

The
Ashbourne
HOTEL

GETTING DOWN TO BUSINESS

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Facilities at Your Fingertips

Here at the Ashbourne Hotel we can provide full conferencing facilities for up to 140 delegates. Each of our 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.

Personalise your meeting by choosing the layout, refreshments and catering options to best suit you.

All Yours

Free wi-fi

Free onsite car park with 24 hour CCTV

HDMI projector & screen, Sound bar & microphone available

Ample, natural daylight

Easy disabled access

Air-conditioning

Breakaway room & private outdoor area (subject to availability)

Catering options available (special dietary requirements can also be cater for)

Guest rooms available for booking



The Oak Room

The Oak Room is a large function room, with optional partitions for maximum flexibility; ideal for a separate breakaway room or to separate business and dining. We also have the added benefit of a private outdoor patio area too.

The bi-folding doors open out onto the private patio area, affording the room a high level of natural daylight, and providing further space for delegates to utilise.

Room Dimensions: 17.1m (L) x 8.5m (W) x 3.2m (H)

Room Capacity/ No. of Delegates:

Class Room(54)

U-Shape(40)

Board Room(40)

Theatre(140)

Cabaret(60)

Main Features:

Room has partition to split into two smaller areas

Separate and spacious bar/reception area

Bi folding patio doors open out onto private patio area, making an ideal outdoor break-away space

Free wi-fi

HDMI projector & screen, Audio sound bar, flip chart

Microphone

Multi-control LED lighting

Air conditioning

Easy disabled access throughout



The Abbey Suite

The Abbey Suite is ideally sized for a smaller event - yet is still equipped with a Projector and Screen for display of presentations. This room is situated on the first floor, so if privacy is paramount importance, this is an ideal choice.

Room Dimensions: 10m (L) x 5m (W) x 2.7m (H)

Room Capacity/ No. of Delegates:

Class Room(20)

U-Shape(n/a)

Board Room(16)

Theatre(30)

Cabaret(n/a)

Main Features:

Free wi-fi

HDMI projector & screen

Flip chart

Upstairs venue – perfect for total privacy

Natural daylight

Hot Fork Buffet Menu

1-10 delegates - Select 1 option
11 plus delegates - Select 2 options

Vegetable Ratatouille glazed in Gruyere Cheese, served with Lemon Infused Rice
Beef Bourguignon served with Mashed Potatoes
Slow Cooked Lamb Stew with Mashed Potatoes
Pasta Carbonara served with Garlic Bread
Chicken & Bacon Stroganoff with Steamed Rice
Vegetable Thai Green Curry with Poached Rice & Naan Bread
Chicken Curry, Basmati Rice serve with Prawn Crackers & Poppadom
Spaghetti Bolognese served with Garlic Bread
Chicken & Chorizo Pasta served with Garlic Bread

Finger Buffet Lunch Menu Options

Selection of Sandwiches
And Mix and Match 5 Items from below

Meat Selection

BBQ Chicken Skewers
Duck Spring Rolls
Lincolnshire Sausage Rolls
Pork Pie

Fish Selection

Honey Salmon Skewers
Mediterranean Tuna Pasta
Haddock Goujons

Salad Selection

Potato Salad
Pesto Pasta Salad
Superfood Salad
House Dressed Salad
Coleslaw

Vegetarian Selection

Vegetable Spring Rolls
Roasted Pepper & Herb Quiche
Potato Wedges

Fancy a Sweet Treat?

Scones with Preserves &
Clotted Cream - £2.00 each
Homemade Dessert Selection -
£4.00 Per Person



Delegate Packages

Package 1

Minimum 8 Delegates
£26.50 per person

Four Servings of Tea/
Coffee

Biscuits

Jugs of Iced Water

Cordials

Room Hire

Equipment Hire Note

Paper and Pencils

Finger Buffet Lunch
(Includes selection of
sandwiches plus choose
5 items from menu on
previous page)

Package 2

Minimum 8 Delegates
£32.50 per person

Four Servings of
Tea/ Coffee

Biscuits

Jugs of Iced Water

Cordials

Room Hire

Equipment Hire

Paper and Pencils

Hot Fork Buffet –
(Hot Fork Buffet Menu
on previous page)

Package 3

£16.00 per person
Plus £100 Room Hire
**Half-Day Room
Hire Package**

Two servings of
Tea & Coffee

Equipment Hire

Room Hire- Half Day

Paper and Pencils

Biscuits

Jugs of Iced Water

Package 4

£17.00 per person
Plus £100 Room Hire
**Half day
Breakfast package**

Tea & Coffee on Arrival

Equipment Hire

Room Hire – Half Day

Paper and Pencils

Breakfast Buns- Bacon,
Sausage or Egg

Jugs of Iced Water



Build Your Own Package

**Room Hire Costs (including Equipment Hire,
and Paper and Pencils)**

Oak Room - £275 Abbey Suite - £200

Prices per Item

Pot of coffee (serves 10) - £20

Flask of tea (serves 10) - £12

Cordial - **Free if ordering tea & coffee**

Bacon buns/Sausage bun
(Vegetarian option available) - £4.50

Selection of mini pastries (Two per person) - £2.50

Selection of mini desserts (Two per person) - £4

Fruit basket (sufficient for 8 delegates) - £12

Jug of fresh orange - £10

Biscuits (packet per person) - £1.50

**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: _____ Name of Function Room Required: _____

Company Name: _____ Desired Room Layout: _____

Address: _____ Special Requests: _____

Postcode: _____

Telephone: _____

Mobile: _____

Email: _____

Function Date: _____

Arrival Time: _____

Break Times: _____

Lunch Time: _____

Chosen Package: _____

No. of Delegates: _____

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

I would like the hotel to send me further information on future promotions Yes No

Terms and Conditions

1. 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:

2. 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.

3. 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.

3. Payment

Payment details/ instructions must be given on the day of confirming the booking. 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.

4. Erection of Stands, Signs & Notices

All stands and display notices must be entirely self-supporting. Nails, screws, drawing pins, blutack, adhesives, Cellotape 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.



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