

The Brackenborough HOTEL



Getting Down to Business 2015

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Getting Down to Business

Facilities at your Fingertips

Here at the Brackenborough Hotel we can provide full conferencing facilities for up to 200 delegates. Each of our 3 rooms has been designed with business in mind, with optimum comfort and visibility for all styles of conferences/seminars, as well as being equipped with all of the necessary AV equipment.

The two rooms located within the hotel are large and adjoining, with optional partitions for maximum flexibility; ideal for break-away rooms or smaller events. We also have the added benefit of spacious outdoor areas, too.

The Tennyson Suite is our new, large capacity stand-alone building, ideal for larger events, and for those where privacy and confidentiality are of paramount importance. And as per the other rooms, it has all of the features one expects in the modern business world of today.

The Brackenborough also boasts an AA Rosette award-winning bistro, and 24 guest rooms, enhanced further by our large capacity secure car park.

Our unique blend of boutique-chic, coupled with all of the mod-cons required makes The Brackenborough a perfect choice for conferences, seminars, product launches, networking, training or corporate hospitality.



All Yours...

Free wi-fi

Free, large onsite car park with 24 hour CCTV

HDMI projector & screen, & PA system available

Ample, natural daylight

Multi-control LED lighting

Easy disabled access

Air-conditioning

Breakaway rooms

Catering options available (special dietary requirements can also be met)

24 guest rooms



The Tennyson Suite

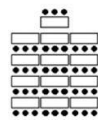


The Tennyson Suite is a large, self-contained venue, and is ideal for all manner of business-related events. The adjoining private grounds also make it a popular venue for corporate team-building. The two bi-folding doors open out onto the private terrace and grounds, affording the room a high level of natural daylight, and providing further space for delegates to utilise.

Room Dimensions: 16m x 12m

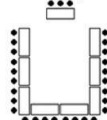
Room Capacity

Class Room



72

U- Shape



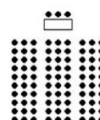
40

Board Room



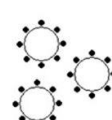
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Theatre



200

Cabaret



96

No. of Delegates

Main Features:

- ✓ Room has partition to split into two smaller areas
- ✓ Separate and spacious bar/reception area
- ✓ Bi folding patio doors open out onto terrace and grounds, making an ideal team building area or outdoor break-away space
- ✓ Free wi-fi
- ✓ HDMI projector & screen, flip chart
- ✓ PA system
- ✓ Multi-control LED lighting
- ✓ Air conditioning
- ✓ Easy disabled access throughout



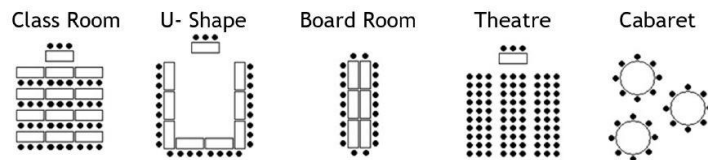
The Signature Suite



The Signature Suite is an ample-sized room within the hotel, which adjoins another of our rooms, giving you the flexibility to either use The Signature Suite on its own, use both rooms together giving increased capacity, or have the adjoining room as a break-away option for delegates. Patio doors open out onto the private terrace, which guarantees the room an excellent level of natural daylight, and yet another space for delegates to utilise.

Room Dimensions: 12.5m x 8.5m

Room Capacity



No. of Delegates	40	20	28	80	30
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Main Features:

- ✓ Can be used in conjunction with the Minster Suite as a breakaway room, or to increase capacity
- ✓ Separate and private bar/reception area
- ✓ Overlooks large private patio also for your own personal usage
- ✓ Free wi-fi
- ✓ HDMI projector & screen, flip chart
- ✓ PA system
- ✓ Multi-control LED lighting
- ✓ Air conditioning
- ✓ Easy disabled access throughout
- ✓ Natural daylight



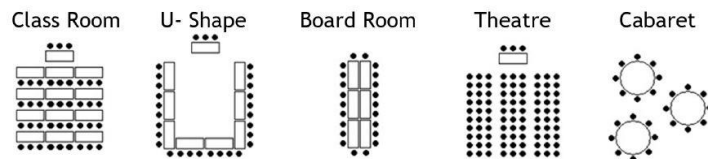
The Minster Suite



The Minster Suite is ideally sized for smaller boardroom style meetings where AV equipment isn't required, or alternatively, it has a partition separating it from the Signature Suite so that the two rooms can be used in conjunction, making this a versatile and budget-friendly option.

Room Dimensions: 15m x 3.5m

Room Capacity



No. of Delegates	15	n/a	22	n/a	n/a
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Main Features:

- ✓ Can be used in conjunction with the Signature Suite as a breakaway room, or to increase capacity
- ✓ Overlooks large private patio
- ✓ Free wi-fi
- ✓ Flip chart
- ✓ Multi-control LED lighting
- ✓ Air conditioning
- ✓ Easy disabled access throughout
- ✓ Natural daylight

➡ Or ask about the Bemrose Suite, for smaller, informal meetings of up to 10 people.





Getting Down to Business

Finger Buffet Lunch Menu Options

Select 5 items

Selection of Sandwiches

*

Mini Sausage Selection

Pork & black pepper, chorizo or Lincolnshire sausages

*

Mediterranean Pasta Salad

Mediterranean vegetables & Pasta in a pesto dressing

*

Mini Duck Spring Rolls

Served with a hoi sin dip

*

Individual Vegetable Tarts

*

Potato Wedges

Served with or without cheese

*

Smoked Salmon on Wholemeal Toast

Topped with cream cheese

*

Tossed Salad

Freshly tossed salad with homemade French dressing

*

Traditional Pork Pie with Pickle

*

BBQ Chicken Skewers

*

Vegetable Crudités



Delegate Packages

Package 1 - £19.95 per person

Four servings of tea/coffee
 Jugs of iced water
 Cordials
 Room hire
 Equipment hire
 Finger buffet lunch (choose 5 items from menu on previous page)

Package 2 - £24.95 per person

Four servings of tea & coffee
 Jugs of iced water
 Cordials
 Room hire
 Equipment hire
 Hot fork buffet

Package 3 - £14.95 p/p (half-day package)

Two servings of tea & coffee
 Room hire
 Equipment hire
 Mini Danish pastries

Package 4 - £12.95 p/p (breakfast package - 6-11am)

Tea & coffee on arrival
 Room hire
 Equipment hire
 Full English breakfast

Build Your Own Package - Options/Prices

Room Hire Costs	Full Day	Half Day
Tennyson Suite	from £250	from £175 (Tennyson rates are dependent on delegate numbers)
Signature Suite	£135	£75
Minster Suite	£95	£60
Bemrose Suite	£50	£35

Prices per Item

Pot of coffee	£14.00
Flask of tea	£8.00
Cordial	free if ordering tea & coffee
Bacon buns/Sausage buns (vegetarian option available)	£3.95
Selection of mini pastries	£1.95
Selection of mini desserts	£3.25
Fruit basket (sufficient for 6 delegates)	£6.50
Jug of fresh orange	£10.00

Room Rates: if bedrooms are required, preferential rates can be negotiated





Booking Form

(Please bring this with you when paying the booking deposit)

Organiser Name: _____

Company Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Function date: _____ Arrival time: _____

Break times: _____ Lunch time: _____

Chosen package: _____ No. of delegates: _____

Name of function room required: _____

Desired room layout: _____

Special requests: _____

I have read and accept the terms & conditions as set out in this brochure

Yes

No

I would like the hotel to send me further information on future promotions

Yes

No



Getting Down to Business

Terms & Conditions

Conditions of business

All reservations and agreement of events are made upon and are subject to the rules and regulations of the hotel and the following conditions:

Provisional Reservations

A provisional booking of space and service will be held by the hotel for one week after the booking has been made. If not confirmed during this period then the hotel will cancel the booking without notifying the organiser. All bookings are to be confirmed via email, fax or deposit. Final numbers are to be confirmed no less than 72 hours prior to the event.

Cancellation

The following cancellation charges apply to confirmed bookings:

- From 2 weeks to 1 week prior to the date of the event, 30% of the total value of the confirmed booking.
- From 1 week to 24 hours prior to the date of the event, 50% of the total value of the event
- Less than 24 hours - full charge will be incurred.

Payment

Unless a company account has been applied for and authorised in advance, full payment will be required on the day of the event itself. Company accounts must be settled within 30 days of receipt of invoice.

Erection of Stands, Signs & Notices

All stands and display notices must be entirely self-supporting. Nails, screws, drawing pins, blu-tack, adhesives, sellotape and double-sided tape etc must not be used on floors, walls and doors of the premises.

No food or beverages of any kind will be permitted to be brought into the hotel by the patron or any of the patron's guests.

The hotel will not accept any responsibility for goods/possessions lost, damaged or stolen whilst on hotel premises/grounds.

All fire exits must be kept clear from obstructions.

