Delegates (Minimum 100)

Situated on the Ground floor of the Hotel boasting magnificent views and natural daylight.

Room size: Width: 9m Length: 27m Height: 4m

Theatre	250	U-Shape	100	Boardroom	80
Classroom	100	Reception	250	Banqueting	220

*** Somerset One** Up to 150 Delegates (Minimum 75)

Two thirds of our ballroom separated with internal divide to offer the full benefit of the ballroom to lesser numbers including its own stage.

Room size: Width: 9m Length: 18m Height: 4m

Theatre	150	U-Shape	60	Boardroom	55
Classroom	85	Reception	150	Banqueting	130

*** Somerset Two** Up to 75 Delegates (Minimum 40)

One third of our ballroom again offering the full benefit of the ballroom features including its own stage.

Room size: Width: 9m Length: 9m Height: 4m

Theatre	70	U-Shape	40	Boardroom	30
Classroom	70	Reception	70	Banqueting	75

*** The Heron Room** Up to 30 Delegates (Minimum 10)

A delightful quiet retreat off the bar offering exclusive private conference in stunning surroundings.

Room size: Width: 4m Length: 7m Height: 5m

Theatre	30	U-Shape	12	Boardroom	12
Classroom	12	Reception	30	Banqueting	30

*** The Mynster Room** Up to 50 Delegates (Minimum 10)

A delightful quiet retreat off the bar offering exclusive private conference in stunning surroundings.

Room size: Width: 4m Length: 7m Height: 5m

Theatre	50	U-Shape	20	Boardroom	20
Classroom	20	Reception	50	Banqueting	50

*** The Ile Room** Up to 40 Delegates (Minimum 10)

First floor location with board room layout with integrated visual equipment.

Room size: Width: 5m Length: 9m Height: 4m

Theatre	40	U-Shape	20	Boardroom	20
Classroom	24	Reception	40	Banqueting	N/A

Half Day Room Hire

All of our conference suites are available for half day hire these are charged at 50% of the room hire prices shown. (Covering any 4 hour period, subject to availability)

Refreshments

A full range of refreshments is available together with hot and cold lunches and light meals to suit your individual requirements. All dietary requirements can be catered for, please advise in advance.

- Tea/coffee and homemade shortbread biscuits £ 3.00
- Light Bites and Bar Snacks from £ 5.00
- Light buffet lunch (Buffet Option 1) £ 9.50
- Finger buffet lunch (Buffet Option 2) £ 12.50
- Two-course Hot / Cold fork buffet lunch (Buffet Option 3) from £ 15.50

Why not start your meeting with our Breakfast Baps (Sausage or Bacon) £ 4.50

8-hour delegate rate

Delegate rate £30.00 per delegate

8 hr delegate rate is inclusive of the following: ~

Room Hire - 8.30am - 5.00pm
Equipment Hire
Arrival Tea / Coffee and Biscuits
Mid-Morning Tea / Coffee and Biscuits
Finger Buffet Luncheon
Afternoon Tea / Coffee and Biscuits

24-hour delegate rate

Single occupancy £125.00

Twin occupancy £95.00 per delegate

24 hr delegate rate is inclusive of the following: ~

8-hour daily delegate rate
3 course dinner
En-suite accommodation
Full Somerset breakfast

CONFERENCE BUFFET OPTIONS

Buffet Option 1

(Included within daily delegate rate)

Selection of Fresh Sandwiches, Sausage Rolls, Mini Quiches, Chicken Drumsticks, Honey Glazed
Mini Sausages, Bite-size Cornish Pasty, Pizza Slices,

£9.50 Per Person

Buffet Option 2

As option 1 to include, Selection of Local Cheeseboard, Biscuits, Grapes & Celery,
Spring Rolls, Samosas

£12.50 Per Person

Buffet Option 3

Cold Meat and Salad Buffet, to include a substantial selection of
Carved Meats, Freshly Prepared Salads, Quiche, Hot Buttered New Potatoes

£15.50 Per Person

Add a choice of 2 hot options for example

Homemade lasagne (meat or vegetarian), Chicken Curry, Beef Bourguignon,
Turkey or chicken fricassee (£2.50 Supplement PP)

Evening BBQ (Minimum 25 Guests)

Our Chef's will cook for you, subject to the weather.

The BBQ will either be served on the hotel lawns or from a buffet carvery.

100% Beef Burger, Sausages, Fried Onions, Grated Cheese,

Coleslaw, Selection of Mixed Leaves and Sauces

£14.50 Per Person

High Tea (Minimum 8 persons)

Freshly Baked Somerset Scones with Jam and Somerset Clotted Cream

Selection of Finger Sandwiches

Cakes and Homemade Biscuits

Coffee, Tea and Herbal Infusions

£12.50 Per Person

Cream Tea (Minimum 8 persons)

Freshly Baked Somerset Scones with Jam and Somerset Clotted Cream

Coffee, Tea and Herbal Infusions

£5.00 Per Person

24hr DELEGATE DINNER MENU OPTIONS

STARTERS;

Chef's Home-made Soup (Many options available)
Mini Caesar Salad, Grilled Chicken, Croutons, Parmesan, Dressing
Seasonal Melon Cocktail, Citrus Fruits, Mixed Berry Compote (v)
Chef's Chicken Liver Pate, Melba Toast
Marie Rose & Prawn Cocktail
Fresh Smoked Salmon Platter, Granary Bread (£5 Supplement PP)
Avocado Stuffed with Crab, Chef's Vinaigrette
Warm Mushroom, Garlic & Leek Tart
Fresh Seared Scallops with Fresh Salad Leaves (£5 Supplement PP) (max 50)

MAIN COURSES;

Roast Topside of Somerset Beef, Yorkshire Pudding, Gravy
Roast Loin of Pork, Apple Sauce
Oven Baked Salmon Fillet, Lemon and White Wine Sauce
Sauté Chicken Supreme Wrapped in Parma Ham, Cheese Sauce
Roast Leg of Lamb, Minted Jus (£4 Supplement PP)
Oven Baked Chicken Breast, Mushroom Cream Sauce
Roast Gressingham Duck Breast, Classic Orange Sauce (£7 Supplement PP)
Roasted Chestnut, Mushroom and Red Pepper Filo Wellington (v)
Mushroom Stroganoff, Seasoned Rice (v)
All main courses accompanied with Seasonal Market Vegetables and Potatoes
Optional Main Course Buffet
Selection of Cold Meat and Salmon Platter accompanied with
A Wide Selection of Fresh Salads, with Hot Buttered New Potatoes

DESSERTS;

Traditional Apple Pie, Dorset Clotted Cream
Fresh Fruit Salad
Profiteroles and Hot Chocolate Sauce
Raspberry Crème Brûlée
Fresh Lemon Cheesecake, Mixed Berry Compote
Sticky Toffee and Date Pudding
Local Strawberries and Dorset Clotted Cream (subject to season)

Coffee / Tea / Herbal Infusions and Mints

£27.50 Per Person
(Included within the 24hr delegate rate)

TERMS AND CONDITIONS

Payment can be made direct into our bank account:

Barclay's Bank - 12-14 East St, Ilminster TA19 0AJ
Sort-Code: 20-85-26 Account number 63954501

All credit card payments carry a 2% administration charge. There is no charge for debit cards.

Conferences/Groups Deposits and Payments

- 1) Where the agent/operator has no credit arrangement with the Shrubbery Hotel: -
A deposit of 50% of the gross value of the total allocation booked is required 31 days prior to arrival. The remaining balance to be paid 4 days prior to arrival
 - 2) Where credit terms have been agreed, the agent/operator will be invoiced by the hotel for the full outstanding balance after departure. This is to be paid within 30 days of receipt of the invoice. 2% interest will be charged on any overdue amount.
- In all cases the agent/operator will present a company voucher to cover the terms

Functions and Weddings Deposit and Payments

A deposit of £1000 is requested upon booking along with written confirmation, and a further 50% of the total cost is required 3 months prior to the event, with the total remaining balance to be settled within 1 month of the event. 2% interest per month will be charged on any overdue amounts.
The return of a deposit upon cancellation will depend upon the ability of the hotel to resell the facilities.

Accommodation Releases

Once the provisional booking has been confirmed, the rooming list/details must be sent direct to the hotel 28 days prior to arrival. Any rooms not taken will automatically be released by the hotel and, if subsequently required, will have to be re-booked by the agent/operator on a request basis.

Group Numbers

- 1) If you give the hotel at least 14 days' notice, you can reduce the original number in the group by up to 15% without any charge. However, any reduction in numbers over 15% will incur the cancellation charges, which will apply pro-rata. These charges are at the discretion of the General Manager.
- 2) Less than 14 days from the arrival date, the hotel will accept up to 5% cancellation on the original numbers, but anything over that will be charged at the agreed guest rate.
- 3) It is the responsibility of the agent/operator to notify the hotel directly of the number of rooms sold on a monthly basis. This should be done once per month as of 6 months prior to arrival at the hotel.

Cancellations

Cancellations made over 84 days prior to the arrival date will not incur a cancellation charge. Cancellations made after this will be charged as follows on the full gross value of the booking:

6 ~ 12 weeks	25% of the total value
4 ~ 6 weeks	50% of the total value
2 ~ 4 weeks	75% of the total value
Less than 2 weeks	100% of the total value

The hotel plans the likely demand for rooms in order to maintain room usage at acceptable levels. The hotel reserves the right to cancel a booking not less than 70 days from the arrival date without any liability for any expense or consequential losses sustained by the agent/operator. We will endeavour to only take this action under exceptional circumstances
The management reserves the right to charge for any damage to the Shrubbery Hotel, and amend prices and facilities at their discretion. The management accepts no responsibility for loss or damage of guest's property.
These terms are based on English Law

Insurance

It is prudent to take out insurance in the event of cancellation.
Please confirm acceptance of our Terms and Conditions by signing below and returning a copy to the above address.

Signature	Print Name
Company	Date signed
Event Name	Event Date