

Reigate Manor
Reigate Hill, Reigate
Surrey RH2 9PF

01737 240125

functions@reigatemanor.co.uk

www.reigatemanor.co.uk



MANOR
COLLECTION

Meetings and Events

REIGATE MANOR

SURREY



Unique

& versatile spaces tailored for you

Our dedicated team will make your event a real success

Reigate Manor is a substantial manor house built in 1780. Set back from the main road leading into Reigate town, it is home to 50 immaculate and well equipped bedrooms with free Wi-Fi and 100 parking spaces.

There are 6 individually and classically decorated conference rooms to choose from, with the largest holding up to 200 delegates. All function rooms have convenient powerpoints, audio visual equipment and stationery.

Our welcoming lounge at the entrance to the hotel is a great space for relaxed informal business meetings, with a coffee bar offering table service, free Wi-Fi, plug points and an all day bar menu.

Situated in an unbeatably convenient location, just a few minutes' drive from junction 8 of the M25, Reigate Manor is a popular choice with the locals and those from further afield, to meet in a central and convenient location.

For more information call **01737 240125** or visit **www.reigatemanor.co.uk**





BALLROOM



BALLROOM

The Ballroom

The grandest and largest room at the hotel, the Ballroom can hold up to 200 delegates. This versatile space can be separated by folding walls that connect to the Club Room and the Music Room.

The Ballroom also has access to the Library Bar, creating an ideal space for arrivals. From smaller conference presentations to large seminars, exhibitions and corporate events, it can be adapted to suit all business requirements.

BALLROOM	BALLROOM SUITE
ROOM SPEC : 10m x 15m	ROOM SPEC : 16m x 15m
CAPACITY : Theatre - 150	CAPACITY : Theatre - 200
Informal - 150	Informal - 250
Boardroom - 50	Boardroom - 60
Cabaret - 90	Cabaret - 120
U shape - 50	U shape - 60

Music Room

The Music Room connects to the Ballroom but can be hired out on its own, creating an ideal space for up to 60 delegates. It also links to the Library Bar, allowing for a smaller function room with its own break out area.

Club Room

With its imposing high ceilings, ornate cornicing and elegant fireplace, the Club Room is ideal for a more intimate team dinner or business meeting, with seating for up to 24 delegates. This space can either be used on its own or, with the use of sliding doors, be an additional space to the Ballroom.

MUSIC ROOM	CLUB ROOM
ROOM SPEC : 10m x 6m	ROOM SPEC : 7m x 5m
CAPACITY : Theatre - 60	capacity : Theatre - 40
Informal - 70	Informal - 40
Boardroom - 35	Boardroom - 24
Cabaret - 40	Cabaret - 20
U shape - 30	U shape - 20



MUSIC ROOM



CLUB ROOM



GARDEN ROOM

Garden Room

The Garden Room is a bright and airy space that can be used for all kinds of functions or events. With connecting doors to the Study Bar, delegates will have the ideal space to register on arrival or perhaps break for coffee. With fully fitted air conditioning, it is the ideal space all year round.

Conservatory

The light, airy and spacious Conservatory is perfect for all types of business meetings. A popular choice for presentations, interviews and smaller intimate meetings, it holds up to 50 theatre style, with an adjoining door to the Study Bar.



CONSERVATORY

GARDEN ROOM

ROOM SPEC : 11m x 11m

CAPACITY : Theatre - 100
Informal - 120

Boardroom - 40

Cabaret - 60

U shape - 40

CONSERVATORY

ROOM SPEC : 9m x 4m

CAPACITY : Theatre - 50
Informal - 50

Boardroom - 24

Cabaret - 30

U shape - 20

The Cellar Rooms

The Cellar Rooms are the most recent addition to the hotel. Discreetly hidden underneath Reigate Manor, it is a unique and contemporary venue, ideal for launch events and networking evenings.

With its own private entrance, this lower ground floor space can hold up to 100 delegates. It has exclusive cloakrooms, toilets, meeting room and bar.

Let this exceptional and modern function room give your event that extra twist, which will leave your delegates talking for a long time to come.



THE CELLAR ROOMS

THE CELLAR ROOMS

ROOM SPEC : 5m x 5.6m

CAPACITY : Theatre - 50
Informal - 100

CAVE ROOM ONLY

ROOM SPEC : 7.5m x 4.5m

CAPACITY : Theatre - 40
Informal - 30

Boardroom - 14

Cabaret - 18

U shape - 15



THE CELLAR ROOMS



Catering

With any conference or meeting, catering is one of the most important aspects when it comes to choosing your venue.

At Reigate Manor we offer a variety of options, whether you're looking for a simple finger buffet lunch or a three course meal during an overnight stay. Our dedicated team of chefs are on hand to deliver only the best in fresh and local ingredients.

We understand that you may need to offer a range of different options to suit your delegates' dietary requirements. If you need any help in deciding what may be suitable for your guests, simply speak to one of our trained Event Coordinators, who will be more than happy to offer you all the advice and assistance.

For guests that are staying overnight, we have a host of great options available. Our restaurant is open 7 days a week, 7:00pm-9:00pm. Or if you prefer something a little more relaxed, room service and dining menu is available – daily from 11:00am, with cold sandwiches available 24 hours a day.



Packages

Day delegate rate inclusions:

MINIMUM 10 GUESTS REQUIRED

- Conference room hire
- Tea, coffee & Danish pastries on arrival
- Mid-morning tea, coffee & biscuits
- Lunch: two course hot & cold buffet, or finger buffet
- Afternoon tea, coffee & selection of mini cakes
- LCD projector, screen & flip chart
- Stationery & sweets
- Mineral water & cordials
- Free wi-fi
- Free parking

24 HOUR PACKAGE INCLUDES THE ABOVE PLUS DINNER, BED & BREAKFAST

Half day delegate rate inclusions:

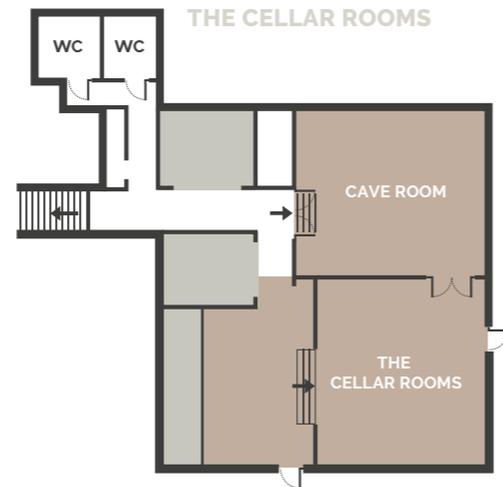
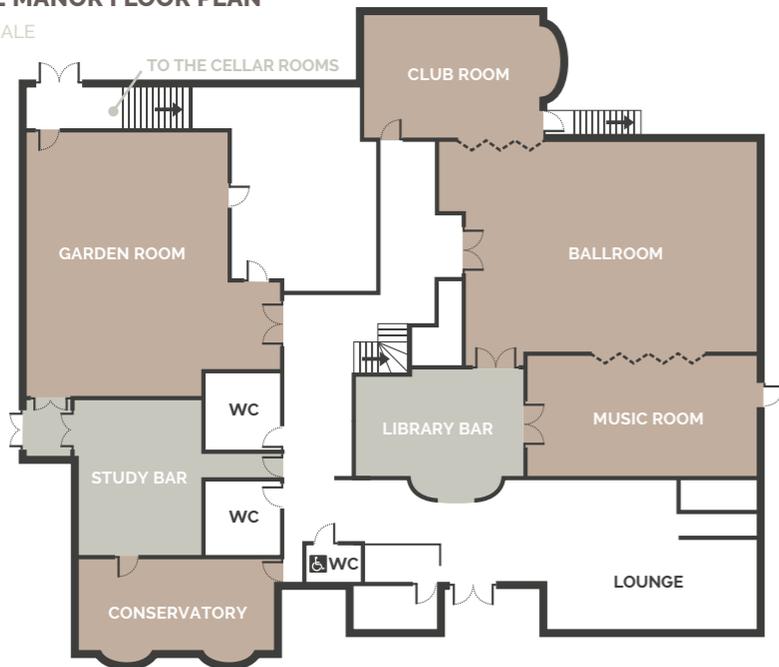
MINIMUM 10 GUESTS REQUIRED

- Conference room hire
- Tea, coffee & Danish pastries on arrival
- Mid-morning tea, coffee & biscuits
- Lunch: two course hot & cold buffet, or finger buffet
- LCD projector, screen & flip chart
- Stationery & sweets
- Mineral water & cordials
- Free wi-fi
- Free parking



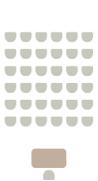
REIGATE MANOR FLOOR PLAN

NOT TO SCALE



SEATING CONFIGURATION

THEATRE



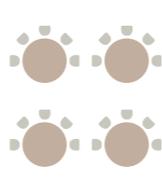
CLASSROOM



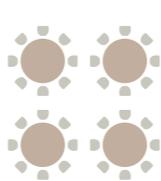
BOARDROOM



CABARET



DINING



U SHAPE



Terms & conditions

1 Booking Confirmation

- 1.1 We can hold a date provisionally for 7 days only. After this time the date may be released.
- 1.2 Any booking is provisional until Reigate Manor receives a signed Copy of these terms from the Client or written confirmation of the booking from the Client, which will be deemed to be the Client's acceptance of these terms.
- 1.3 Any booking is provisional until Reigate Manor receives the initial deposit as required in the Client's booking agreement. Payment of the deposit will also be deemed acceptance of these terms.

2 Event Numbers

- 2.1 Provisional minimum guest numbers will be required at the time of booking and Reigate Manor's minimum charge will be based on these numbers.
- 2.2 At least 14 days prior to arrival the Client will provide Reigate Manor with final guest numbers. The final charge to the client will be calculated using this number or the actual number attending, whichever is greater, provided that the minimum charge is exceeded.

3 Event Cancellation and Postponement

- 3.1 Cancellations or postponements will result in the charges below becoming due. In each case the percentage charge is based on the estimated total cost of the booking. All cancellations must be made in writing:
 More than 6 months: initial deposit only
 3 - 6 months: 50%
 1 - 3 months: 75%
 Less than 1 month: 100%

- 3.2 Cancellations or postponements of smaller meetings or events (less than 20 delegates or attendees) will result in the charges below becoming due. In each case the percentage charge is based on the estimated total cost of the booking. All cancellations must be made in writing:
 More than 4 weeks: 25%
 2-4 weeks: 50%
 Less than 2 weeks: 100%

- 3.3 In addition to the charges payable in Clause 3.1 and 3.2, the Client agrees to reimburse Reigate Manor for any costs incurred from any consequential cancellation of Reigate Manor's arrangements with third parties.

4 Changes and Cancellation by Reigate Manor

- 4.1 Reigate Manor may cancel the booking at any time without liability to the Client if:
 - 4.1.1 The Client is more than 28 days in arrears with payment to Reigate Manor.
 - 4.1.2 The Client is unable to pay the debits as they fall due.
 - 4.1.3 The Client or Reigate Manor becomes insolvent or in the case of an individual becomes subject to a bankruptcy petition.
 - 4.1.4 If, at the sole discretion of Reigate Manor, the booking might damage the reputation of Reigate Manor. In these circumstances the Client will have any advance payments refunded, but Reigate Manor will not have any other liability.
 - 4.1.5 Any part of Reigate Manor is closed or otherwise unavailable due to circumstances beyond its control.

