

EST. 1705

# FETCHAM PARK

## Weekday Conferences, Meetings, Events & Lunches

**Overview.** *Please print your details in capitals below.*

Host (point of contact on the day of the event):

Host telephone:

Organiser:

Host mobile number

Organiser email:

Company name:

Number of attendees including host(s):

Billing address:

Activity:

Event date:

### Timetable.

Host's arrival time:

Guests arrival time:

Event finish time:

*\*Please note that room hire prices are between the hours of 9am and 5.30pm, including set-up and break-down.  
Additional charges may be made should you wish to run outside of these times.*

Notes and brief description of your activity:

**Meeting room requirements.** *Please indicate chosen room and duration required  plus no. of attendees. (x) indicates maximum capacity.*

	Set up	Guests Arrive	Finish
Hankey Room (6)			
Shell Room (12-30)			
Salon & Ante Room (90)			
All ground floor (150 standing)			

*\*Salon & Ante Room. If you have chosen to use the Salon & Ante Room please note that capacity varies depending on the activity.*

## Weekday Conferences, Meetings, Events & Lunches

**Equipment available.** *Please indicate items required. Availability cannot be guaranteed without prior reservation request.*

- |   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> Internet access | <input type="checkbox"/> Flipchart and pens | <input type="checkbox"/> Lectern             | <input type="checkbox"/> Disability access ramp |
| <input type="checkbox"/> Projector screen           | <input type="checkbox"/> LCD projector      | <input type="checkbox"/> Whiteboard and pens | <input type="checkbox"/> Telephone              |
| <input type="checkbox"/> 58" screen                 | <input type="checkbox"/> 65" screen         |  |   |

### Refreshments.

Requirement	Price	Time(s) to be served
Unlimited tea, coffee and water	£5 per person	

*Please note that for meetings of 10 people or more at least 20 minutes preparation time is required.*

**Catering.** *Please see our catering menu for details.*

*Catering and refreshments will be provided for the total number of attendees unless we are advised otherwise.*

### Requirement - Tick choice

Sandwiches, finger food & simple buffet menu (provided by Harringtons in Fetcham Village. Available at short notice - 24/36 hours in advance). Please note addition of £1.00 per person for crockery & plates.	<input type="checkbox"/>	We would be delighted to quote for an individual menu for a Working Breakfast or Lunch created by one of our catering partners. Additional notice and preparation time is required.
Working Breakfast	<input type="checkbox"/>	Catering Partners: Food for Occasions – foodforoccasions.co.uk At Home – athomecatering.co.uk
Working Lunch	<input type="checkbox"/>	Two Many Cooks – twomanycooks.com

**Dietary requirements.** *Please tick, or add details as required.*

		Quantity
Vegetarian	<input type="checkbox"/>	
Vegan	<input type="checkbox"/>	
Gluten free	<input type="checkbox"/>	
Other		

Total number of guests: \_\_\_\_\_ including special dietary requirements

### Parking.

Is reserved parking required for any guests?  
Maximum of 4 reserved spaces are available.

Will the disabled access ramp be required?

Yes  No

Yes  No

If yes, please provide guest names:

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Please advise when booking, for approval and liaison by management, any sub-contractors you wish to employ to work at Fetcham Park during your hire period:

Contact \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## Weekday Conferences, Meetings, Events & Lunches

### Terms & Conditions.

*Please print your details in capitals below.*

#### Confirmations

If a completed booking form is not received within 48 hours of the event, no set-up preparation will be made (other than to have the room available for you to use).

#### Payment Terms

To secure your provisional booking we require a completed and signed Meeting Room Booking Request Form. All provisional bookings will be held for a period of 7 days, at which time if no confirmation or deposit has been received we will treat the booking as cancelled.

#### Cancellations

Cancellations up to 7 days before the booking will be accepted after which a 50% of the room hire cancellation fee will apply. Bookings cancelled within 48 hours prior to the event will incur a 100% cancellation charge. Should it be possible to re-let a cancelled room then only a 10% cancellation fee will be levied.

Fetcham Park reserves the right to cancel the booking if:

- The required room is closed or unavailable because of any event beyond the management's control.
- The booking may, in the reasonable opinion of the management, damage the reputation of the House.

#### Losses or Damage & Insurance

The client is responsible for any loss or damage caused to Fetcham Park property/equipment or any equipment hired to the client, by the client or the client's guests.

Fetcham Park Ltd does not accept responsibility for any loss, damage, consequential losses, injury or death to visitors or their property on our premises.

#### Time Restrictions

All meetings that overrun are chargeable at an hourly rate. All meeting rooms must be vacated at 8pm at which time the house is secured. You are welcome to continue any meetings in your office after this time.

#### Noise Restrictions

We request that noise is kept to an acceptable level as each meeting room is adjoined by nearby offices.

#### Catering Facilities

We can provide a series of tailored menus for your event and request that all catering is provided by an approved Fetcham Park catering partner. Please call for menu options.

#### Smoking

Please note Fetcham Park has a non-smoking policy within the building. Provision for smokers has been made outside the side door and the smoking area.

#### Terms & Conditions

Please print your details in capitals below.

All sub-contractors must be agreed with Fetcham Park at least 7 working days in advance with their full contact details. They are required to provide a copy of their Public Liability Insurance and read, sign and return our terms and conditions at least 48 hours before an event, otherwise they cannot be allowed to work onsite.

PLEASE PRINT, COMPLETE, SIGN AND RETURN TO FETCHAM PARK CLIENT SERVICE  
TO CONFIRM YOUR BOOKING

I have forwarded the Parking Information document to all attendees. Please note it is the responsibility of the Event Organiser and Host to ensure guests have parked in the appropriate areas and not on surrounding roads.

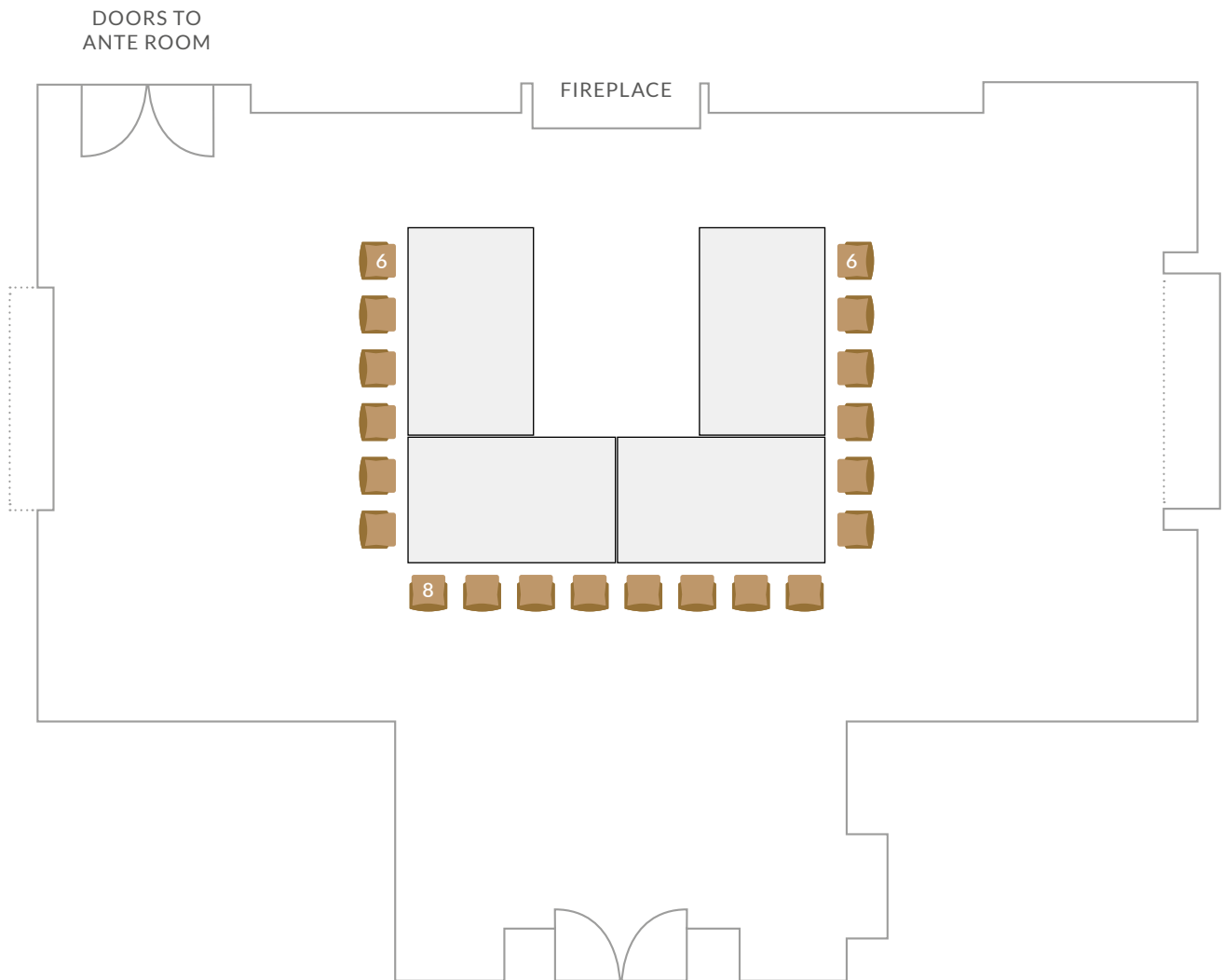
I will send a list of all attendees together with any dietary requirements to the Fetcham Park Client Services Team a week prior to the event.

I have read and accept the above Terms & Conditions.

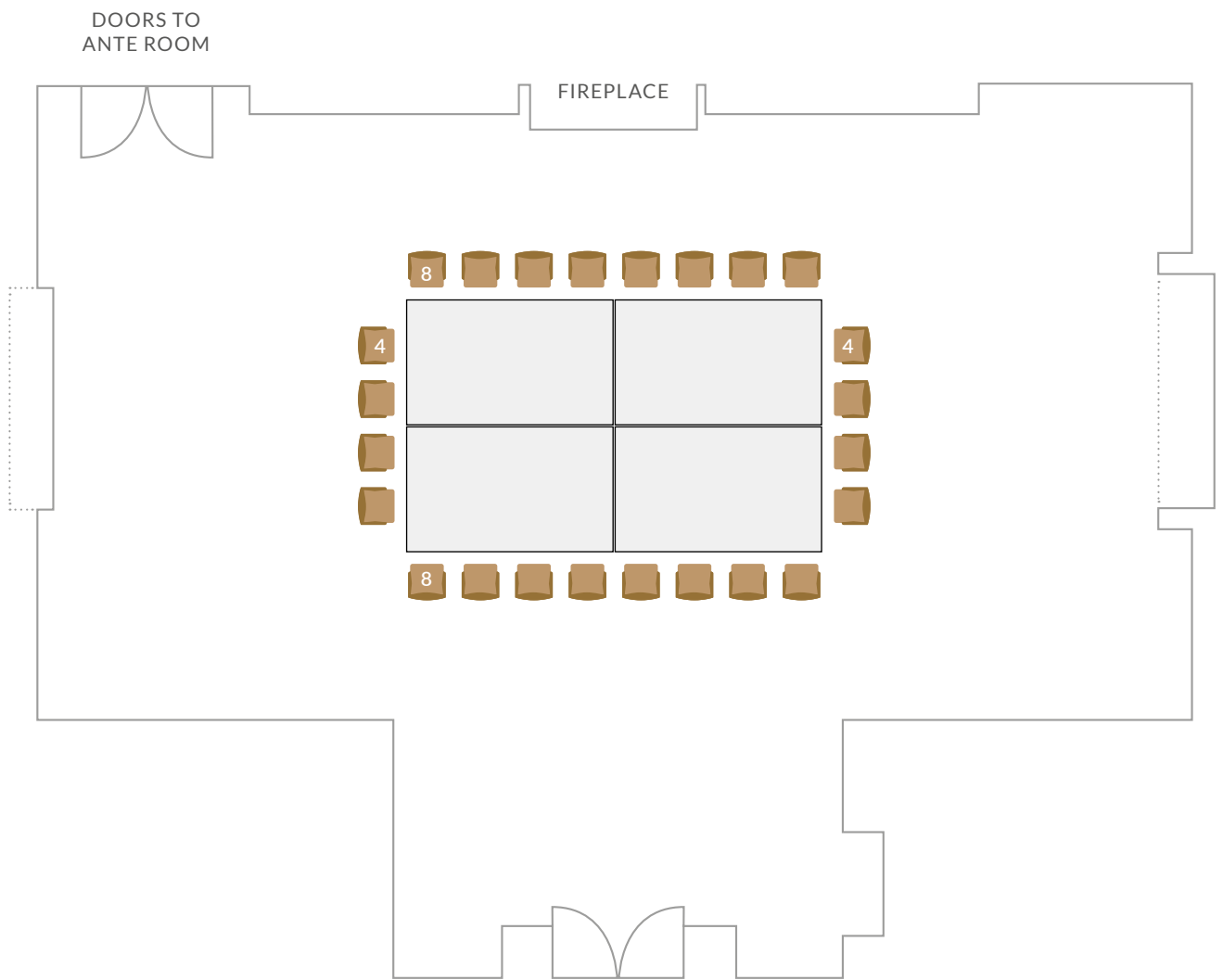
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

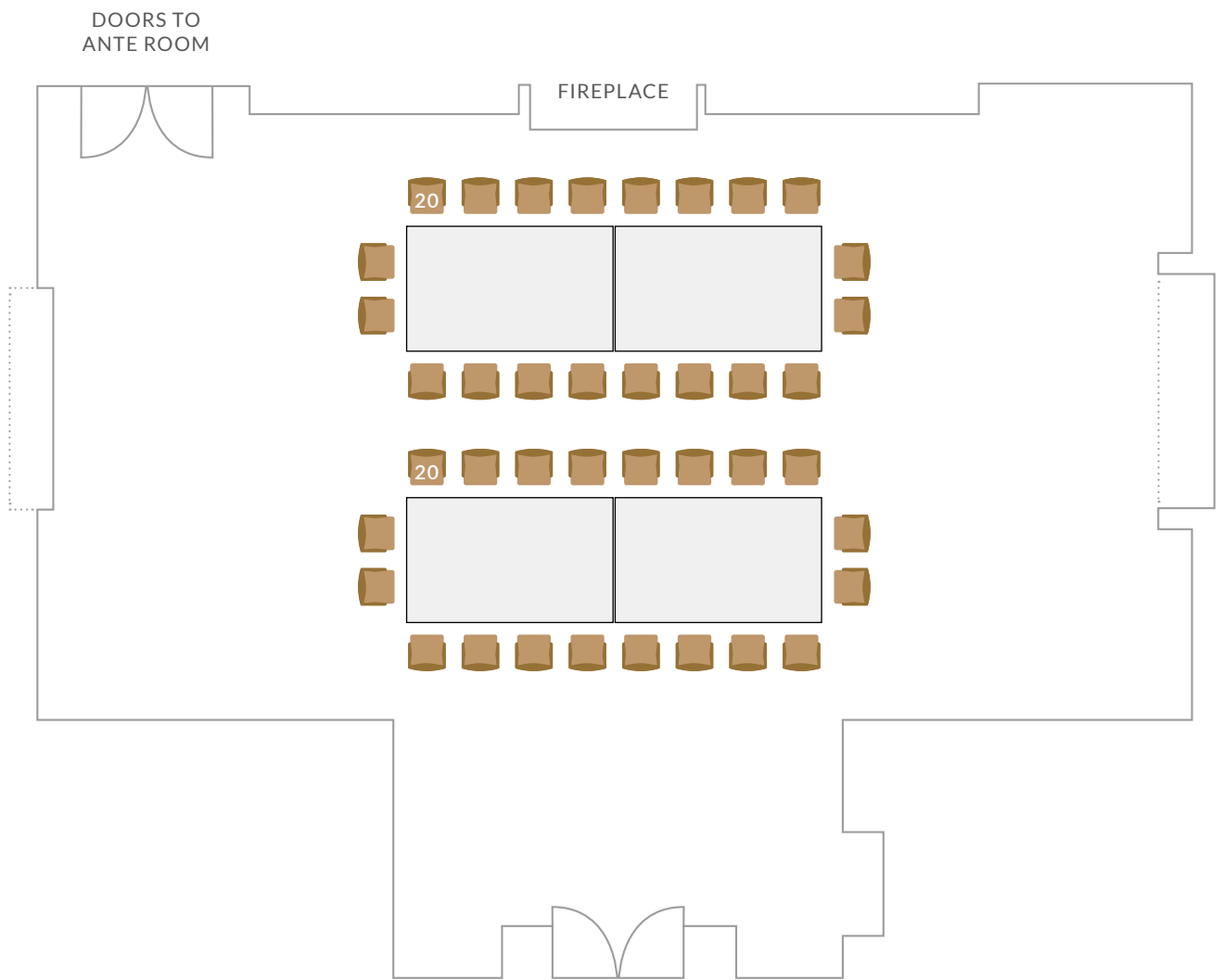
SEATING 20:  
6'6" x 4" RECTANGULAR TABLES



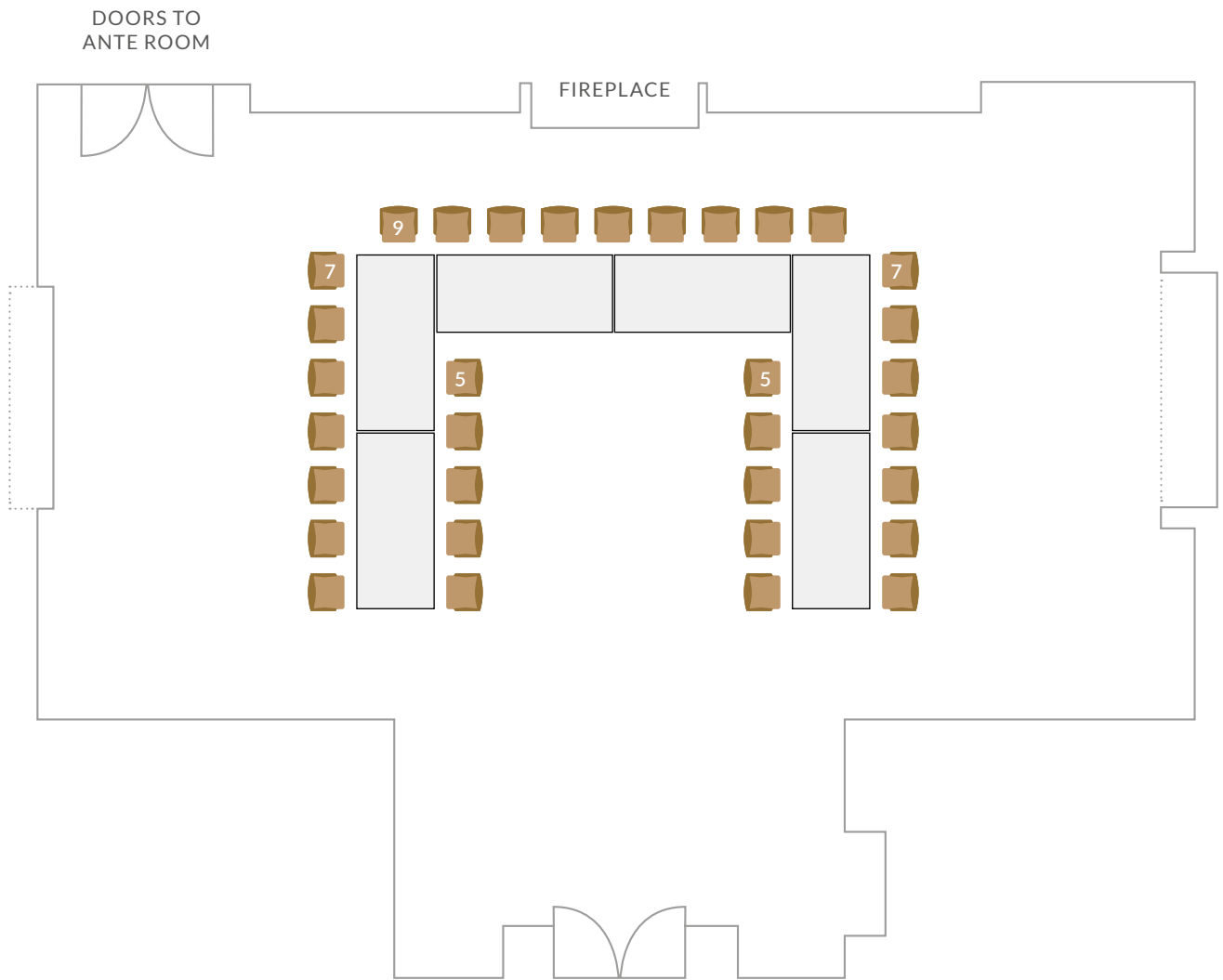
SEATING 24:  
6'6" x 4" RECTANGULAR TABLES



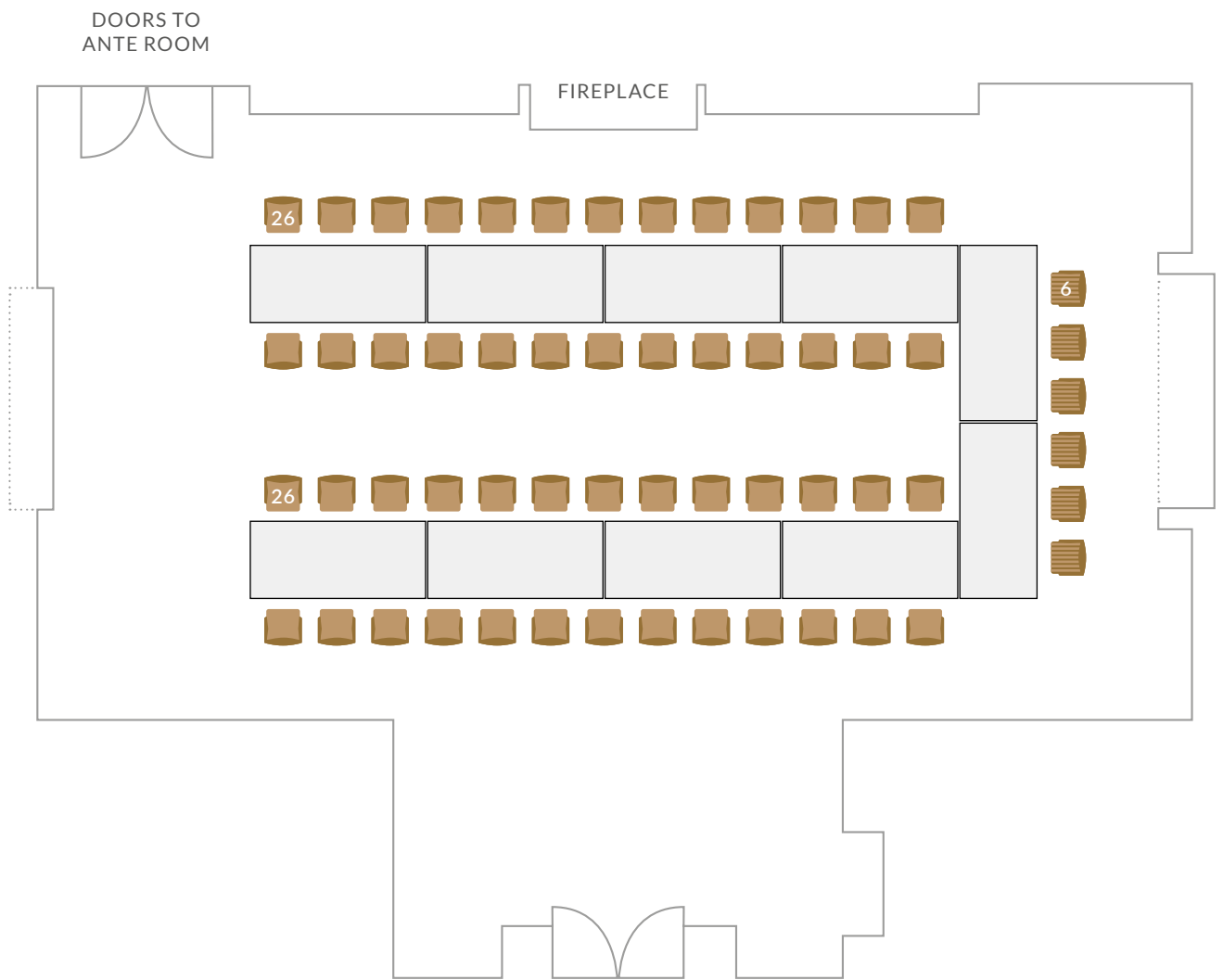
SEATING 40:  
6'6" x 4" RECTANGULAR TABLES



# SEATING 33: BANQUET STYLE

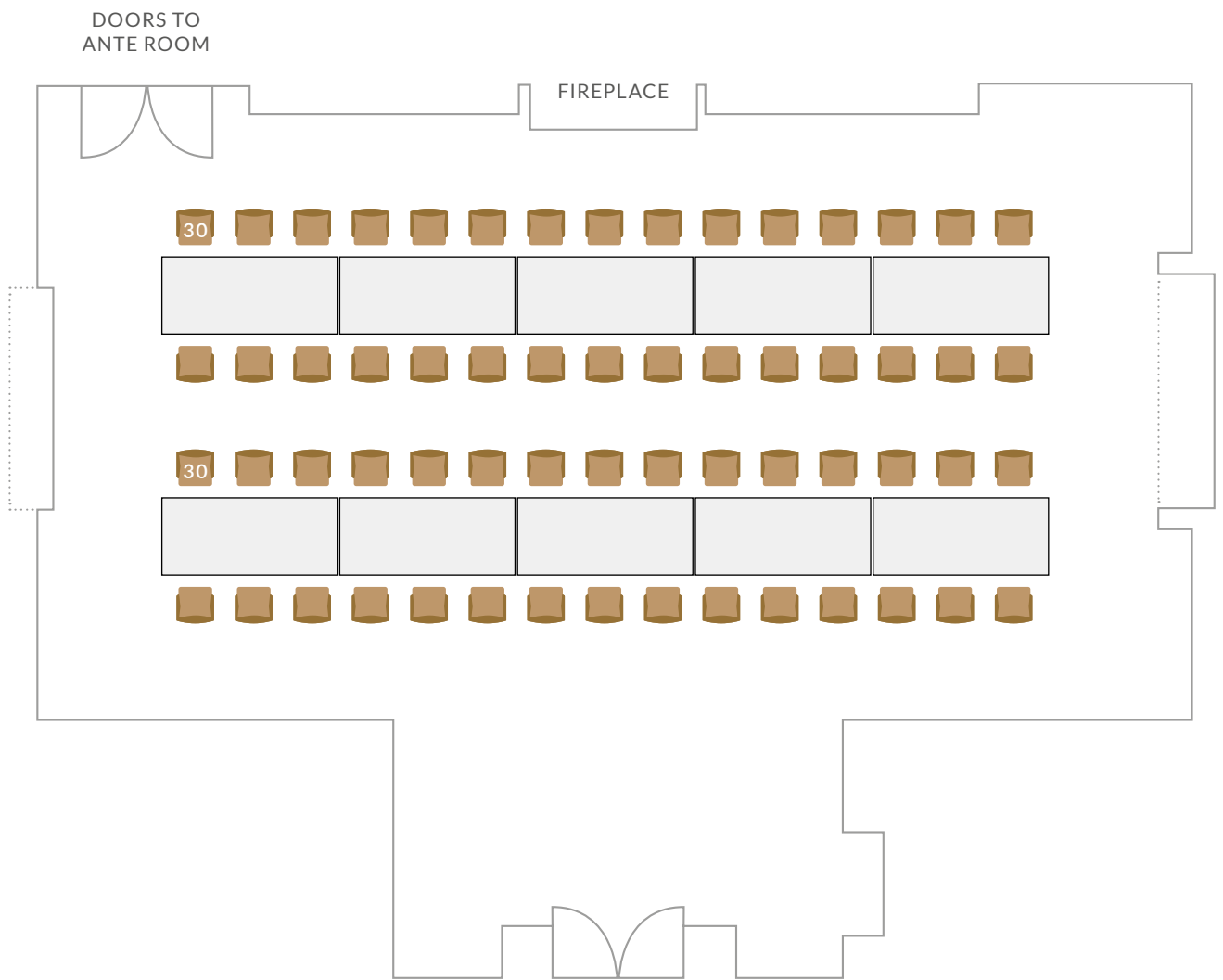


# SEATING 58: BANQUET STYLE

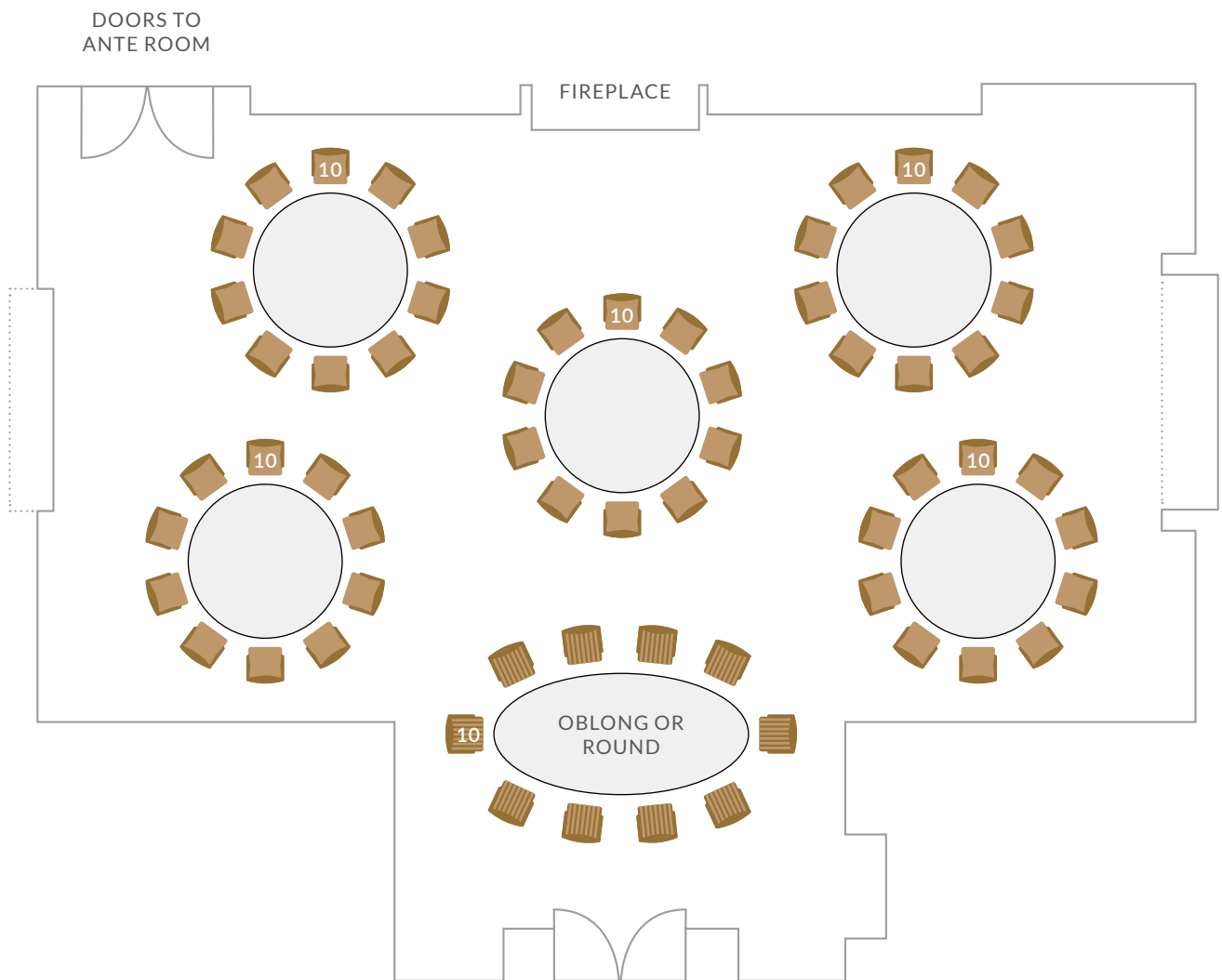




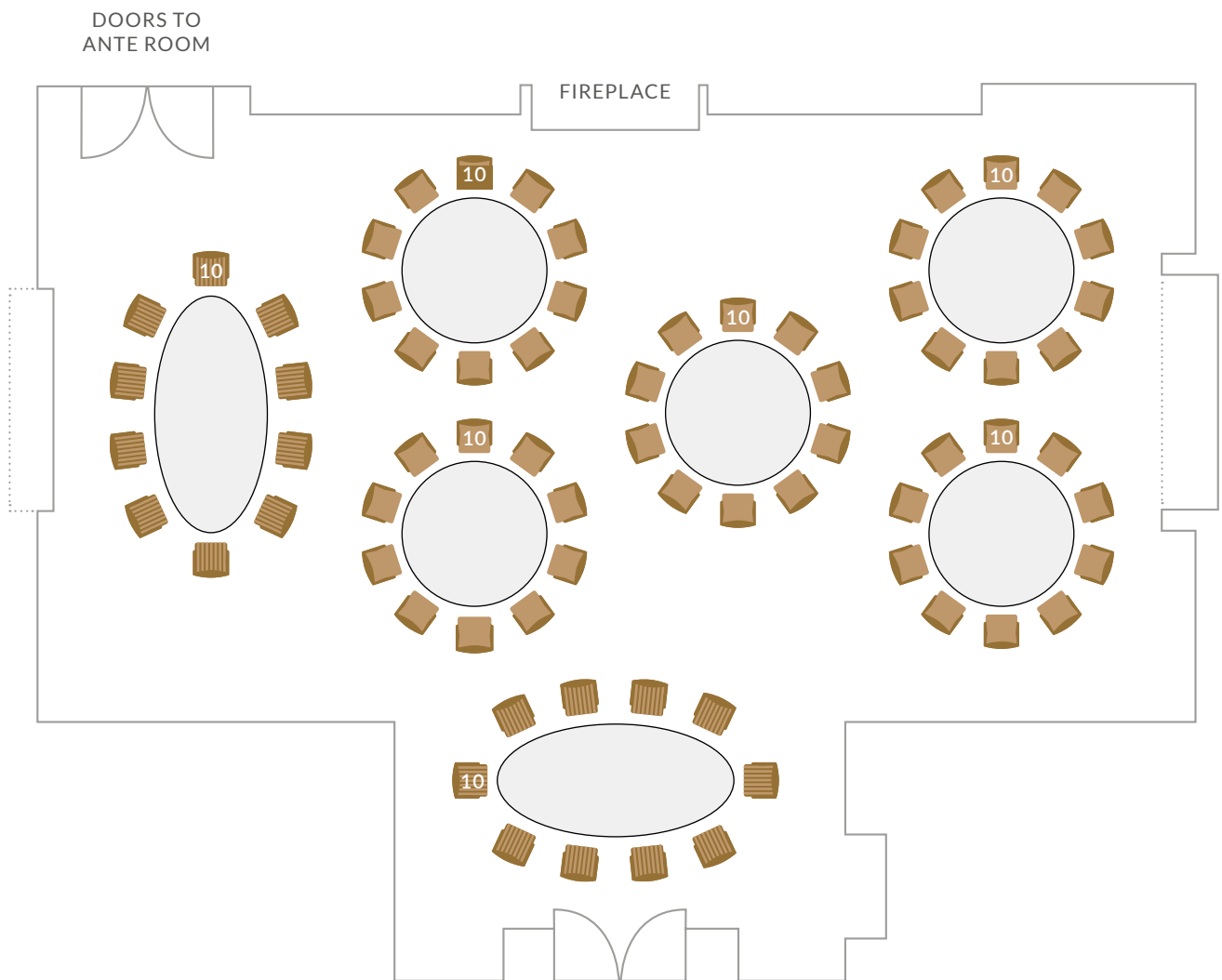
# SEATING 60: BANQUET STYLE



SEATING 60:  
5'6" ROUND TABLES & ROUND OR OBLONG TOP TABLE



SEATING 70:  
5'6" ROUND TABLES & 2 OVAL TOP TABLES FOR DINING



GROUND FLOOR

FIRST FLOOR



FLOOR PLANS & CAPACITIES: MEETINGS, RECEPTIONS OR WEDDING CEREMONY

**Salon:**  
 Boardroom table for up to 30 people  
 Round tables for up to 70 people  
 Theatre style for up to 100 people  
 Standing room for up to 100 people  
 Ceremony for up to 110 guests\*

**The Hankey Room:**  
 Boardroom table for up to 6 people

**Shell Room:**  
 Boardroom table for up to 12 people  
 Dining for up to 30 people  
 Standing room for up to 50 people  
 Ceremony for up to 50 guests\*

**Great Hall:**  
 Drinks reception for 60-100 people  
 Ceremony for up to 100 guests\*

**Total Maximum Capacity for the Salon, Shell Room and Great Hall is 150 standing**

**\*Bride and Groom plus 2 Registrars are not counted as guests**