

INFORMATION ABOUT HOLDING YOUR EVENT  
AT SOPWELL HOUSE

## THANK YOU FOR YOUR INTEREST IN HOLDING YOUR EVENT AT SOPWELL HOUSE

Formerly the Georgian country home of Lord Mountbatten, Sopwell House offers a quiet, distraction-free environment within in the historic city of St Albans. A stylish country house hotel offering the highest standards of accommodation and service, Sopwell House's location (less than an hour from Central London and within easy access from the motorways) makes it a popular choice for business and conferencing events.

### THE COMPLETE SERVICE

Sopwell House has a highly professional and experienced team to help you organise your event. From small meetings or interviews, to full blown product launches, the flexibility of our facilities provides a solution for all your needs. Coupled with a Business Centre, complimentary wireless broadband internet, a dedicated Conference Host and a walled garden for team activities, the success of your event is guaranteed.

### A WIDE CHOICE OF COMFORTABLE, FLEXIBLE ROOMS FOR UP TO 400 DELEGATES

Sopwell House has 14 flexible conference and function rooms that can cater to an interview for two, to a meeting for 400. Located on the ground floor, the hotel's main meeting and conference facilities all benefit from natural daylight and air conditioning. Some rooms even have terraces that overlook the hotel's stunning gardens.

### THE WALLED GARDENS AND TEAMBUILDING EVENTS

Sopwell House offers endless possibilities for a variety of teambuilding events. Outdoor activities can easily be organised in the hotel's well-kept Walled Gardens. Sopwell House works together with selected and highly specialised teambuilding companies to ensure an unforgettable and extraordinary corporate event.

### RELAX AFTER A HARD DAY'S WORK

After your meetings, take a break. Relax and refresh yourself with a swim. Or find a quiet moment inside our steam room or get fit in our state of the art gym. Then unwind in one of our two restaurants, or at the terrace lounge and bar. After a busy day, find time to rest in any of our 129 bedrooms and mews apartments, all designed to give you a restful night and prepare yourself for another day's work.

### A SELECTION OF TEMPTING MENUS TO CHOOSE FROM

The following pages detail the food and drink menus from which you can put together your special day. We hope that the enclosed information gives you a guideline of the service we can offer and we very much hope that we will have the opportunity of welcoming you and your guests to the hotel in the near future. In the meantime, should you require any further information, please feel free to contact the Conference and Events team on 01727 864477. We look forward to planning your next event.

### THE CONFERENCE AND EVENTS TEAM, SOPWELL HOUSE

### DAILY DELEGATE RATE

£65 PER PERSON, INCLUDES:

- Tea, coffee and Danish pastries on arrival
  - Mid morning tea, coffee and biscuits
    - Hot and cold buffet lunch
    - Afternoon tea, coffee and cake
    - Mineral water and mints
  - Complimentary wireless internet access
    - Flipchart and screen
- Meeting/conference room hire (9am – 5pm)

### 24 HOUR RATE

£235 PER PERSON, INCLUDES:

- Tea, coffee and Danish pastries on arrival
  - Mid morning tea, coffee and biscuits
    - Hot and cold buffet lunch
    - Afternoon tea, coffee and cake
    - Mineral water and mints
  - Complimentary wireless internet access
    - Flipchart and screen
- Meeting/conference room hire (9am – 5pm)
  - Three course set dinner
- Double bedroom for single occupancy
  - Traditional English breakfast
- Full use of the Country Club facilities

The above rates are based on a minimum guarantee of 10 delegates in attendance and all prices exclude VAT where applicable.

## DELEGATE FORK BUFFET MENUS

### MONDAY

Smoked Salmon, Roll Mops, Gravalax  
Platter  
Cherry Tomato, Bocconcini and Basil Salad  
Grilled Mediterranean Vegetables, Shaved  
Parmesan  
Baby Gems, Crispy Bacon, Garlic Croutes  
Assorted Charcuterie with Pickles

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Soy and Sesame Chicken, Egg Noodles,  
Sweet Chilli  
Salmon Steaks, Mixed Beans, Tomato and  
Thyme  
Potato Gnocchi, Mushroom and Parmesan  
Sauce  
Seasonal Vegetables

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Strawberry Cheesecake  
Chocolate Truffle Torte, Orange Salad  
Fresh Fruit Salad  
Selection of British Farmhouse Cheeses

### TUESDAY

Marinated Artichokes, Mushrooms and  
Balsamic Onion Salad  
Honey Glazed Ham with Glazed Peaches  
Gravalax, Prawns, Shellfish Mayonnaise  
Curried Coleslaw with Sultanas  
Smoked Chicken, Celery, Walnut and Apple  
Salad

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Baked Cod Fillet, Saffron Rice, Tarragon  
Cream  
Beef Braised in Red Wine, Onions,  
Mushrooms and Smoked Bacon  
Aubergine and Mozzarella Parmigiano  
Potatoes and Seasonal Vegetables

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Pear and Almond Tart, Mascarpone  
Chocolate Pot, Praline Cream  
Fresh Fruit Platter  
Selection of British Farmhouse Cheeses

### WEDNESDAY

Tuna Nicoise Salad  
Galia Melon with Parma Ham  
Red Onion and Goats Cheese Quiche  
Caesar Salad, Marinated Anchovies, Shaved  
Parmesan  
Rare Roast Beef, Balsamic Roasted Cherry  
Tomatoes

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Monkfish and Tiger Prawns, Spring Onions,  
Oyster Sauce  
Egg Fried Rice  
Navarin of Lamb, Button Onions, Creamed  
Potatoes  
Mushroom Stroganoff  
Seasonal Vegetables

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Tiramisu Cocktail  
Apple and Sultana Crumble, Custard  
Fresh Fruit Platter  
Selection of British Farmhouse Cheeses

### THURSDAY

Smoked Trout Fillets, Horseradish Cream  
Oriental Salad, Egg Noodles and Bean Sprouts  
Chicken, Mango and Confit Tomato Salad  
Greek Salad, Feta, Tomatoes and Black Olives  
Assorted Charcuterie with Pickles

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Salmon and Crab Fishcakes, Lemon Mayonnaise  
Moroccan Lamb, Chickpeas, Harrisa, Lemon Cous Cous  
Penne Pasta, Roasted Red Peppers, Courgettes and Basil  
Potatoes and Seasonal Vegetables

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Vanilla and Blueberry Cheesecake  
Raspberry Crème Brulee  
Fresh Fruit Platter  
Selection of British Farmhouse Cheeses

### FRIDAY

Mozzarella, Beef Tomato and Basil Salad  
Avocado, Prawns, Cocktail Sauce  
Tandoori, Chicken, Cucumber Raita  
Cous Cous Salad, Grilled Vegetables  
Pressed Duck and Fig Terrine, Red Onion Chutney

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Fillet of Sea Bass, Aubergine, Sun Blushed Tomato and Artichokes  
Steak and Kidney Pie, Creamed Potatoes  
Spinach and Ricotta Tortellini, Basil Cream  
Braised Rice and Seasonal Vegetables

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Strawberry and Vanilla Tartlets  
Bread and Butter Pudding, Custard  
Fresh Fruit Platter  
Selection of British Farm House Cheeses

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## DELEGATE FINGER BUFFET MENUS

### MONDAY

Chef's Open Sandwich Selection

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Salmon & Prawn Brochettes  
Soy & Sesame Marinated Chicken, Honey & Chili Dressing.  
Filo Crowns with Ratatouille & Melted Mozzarella.  
Steak & Mushroom Tartlets  
Tortilla Crisps, Guacamole & Tomato Salsa

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Strawberry Tartlets with Vanilla Cream  
Glazed Lemon Tart  
British & Irish Cheeses  
Fruit Basket

### TUESDAY

Chef's Open Sandwich Selection

\*\*\*\*

Plaice Goujons, Tartar Sauce  
Tandoori Chicken Skewers, Cucumber & Mint Raitha  
Mint Beef Wellington  
Rosemary Crusted Brie, Redcurrant Sauce  
Tortilla Crisps, Guacamole & Tomato Salsa

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Chocolate Truffle Torte  
Pear & Almond Tart, Mascarpone  
British & Irish Cheeses  
Fruit Basket

### WEDNESDAY

Chef's Open Sandwich Selection

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Cajun Spiced Salmon, Cucumber Salad  
Leek & Parmesan Quiche  
Lemon Marinated Chicken, Sweet Chili Sauce  
Vegetable Samosas  
Tortilla Crisps, Guacamole & Tomato Salsa

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Strawberry Cheesecake  
Chocolate Tartlets, Mint Cream  
British & Irish Cheeses  
Fruit Basket

### THURSDAY

Chef's Open Sandwich Selection

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Thai Salmon & Crab Fishcakes, Sweet Chili Dip  
Melted Swiss Cheese, Red Onion, and Tomato Filo Crown  
Honey Glazed Ham, Roasted Peach & Cream Cheese  
Beef Tournedos, Portobello Mushrooms, Port Glaze  
Tortilla Crisps, Guacamole & Tomato Salsa

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Crème Brule  
Chocolate & Marinated Cherry Marquise  
British & Irish Cheeses  
Fruit Basket

### FRIDAY

Chef's Open Sandwich Selection

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Tempura King Prawns, Dipping Sauces  
Wild Mushroom & Parsley Tartlets  
Chicken Goujons, Lemon Mayonnaise  
Toasted Muffin, Pastrami & Grain Mustard  
Tortilla Crisps, Guacamole & Tomato Salsa

\*\*\*\*

Blueberry Cheesecake  
Glazed Apple & Almond Tart  
British & Irish Cheeses  
Fruit Basket

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## DELEGATE LUNCH & DINNER MENUS

### MENU ONE

Plum Tomato & Basil Soup, Sweet  
Red Onions

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Roasted Salmon, Crushed New  
Potatoes, Wood Roasted Peppers &  
Asparagus

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Strawberry & White Chocolate  
Cheesecake, Strawberry Sorbet

### MENU TWO

Goats Cheese, New Potato & Wild  
Mushroom Terrine,  
Red Pepper & Black Olive Dressing

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Roast Cod Fillet, Smoked Bacon &  
Lentils, Parsley Mash, Green Beans

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Chocolate & Pistachio Marquise,  
Pistachio Ice Cream

### MENU THREE

Galia Melon, Parma Ham, Sweet  
Honey Vinaigrette

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Roast Salmon, Pea & Mint Risotto,  
Baby Carrots

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Raspberry Crème Brulee, Biscotti

### MENU FOUR

Cream of White Bean & Chorizo  
Soup

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Marinated Chicken Breast, Lemon &  
Thyme Sauce,  
Roasted New Potatoes, French  
Beans

\*\*\*

Glazed Lemon Tart, Mascarpone

### MENU FIVE

Oak Smoked Salmon, Blinis, Lemon  
& Capers

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Roast Guinea Fowl with Butternut  
Squash &  
Orange Cocotte Potatoes

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Chocolate Brulee, Macaroons

### MENU SIX

Cured Salmon with Honey & Lime  
Crème Fraiche

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Breast of Chicken, Button Onions,  
Mushrooms & Pancetta,  
Red Wine Sauce, Creamed Potatoes

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Tiramisu & Marinated Cherry  
Cocktail with Amaretto Glaze

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## CANAPES MENU

### COLD

Smoked Salmon with Caviar  
Crostini of Beef Carpaccio, Parmesan, Truffle Oil  
Savoury Scone, Creamed Blue Cheese and Pecan  
Mini Bagel, smoked Trout, Cream Cheese  
Tartlet of Pink Lamb, Minted Jelly  
Mini Tortilla with Guacamole  
Seared Sesame Tuna, Mango and Chilli Salsa  
Gravalax with Chive Crème Fraiche  
Crayfish Tail, Shellfish Mayonnaise  
Vegetarian Sushi Rolls  
Chilled Watermelon Spoon, Coconut Crab and Pickled Ginger

### HOT

Sole Goujons, Tartare Sauce  
Tuna Burgers, Wasabi Mayo  
Honey and Mustard Glazed Cocktail Sausages  
Mini Pizzas  
Duck Spring Rolls, Hoisin Sauce  
Vegetable Spring Rolls, Sweet Chilli Sauce  
Mini Yorkshire Puddings, Roast Beef, Horseradish Cream

### DESSERT

Chocolate Dipped Strawberries  
Fruit Tartlets  
Chocolate Éclairs  
Chocolate Cup Filled with Sorbet

Selection of Six Canapés at £14.50 per Person  
Selection of Eight Canapés at £19.50 per Person  
Selection of Ten Canapés at £24.50 per Person

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## BANQUETING ALA CARTE MENU

### STARTERS

#### MEAT

Galia Melon, Parma Ham, Sweet Honey Vinaigrette	£9.00
Rillettes of Pork, Apricot and Hazelnuts, Apricot and Rosemary Chutney	£10.00
Smoked Chicken and Wild Mushroom Salad, Crispy Bacon, Walnut Dressing	£11.00
Carpaccio of Beef, Sweet Red Onions, Shaved Parmesan	£14.50
Pressed Duck and Foie Gras Terrine, Red Onion Marmalade, Sourdough Croutes	£15.50
Ham Hock and Parsley Terrine, Piccalilli	£10.00

#### FISH

Smoked Salmon, Buck Wheat Blinis, Horseradish Crème Fraiche	£12.00
Cured Salmon, Beetroot Chutney, Grain Mustard Vinaigrette	£10.00
Potted Dorset Crab and Brown Shrimps, Mixed Cress	£14.50
Seafood in Jelly, Shellfish Mayonnaise	£13.00
Salmon and Prawn Brochette, Sweet Chilli Sauce	£13.50
Lobster, Orange and French Bean Salad	P.O.A.

#### VEGETARIAN

Wood Roasted Red Pepper with Red Pepper Mousse, Black Olive Brushetta, Basil Oil	£10.00
Fresh Fruit Plate, Lemon Grass and Mint Syrup	£10.00
Grilled Asparagus, Rocket Leaves, Shaved Parmesan, Aged Balsamic	£13.00
Goats Cheese, Potato and Wild Mushroom Terrine, Red Pepper and Black Olive Dressing	£13.00
Mozzarella, Beef Tomato, Confit Red Onion and Rocket Salad, Basil Oil	£13.50

#### SOUPS

Roast Butternut Squash Soup, Basil Cream	£6.00
Plum Tomato and Basil Soup, Sweet Red Onions	£6.00
Cream of White Bean and Chorizo	£6.00
Cream of Asparagus, Truffle Croutons	£7.00
Mediterranean Fish Soup, Garlic Croutons	£7.00

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## BANQUETING A LA CARTE MENU

### MAINS

#### MEAT

Marinated Chicken Breast, Lemon and Thyme Sauce, Arisienne Potatoes, Artichoke Leek and Mushroom Gratin	£19.50
Breast of Chicken, Button Onions, Mushrooms and Pancetta, Red Wine Sauce, Armentier Potatoes, French Beans	£20.50
Roast Guinea Fowl with Butternut Squash and Orange, Otte Potatoes, Roasted Vegetables	£21.50
Honey Glazed Barbary Duck Breast, Spiced Sauce, Potato Fondant, Spinach and Mushroom Gratin	£23.50
Rump of English Lamb, Tomato, Black Olive and Basil Jus, Chateau Potatoes, Ratatouille	£25.50
Rack of English Lamb, Apricot and Onion Crust, Thyme Sauce, Dauphinoise Potatoes, Seasonal Vegetables	£25.50
Rack of English lamb, Mint Jelly, Rosemary Jus, Sea Salt Roasted Potatoes, Seasonal Vegetables	£25.50
Fillet of Beef, Red Wine Shallots, Horseradish and Port Sauce, Fondant Potatoes, Glazed Carrots	£29.50
Roast Sirloin of Beef, Yorkshire Puddings, Red Wine Sauce, Goose Fat Roast Potatoes, Seasonal Vegetables	£26.50
Slow Cooked Beef in Red Wine, Creamed Potatoes, Wild Mushrooms and Celeriac, Roasted Root Vegetables	£23.50
Roast Rack of Suffolk Pork, Apricot and Apple Stuffing, Dauphinoise Potatoes, Celeriac and Apple Puree	£25.450
Grilled Loin of Veal, Caramelised Pears, Gratinee Potatoes, Seasonal Vegetables	£29.50

#### FISH

Roasted Salmon, Pea and Mint Risotto, inted Baby Carrots	£19.50
Roasted Salmon, Red Pepper Vinaigrette, Wood Roasted Peppers and Asparagus, Crushed New Potatoes	£19.50
Steamed Salmon, Potato and Herb Gnocchi, Gorgonzola Cream, Aubergine Parmigiano	£19.50
Fillet of Sea Bass, Wild Mushrooms, Button Onions and Red Wine,, Parmentier Potatoes, French Beans	£23.50
Fillet of Sea Bass Seasonal Vegetables, Orange and Olive Oil Sauce, Warm Potato Salad	£23.50
Paupiettes of Lemon Sole and Salmon, White Grape and Morel Sauce, Spinach Tagliatelle, Sugar Snap Peas	£27.50
Roasted Cod Fillet, Smoked Bacon and Lentils, Parsley Mash, Green Beans	£21.50
Steamed Halibut, Braised Cod, Horseradish and Chive Sauce, Buttered New Potatoes, Glazed Baby Carrots	£25.50

#### VEGETARIAN

Spinach and Ricotta Tortellini, Basil Cream	£14.50
Puff Pastry with Wild Mushroom and Asparagus Ragout	£16.50
Baked Goats Cheese with Provençal Vegetables, Pimento Dressing	£14.50
Sweet Potato and Pumpkin Risotto, Rocket Leaves	£14.50

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## BANQUETING ALA CARTE MENU

### DESSERTS

Tiramisu and Marinated Cherry Cocktail, Amaretto Glaze	£8.00
Chocolate and Pistachio Marquise, Pistachio Ice-Cream	£8.00
Strawberry and White Chocolate Cheese Cake, Strawberry Sorbet	£8.00
Raspberry Crème Brulee, Biscotti	£8.00
Prune and Armagnac Parfait, Almond Biscuit	£8.00
Sticky Toffee Pudding, Toffee Sauce	£8.00
Chocolate Brulee, Chocolate Macaroons	£8.00
Glazed Lemon Tart, Mascarpone	£8.00
Pannatone Bread and Butter Pudding, Marmalade Ice-Cream	£8.00
Fresh Fruit Plate, Lemon Grass and Mint Syrup	£8.00
Cheese Plate: Stilton, Summerset Brie, Cornish Yarg, Water Biscuits	£10.00

### COFFEE

Filter Coffee with chocolates and jellies

Filter Coffee with chocolate mints

Filter Coffee with orange chocolates

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## BANQUETING WINE AND DRINKS SELECTION

### SPARKLING WINE & CHAMPAGNE

81	Prosecco Fantinel, NV	£24.50
90	Prosecco Fantinel Rose, NV	£27.00
57	Bouche Pere et Fils, Cuvee Reserve, Brut, NV	£35.00
58	Moet & Chandon, Brut Imperial, NV	£43.00
60	Veuve Cliquot Yellow Label, NV	£49.00
68	Laurent-Perrier, Brut NV	£52.00
71	Taittinger Brut Rose, NV	£55.00

### WHITE WINES

06	Kell's Edge Blend Z, Australia, NV	£16.50
45	Pinot Bianco e Grigio Dan Floriano, Italy, 2007	£19.00
28	Houghton Private Bin Chardonnay- Verdelho, Australia, 2005/06	£21.00
83	Kleine Zalze Sauvignon Blanc, South Africa, 2007 / 08	£23.50
40	Sancerre, Les Colinettes, Joseph Mellot, France, 2007	£27.50
30	Chablis, Gloire de Chablis, Moreau, France, 2007	£28.50

### RED WINES

08	Kell's Edge Cabernet-Grenache, Australia, NV	£16.50
09	Casa de Joya, Cabernet Sauvignon, Colchagua Valley, Chile, 2007 / 08	£19.00
25	Ch.d'Esperite, Costieres de Nimes - Vignobles Gibelin, France, 2004 / 05	£20.50
03	Hardy's Riddle, Shiraz-Cabernet, Australia, 2007	£21.00
10	Casa la Joya Gran Reserve, Merlot, Chile, 2005	£25.00
12	Fleurie Domaine de Prion, E.Loron, France, 2007	£31.50

### ROSE WINE

72	Monte Verde Merlot Rose, Chile, 2008	£16.50
73	Torres de Casta, Rosada, Spain, 2005/06	£22.00

### MINERAL WATER

Sparkling Mineral Water – 1 Ltr	£4.00
Still Mineral Water – 1 Ltr	£4.00

The Hotel reserves the right to increase beverage prices where necessary if specific items undergo a substantial and unforeseen price increase.  
All prices are inclusive of VAT.

## BAR TARIFF

	ABV %	PRICE		ABV %	PRICE
<b>APERITIFS/VERMOUTHS</b>			<b>LIQUERS</b>		
Campani	24	£3.50	Amaretto	28	£3.50
Dubonnet	14.8	£4.00	Archer Schnapps	23	£3.50
Martini	15	£4.00	Baileys	17	£3.50
Pernod	40	£3.50	Benedictine	40	£3.50
Pimms No. 1	25	£3.50	Cointreau	40	£3.50
			Drambuie	40	£3.50
<b>SPIRITS</b>			Grand Marnier	40	£3.50
Bacardi	37.5	£3.50	Malibu	21	£3.50
Captain Morgans Rum	40	£3.50	Sambuca	38	£3.50
Gordons Gin	37.5	£3.50	Tequila	38	£3.50
Smirnoff Red Label	37.5	£3.50	Tia Maria	26.5	£3.50
<b>WHISKY</b>			<b>DRAFT BEER</b>		
Bells	40	£3.50	Carling	4.2	£4.00
Bushmills	40	£4.00	Grosch	5	£4.50
Canadian Club	40	£4.00	Guinness	4.2	£4.00
All Malts	40	£4.00			
Jack Daniels	40	£4.00	<b>BOTTLED BEER/CIDER</b>		
Jamesons	40	£3.50	Becks	5	£4.00
Southern Comfort	40	£3.50	Budweiser	5	£4.00
			Smirnoff Ice	5	£4.00
<b>COGNAC/ARMAGNAC</b>			Bacardi Breezer	5	£4.00
Hennessey VS	40	£4.00			
Remy Martin VSOP	40	£4.50	<b>SOFT DRINKS</b>		
			Pepsi/Diet Pepsi 180ml		£2.00
<b>WINE/CHAMPAGNE</b>			Lemonade 180ml		£2.00
Wine by the glass from	11.5	£4.50	Baby Mixers 113ml		£1.50
Champagne by the glass from	12	£9.00	Mineral Water 1 ltr Bottle		£4.00
<b>PORT/SHERRY</b>			<b>JUGS</b>		
Old Master Ruby	19	£4.00	Orange Juice		£8.50
Croft Original	17.5	£4.00	Pimm's No.1 & Lemonade		£25.00
Tio Pepe	17.5	£4.00			

Weights and Measures Act

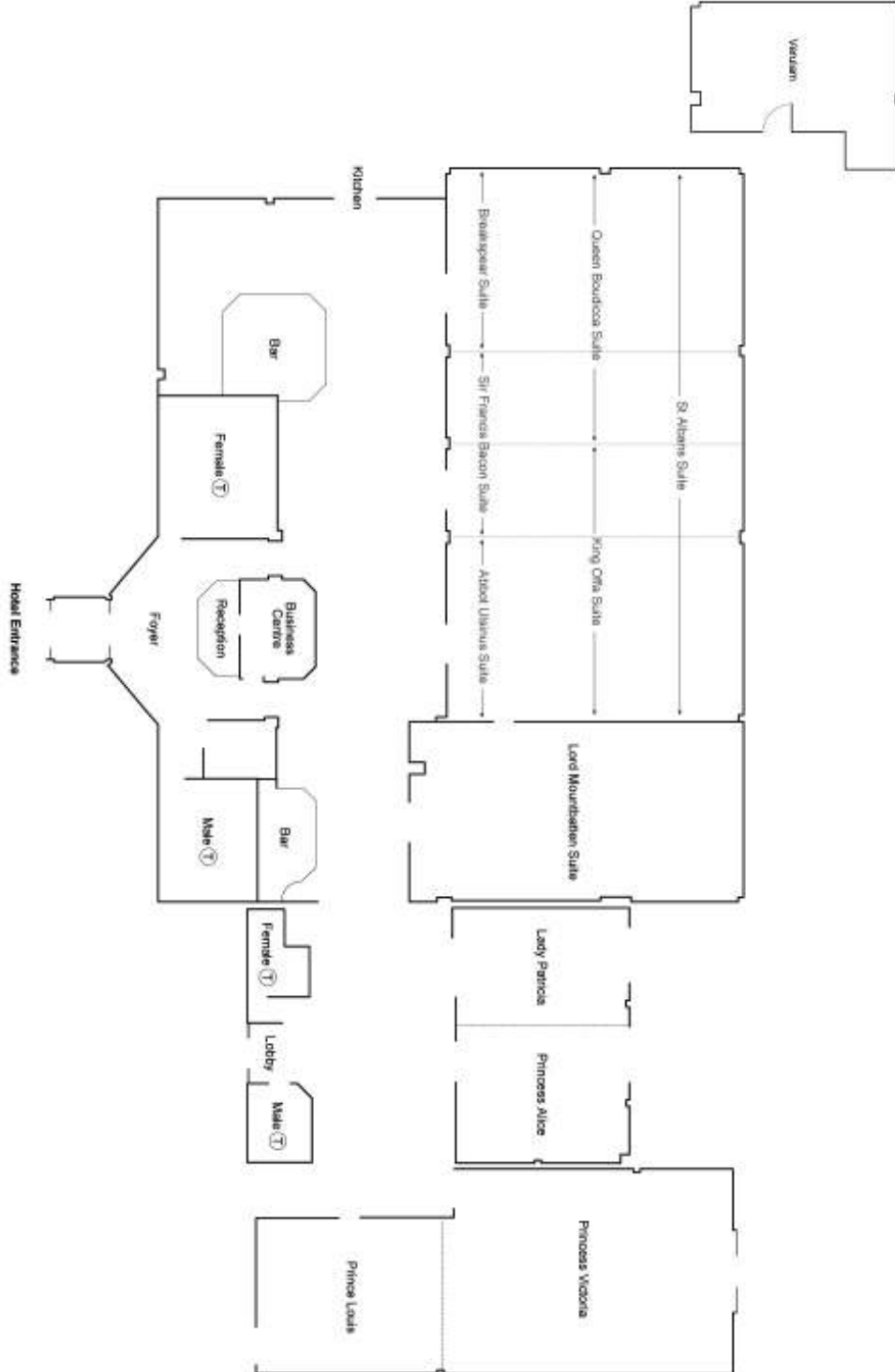
All spirits are served in measures of 25ml or multiples thereof.

Wine is served in measures of 175ml.

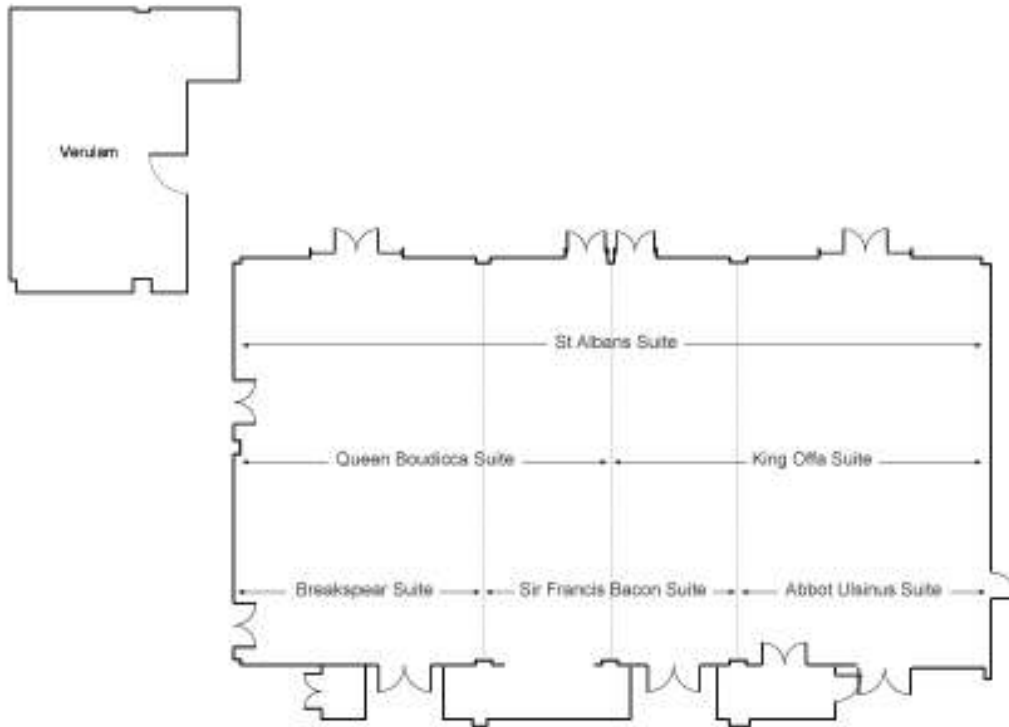
Please note that all of the above are subject to change, without prior notice.

ROOM CAPACITIES AND FLOOR PLANS

# GROUND FLOOR CONFERENCE AREA



## GROUND FLOOR CONFERENCE AREA



### ST ALBAN SUITE

The largest of our conference suites, the St Alban Suite is a grand column-free ballroom that has a maximum capacity of 700 people for a cocktail reception. It benefits from natural daylight and doors on to the hotel's gardens.

### QUEEN BOUDICCA AND AND KING OLFA SUITES

Designed for flexibility, the St Alban Suite can be divided by a partition wall into two rooms, the Queen Boudicca and the King Offa. Each can hold a maximum of 180 delegates for a theatre-style set-up.

### BREAKSPEAR, SIR FRANCIS BACON AND ABBOT ULSINUS SUITES

For even smaller events, the St Alban can be divided into three further rooms, the Breakspeare Suite, the Sir Francis Bacon and the Abbot Ulsinus Suite, each with a capacity of 100 delegates, theatre-style.

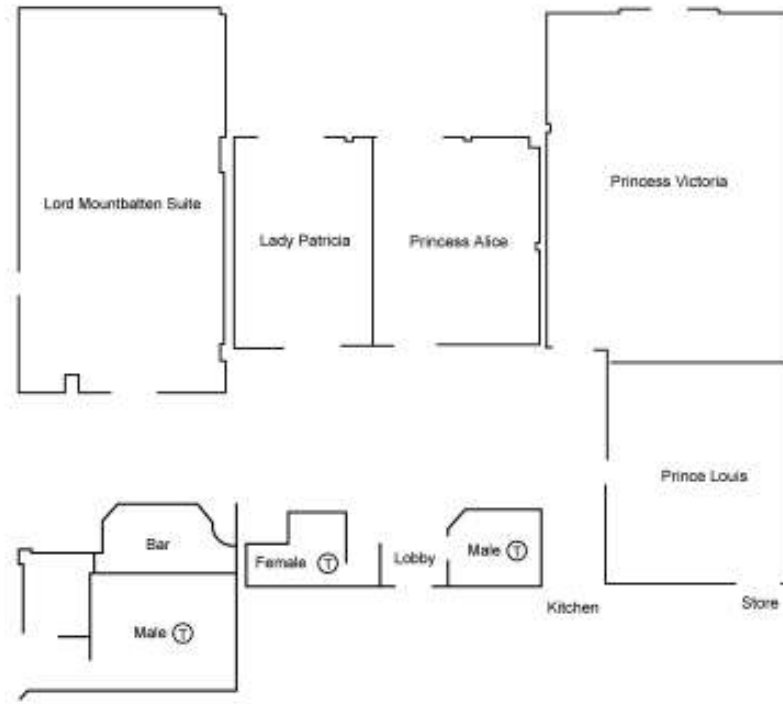
### VERULAM SUITE

Elegant and cosy, the Verulam is ideal as a break-out room, or for interviews and private dining. It can accommodate a maximum of 10 people for a sit-down dinner.

### ROOM SIZES & CAPACITIES (NO. OF DELEGATES)

Room Name	Theatre F/P	Theatre B/P	Cabaret F/P	Cabaret B/P	C'Room F/P	C'Room B/P	Board-room	U-Shape	Reception	Lunch/ Dinner	Dinner Dance	Length ft / m	Width ft / m	Area ft <sup>2</sup> / m <sup>2</sup>	Height ft / m
St. Albans	380	320	180	150	160	120	110	70	700	300	250	74'9" 22.7	40.6 12.3	3027 271	11'8" - 14'1" 3.6 - 4.3
Queen Boudicca	180	130	90	60	90	70	55	50	300	140	120	40'9" 12.4	37'3" 11.3	1571 140	11'8" - 14'1" 3.6 - 4.3
King Offa	180	130	90	60	90	70	55	50	300	140	120	40'9" 12.4	37'3" 11.3	1571 140	11'8" - 14'1" 3.6 - 4.3
Nicholas Breakspeare	100	60	60	40	60	40	40	40	160	80	N/A	40'9" 12.4	24'6" 7.4	998 91.8	14'1" 4.3
Francis Bacon	100	60	60	40	60	40	40	40	160	80	N/A	40'9" 12.4	24'6" 7.4	998 91.8	11'8" - 14'1" 3.6 - 4.3
Abbot Ulsinus	100	60	60	40	60	40	40	40	160	80	N/A	40'9" 12.4	24'6" 7.4	998 91.8	14'1" 4.3
Verulam	20	N/A	N/A	N/A	N/A	N/A	7	N/A	20	10	N/A	20'0" 6.1	12'6" 3.8	250 23.18	11'8" 3.6

## GROUND FLOOR CONFERENCE AREA



### LORD MOUNTBATTEN

This suite is named after the original owner of Sopwell House and can hold up to 70 people cabaret style. Besides air-conditioning and high ceilings, this room benefits of its own private bar and access to our stunning Chinese gardens.

### LADY PATRICIA AND PRINCESS ALICE

These rooms are adjacent to the main conference area and are suitable for small conferences and meetings. Both rooms benefit from natural lighting and views of the gardens. Combined, the rooms can accommodate a maximum of 50 delegates, theatre style

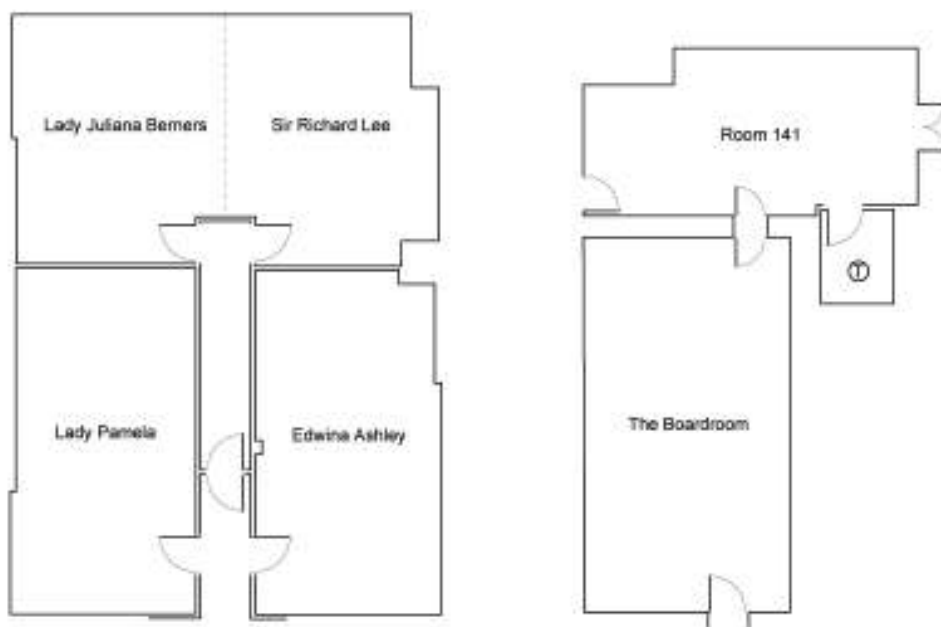
### PRINCESS VICTORIA AND PRINCE LOUIS

Princess Victoria can accommodate up to 110 people theatre-style. The adjacent Prince Louis is ideal for small informal meetings of up to 25, theatre style. Combined, both rooms can cater to a maximum of 140 delegates, theatre-style.

### ROOM SIZES & CAPACITIES (NO. OF DELEGATES)

Room Name	Theatre F/P	Theatre B/P	Cabaret F/P	Cabaret B/P	C'Room F/P	C'Room B/P	Board-room	U-Shape	Reception	Lunch/Dinner	Dinner Dance	Length ft/m	Width ft/m	Area ft <sup>2</sup> /m <sup>2</sup>	Height ft/m
Lord Mountbatten	100	60	50	40	40	30	50	30	140	80	60	46'9" 14.3	25'3" 7.7	118' 110.1	11'8" 3.6
Princess Victoria	110	80	60	40	40	30	50	40	140	100	N/A	39'4" 12.0	27'2" 8.3	1071' 99.6	8'2" 2.5
Princess Louis	25	15	N/A	N/A	12	N/A	12	12	30	20	N/A	26'3" 8.0	18'0" 5.5	473' 44	8'2" 2.5
Victoria/Louis Combined	140	110	80	60	60	50	50	40	200	120	80	65'6" 20.0	27'2" 8.3	1784' 166	8'2" 2.5
Lady Patricia	25	N/A	N/A	N/A	N/A	N/A	12	N/A	30	24	N/A	22'6" 6.9	16'1" 4.9	363' 33.81	8'2" 2.5
Princess Alice	25	N/A	N/A	N/A	N/A	N/A	12	N/A	30	24	N/A	22'6" 6.9	18'0" 5.5	405' 37.95	8'2" 2.5
Patricia/Alice Combined	50	N/A	40	30	16	N/A	20	16	60	50	N/A	22'6" 6.9	34'1" 10.4	770' 71.76	8'2" 2.5

## FIRST FLOOR CONFERENCE AREA



### LADY PAMELA, EDWINA ASHLEY, LADY JULIANA AND SIR RICHARD LEE

All these rooms offer a more relaxing and informal environment, ideal for break-out rooms or small meetings. Lady Juliana and Sir Lee combined provides a maximum seating capacity of 50 theatre-style.

### THE BOARDROOM

The Boardroom can accommodate a maximum of 14 delegates. It offers natural daylight and dark-wood features, providing the perfect backdrop for executive meetings or private dining.

### ROOM 141

Room 141 is available as a syndicate room or for private meeting or interviews.

### ROOM SIZES & CAPACITIES (NO. OF DELEGATES)

Room Name	Theatre F/P	Theatre B/P	Cabaret F/P	Cabaret B/P	C'Room F/P	C'Room B/P	Board-room	U-Shape	Reception	Lunch/ Dinner	Dinner Dance	Length ft / m	Width ft / m	Area ft <sup>2</sup> / m <sup>2</sup>	Height ft / m
Lady Pamela	30	N/A	N/A	N/A	N/A	N/A	14	10	20	N/A	N/A	25'8" 7.85	13'9" 4.2	353' 33.0	8'0" 2.44
Edwina Ashley	30	N/A	N/A	N/A	N/A	N/A	12	8	20	N/A	N/A	25'8" 7.85	13'4" 4.07	342' 32.0	8'0" 2.44
Sir Richard Lee	24	N/A	N/A	N/A	N/A	N/A	10	N/A	12	N/A	N/A	19'0" 5.8	15'5" 4.72	294' 27.4	8'0" 2.44
Lady Juliana Bemers	24	N/A	N/A	N/A	N/A	N/A	10	N/A	12	N/A	N/A	19'0" 5.8	15'5" 4.72	294' 27.4	8'0" 2.44
Juliana/Lee Combined	50	N/A	N/A	N/A	N/A	N/A	20	12	30	N/A	N/A	31'9" 9.7	19'0" 5.8	603' 56.3	8'0" 2.44
The Boardroom	N/A	N/A	N/A	N/A	N/A	N/A	14	N/A	N/A	N/A	N/A	29'8" 9.0	16'0" 4.9	475' 44.1	6'2" – 8'8" 1.85 – 2.7

## USEFUL CONTACTS

### BALLOONS

SplashArt [www.splashartballoons.co.uk](http://www.splashartballoons.co.uk) 01707 881 934

### CAR HIRE

British Bentley Hire [www.bbhc.co.uk](http://www.bbhc.co.uk) 0870 6260 007  
Elegant Car Hire [www.elegantcarhire.net](http://www.elegantcarhire.net) 01442 251 499

### CHOCOLATE FOUNTAINS

Absolutely Chocolate [www.absolutelychocolate.co.uk](http://www.absolutelychocolate.co.uk) 01296 415 965  
Tiers of Chocolate Ltd [www.tiersofchocolate.co.uk](http://www.tiersofchocolate.co.uk) 01767 314 975  
Essex Chocolate Fountain  
Company Ltd [www.essexchocolatefountain.co.uk](http://www.essexchocolatefountain.co.uk) 01268  
545075

### CHILD MINDING AGENCY

Smileys Childcare Agency 01628 675 442

### COACH HIRE

Welwyn Travel 01707 266 994  
PPH Coaches 01727 864 988

### DISCO & LIGHTING

J K's Entertainment (Resident DJ) [www.jonkutner.com](http://www.jonkutner.com) 0795 6499 775  
Discos & Décor [www.bdjc.co.uk](http://www.bdjc.co.uk) 01707 394 041

### ENTERTAINMENT

Stringfever [www.stringfever.co.uk](http://www.stringfever.co.uk) 020 82994 586  
Geraldine McMahon [www.geraldinemcmahon.com](http://www.geraldinemcmahon.com) 01727 872 372  
Charlotte Collingwood Band [www.charlottecollingwood.com](http://www.charlottecollingwood.com) 01707 880 489  
Gemma Turner [www.gemmaturner.co.uk](http://www.gemmaturner.co.uk) 07811 141 097  
Windsor String Quartet [www.windsorstringquartet.f2s.com](http://www.windsorstringquartet.f2s.com) 01767 317 222  
Mark Howard [www.sillywaiter.com](http://www.sillywaiter.com) 020 85506 634

### ENTERTAINMENT & EVENT COMPANIES

KDM Events [www.kdmevents.co.uk](http://www.kdmevents.co.uk) 01782 646 300  
Firebird Events [www.firebirdevents.co.uk](http://www.firebirdevents.co.uk) 0870 8018 022  
Motivaction [www.motivaction.co.uk](http://www.motivaction.co.uk) 01438 861 821  
Sharper Solutions Ltd [www.sharpersolutions.co.uk](http://www.sharpersolutions.co.uk) 020 8207 2233

### FLORISTS

Venue Decorating Specialists [www.weddingvenuedecorators.co.uk](http://www.weddingvenuedecorators.co.uk) 01727 852 582 /  
0797 3440 392  
Orchids for Weddings 0844 8180 404  
Kendalls Florist [www.kendallsflorist.co.uk](http://www.kendallsflorist.co.uk) 01727 860 207  
Abundance Flowers 01727 847 788  
Black Iris Flowers [www.blackirisflowers.com](http://www.blackirisflowers.com) 01727 850 570  
Big Day Flowers [www.bigdayflowers.co.uk](http://www.bigdayflowers.co.uk) 01279 654014

#### LINEN HIRE

Venue Decorating Specialists	<a href="http://www.weddingvenuedecorators.co.uk">www.weddingvenuedecorators.co.uk</a>	01727 852 582 / 0797 3440 392
Host with Style Northfields Linen	<a href="http://www.hostwithstyle.co.uk">www.hostwithstyle.co.uk</a> <a href="http://www.linenforhire.com">www.linenforhire.com</a>	020 8893 4823 020 8988 7977

#### MAGICIAN

Richard Jones		020 8989 4689
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#### PHOTOGRAPHERS / VIDEOGRAPHERS

AD Photography	<a href="http://www.adphotos.net">www.adphotos.net</a>	01727 868 615
Melen Photography	<a href="http://www.melenweddings.co.uk">www.melenweddings.co.uk</a>	01442 842 638
James Nicholas Photography	<a href="http://www.jamesnph.co.uk">www.jamesnph.co.uk</a>	01727 850 729
Evolution Photography	<a href="http://www.evolution-photography.co.uk">www.evolution-photography.co.uk</a>	0870 3501 269
Picture It Video Productions		01727 838 882 / 020 8950 0393

#### TOASTMASTERS

Deborah Collings	<a href="http://www.toastmaster-deborahcollins.co.uk">www.toastmaster-deborahcollins.co.uk</a>	020 8207 5686 / 0795 759 2026
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#### VENUE DECORATORS

Venue Decorating Specialists	<a href="http://www.weddingvenuedecorators.co.uk">www.weddingvenuedecorators.co.uk</a>	01727 852 582 / 0797 3440 392
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## DIRECTIONS

### SOPWELL HOUSE

Cottonmill Lane St Albans, Herts AL1 2HQ  
Telephone +44(0)1727 864477 Fax +44(0)1727 844741  
enquiries@sopwellhouse.co.uk [www.sopwellhouse.co.uk](http://www.sopwellhouse.co.uk)

#### FROM M1 NORTH

Exit at Jct 8 to the M10 roundabout. Follow the A414 in the direction of Hatfield.

\*Take the first slip-road on the left, signposted Sopwell/Shenley. At the end of the slip-road turn left, then left again at the mini roundabout. The hotel is approximately 1 /4 mile on the left.

#### FROM M1 SOUTH

Exit at Jct 6 following the signs to St. Albans. At the 4<sup>th</sup> roundabout take the A414 in the direction of Hatfield. Then follow directions as above\*.

#### M25 FROM WEST/HEATHROW

Exit at Jct 21a and take the first exit at the roundabout, following signs to St. Albans. At the 3rd roundabout take the A414 in the direction of Hatfield. Then follow directions as above\*

#### M25 FROM EAST/DARTFORD TUNNEL

Exit at Jct 22, following signs to St. Albans. At the end of the dual carriageway, take the 3rd exit signposted St. Albans A1081, London Road.

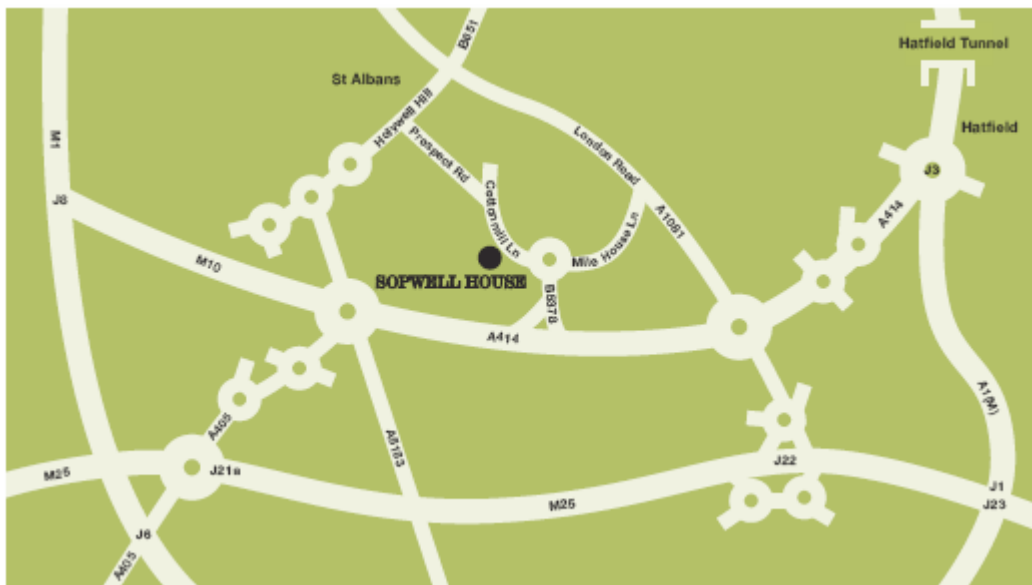
\*\*Continue to the 3rd set of traffic lights and turn left into Mile House Lane. Go under the railway bridge and over the mini roundabout. The hotel is approximately 1/4 mile on the left.

#### A1 FROM NORTH

After the Hatfield tunnel, take the A414 signposted St. Albans. At the roundabout at the end of the dual carriageway, take the 4th exit signposted St. Albans A1081, London Road. Then follow directions as above\*\*.

#### A1 FROM SOUTH

Join the M25 at South Mimms Jct 23, following M1/Watford. Exit at Jct 22, following signs to St. Albans. At the end of the dual carriageway, take the 3rd exit sign posted St. Albans A1081, London Road. Then follow directions as above\*\*.



## TERMS AND CONDITIONS

### DEFINITION

"The Client" refers to the person or organisation making the booking and "the Hotel" refers to Sopwell House Country Club & Spa.

### 2. CONTRACT

When the booking is confirmed by the client in writing, a contract is deemed to exist.

### 3. CONFIRMATION

A provisional booking will be held for 7 days or until another party shows interest in the date/s booked. The Client will then be contacted to advise confirmation or cancellation of booking. A provisional booking puts neither party under any obligation to confirm the function.

### 4. CHARGES & PAYMENT

(a) Private bookings. A non-refundable deposit of £1,000.00 + Vat at the standard rate must be paid on confirmation. The balance of the total anticipated charges must be paid 14 working days prior to the event. Any outstanding balance will be payable prior to departure.

(b) Where a client requires charges to be invoiced for payment, the client must submit an Account Application Form at least 10 working days prior to the event. Agreement of Account Facilities will be at the Hotel's discretion and will be applicable to each individual event.

Payment is due for credit accounts 30 days following the date of invoice, after which an interest charge of 2% per month or part month will apply.

(c) The hotel reserves the right to request a deposit at the time of confirmation, and full or partial pre-payment even if Account facilities are offered.

(d) Prices quoted are subject to variation up to 3 months prior to the function, after which they may vary due to Chancellor's Budget, value added tax, excise duty, currency variation, or other reasons that are outside the management's control.

### 5. AMENDMENTS BY THE CLIENT

(a) Reductions in the duration or contracted value of the booking shall be subject to the Hotel's cancellation policy.

(b) No charges will be made for any reductions in the numbers of less than 5% from those stated in the contract, providing they are received in writing at least 14 working days prior to arrival.

(c) The Client will adhere to the timetable agreed with the Hotel and completely vacate the premises at the agreed time. Banquets, where the meal commences over 30 minutes after the agreed time, will be liable for additional charges for staffing costs at the discretion of the Hotel.

(e) Should a reduction in numbers of 5% or more be made at any time prior to the event, the Hotel will first endeavour to re-sell any facilities and services released, to a similar value. In the event that the released facilities and services cannot be resold, then any reductions of 5% or more shall be subject to the Hotels Cancellation Policy.

### 6. CANCELLATION BY THE CLIENT

(a) Any cancellation or postponement must be confirmed in writing. If we cannot resell the space or secure the same rates, the cancellation fees will be based on the noted schedule below:

The terms are:

121 or more days notice - 10% of contracted gross revenue

91 to 120 days notice - 25% of contracted gross revenue

61 to 90 days notice - 50% of contracted gross revenue

31 to 60 days notice - 75% of contracted gross revenue

Less than 30 days notice - 90% of contracted gross revenue

Within 5 working days of arrival - 100% of contracted gross revenue

The above is based on the "Anticipated Gross Revenue of Facilities" and is not limited to rooms but includes, meals, breakfast, drinks to be purchased from the bar and all other usual services provided to guests

(b) A schedule of maximum anticipated gross revenue chargeable, as cancellation will be issued at the time of cancellation. An invoice of cancellation charges will be raised

(c) After the event date, adjusted for revenues recovered through re-selling.

### 7. ARRIVAL/DEPARTURE

The bedroom accommodation is available from 4.00pm on the day of arrival and must be vacated by 11.00am on the day of departure otherwise guests may be liable to a £30.00 surcharge. Luggage can be stored if so required

### 8. FOOD AND BEVERAGES

The Client will ensure that no food or beverage of any kind is brought onto the Hotel premises, except wedding cakes, or with the Hotel's written agreement

### 9. AMENDMENTS OR CANCELLATIONS BY THE HOTEL

(a) Should the Hotel for any reason beyond its control, need to make any amendments to your booking, we reserve the right to offer any alternative choice of facilities

(b) Should the Client make significant change to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities/function room offered by the hotel.

## TERMS AND CONDITIONS

(c) The Hotel may cancel the booking due to any of the following:

If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel; if the client is more than 30 days in arrears of previous payments; if the Hotel becomes aware of any alteration in the client's financial situation

(d) The Hotel will not be liable for any failure to provide or delay in providing facilities, service, food and beverages as a result of events or matters outside its control.

### 10. HEALTH & SAFETY

The Client agrees to take "reasonable" precautions to ensure that no damage occurs or injury to any person. He is responsible for the actions of his guests and contractors for the damage or injury caused.

### 11. ORDERLY CONDUCT

The Client will conduct the event in an orderly fashion, ensure that no nuisance is caused, comply with any request of the Hotel management and abide by all applicable rules and regulations.

### 12. DAMAGE

The Client agrees to take reasonable precautions not to damage nor injure the Hotel property, nor staff and is responsible for the actions of his guests and contractors for any such damage.

### 13. ADDITIONAL GOODS AND SERVICES

The Client agrees to pay the Hotel charges for any extra goods or services provided at the request of himself or any person purporting to have the requisite.

### 14. EXHIBITIONS AND DISPLAYS

No stands or displays or signs may be erected on the premises, without prior written agreement.

### 15. EQUIPMENT

a) The Client must obtain the Hotel's written agreement to the use of all materials brought onto the premises by him or a third party. Equipment must comply with all current regulations. The Client will be liable for any damage or injury, which arises out of the use of his equipment.

b) The Client agrees to pay the Hotel charges for all electricity used additional to normal heating and lighting arrangements, telex, computer and fax lines.

c) The Hotel cannot accept responsibility for the Client's equipment.

d) No incendiary or explosive device may be activated under any circumstances within the Hotel or its grounds.

### 16. CUSTOMER PROPERTY

The customer acknowledges that any such objects, equipment, furniture, stock or other property of any sort brought onto the premises will remain under the control and care of the customer and that the customer is in the best position to insure the property and accordingly it is reasonable for the company to exclude liability for such property to the extent excluded hereby.

### 17. ADVERTISING

Any publicity for functions at the Hotel must be agreed by the management and should be of a standard to reflect the quality of the establishment.

### 18. FORCE MAJEURE

If the Hotel is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control including (without prejudice to the generality the foregoing) government intervention, strikes, labour disputes, accidents, Acts of God, national or local disasters or war, then the Hotel's liability to the Client shall be no greater than the amount paid by the Client to the Hotel in respect of the function. If for any reasons beyond the Hotel's reasonable control the accommodation reserved cannot be made available to the Client the Hotel reserves the right to substitute similar or comparable accommodation for the function and such a substitution shall be accepted by the Client as satisfactory performance by the Hotel of its obligations hereunder to provide the accommodation so reserved.

### 19. AGREEMENT NON ASSIGNABLE

The benefits under this contract are personal to the Client and shall not be assignable or transferred by the Client.

### 20. AGREEMENT GOVERNED BY ENGLISH LAW

English Law shall govern this contract in all respects.

### 21. SERVICE OF NOTICES

Any notice of invoice hereunder shall be duly served on either party if delivered to their address as last notified in writing to the other party hereunder.

### 22. VARIATIONS

No oral representatives or agreements are recognised by the Hotel and by the conditions of this contract can be modified only by a supplementary written contract.

### 23. HEAD NOTES

Any head notes shall not form part of these conditions.

Accepted and Agreed to:

By: ..... Dated: .....

For and on behalf of: .....