

## **the manor**

**eat, drink, enjoy, learn, relax, and sleep**

### **conference**

the manor is a tudor style building situated overlooking the village green and nearby the banks of the river thames. it is beautiful village in between windsor and slough. located just 5 minutes from the m4 and 10 minutes from the m25.

one of five individually designed private meeting and dining suites provide the ideal setting, whether it is for a business meeting or a relaxed private dinner.

the hotel has recently been approved by the meeting industry association.

the history of the manor began in 1335 when king edward III gave the manor of datchet to william de montacute. the manor changed hands several times before being purchased by duchess of buccleuch. the manor was licensed in 1753. the hotel has undergone many changes since the 1600's to the present day, now a four star boutique hotel.

the hotel basis itself around the six areas, eat, drink, enjoy, learn, relax and sleep.

### **aromatherapy conferences - learn**

we use different aromatherapy techniques in our conference rooms. the unique concept is used for delegates attending meetings and conferences who require a stimulant to refresh the mind. aromatherapy techniques can trigger greater concentration and soothe the thoughts, making the learning process far greater. these conferences styles are available on request our chefs create energy food, to support and energise conference delegates.

### **body & soul room - enjoy**

we have recently launched a "body and soul" room, where our guests can choose to release the pressures of the day using our state of the art gym equipment. or take a brisk walk along the river thames and see the sites of windsor or datchet.

### **sleep**

with over 49 individually designed bedrooms, serviced apartments and cottages, the manor has modern facilities from internet access, 21" televisions, plasmas with sky sports and feather duck duvets and pillows in each room for a restful sleep. the hotel also incorporates serviced apartments for guest looking to stay for long periods. the hotel also boast cottages with individually designed with phillipe starck bathrooms.

### **lounges - relax**

with complimentary wireless internet for delegates in either our polo lounge, the library, or the black olive the business delegate can choose their own surroundings.

### **catering for your every need - eat and drink**

our expert catering team take pride in successfully meeting your every need, whether you require coffee, tea and pastries for 10 or a buffet for 200. the black olive restaurant, well known for its food in the windsor area, is an ideal place to unwind and soak up the surrounding. the surroundings are rustic but with a twist of added contemporary pieces.

### **its all about you**

the conference teams provide all our guests with tailor made service. each guest is an individual and each guest can make their conference unique, from theming your own conference to creating a unique menu.

to make life easier, we have created two packages, a residential and non-residential conference packages.

we would be delighted to enhance these packages to meet your requirements and budget, so please call our creative conference team on 01753 543442.

**residential conference package (24 hour)**

from £160.00 per person per night, inclusive of 17.5% vat and based upon a minimum of 8 delegates.

**three course dinner in the black olive restaurant**

**overnight accommodation in an individually designed room**

**full english or continental breakfast**

**unlimited tea, coffee and biscuits / pastries throughout the day**

**two course hot or buffet lunch in the black olive or in the meeting room**

**complimentary wireless broadband access**

**mineral water, cordials, and sweets**

**meeting room hire from 9.00am - 5.30pm**

**ohp, flip chart, screen, pad and pens**

**attention of our conference services team**

**non residential package ( 8 hour)**

from £60.00 per person per day, inclusive of 17.5% vat and based upon a minimum of 8 delegates:

**unlimited tea, coffee and biscuits / pastries throughout the day**

**two course hot or buffet lunch in the black olive or in the meeting room**

**complimentary wireless broadband access**

**mineral water, cordials and sweets**

**meeting room hire from 9.00am - 5.30pm**

**ohp, flip chart, screen, pad and pens**

**attention of our conference services team**

**room hire charges**

all rates are applicable from 9.00am to 5.30pm and are inclusive of 17.5% vat.

function room	full day	after 6.00pm mon to thurs
the castle suite	£500.00	£300.00
the regent suite	£400.00	£200.00
the eton suite	£250.00	£125.00
the royal suite	£1200.00	£600.00
the thames suite	£600.00	£300.00
the windsor suite	£600.00	£300.00
syndicate rooms	£185.00 per room	£100.00 per room

these rates are discounted during the year, please call for a quote.

## conference planning

### meeting rooms

room name	the regent suite	the royal suite	the windsor suite	the royal suite	the castle suite	the eton suite
<b>dimensions</b>						
length: feet	26	25	25	50	28	17
width: feet	16'6 - 11'9	27	27	27	15	14
height: feet	7'6	7'6	7'6	7'6	7'6	7'6
<b>capacities</b>						
theatre	30	70	70	150	40	20
u-shape	14	30	30	60	26	10
classroom	15	20	20	80	30	8
boardroom	20	25	25	50	26	10
cabaret	15	40	40	80	20	n/a
lunch/dinner	20	60	60	110	40	10
dinner dance	n/a	n/a	n/a	110	n/a	n/a
reception	n/a	n/a	n/a	110	n/a	n/a
<b>technical</b>						
lighting						
tungsten	yes	yes	yes	yes	yes	yes
control in rooms	yes	yes	yes	yes	yes	yes
dimmers	yes	yes	yes	yes	yes	yes
blackouts	yes	yes	yes	yes	yes	yes
windows	yes	yes	yes	yes	yes	yes
<b>sound</b>						
system fitted	yes	yes	yes	yes	yes	no
<b>power</b>						
no. of 13 amp sockets - 3 phase available	20	20	18	38	14	4
<b>access</b>						
door height	6'8	6'8	6'8	6'8	6'8	6'8
door width	2'9	5'8	5'8	5'8	2'9	2'9
<b>misc</b>						
telephone points	4	4	4	8	6	1
air conditioning	yes	yes	yes	yes	yes	yes
tv ariel's	2	1	1	2	n/a	n/a
broadband	yes	yes	yes	yes	yes	yes

### **a flexible and creative food service**

we take pride in our ability to be particularly flexible in the food and service we offer to our clients. we have an extensive selection of sit down, fork buffet, finger buffet and working lunch menus. the head chef and team are very accomplished in designing menus to suit each individual's requirements.

a two course hot or buffet lunch is included in each of our delegate packages, but is also available for delegates attending conferences on a room hire basis, at £13.50 per person.

alternatively guests can enjoy a meal within the relaxed and comfortable surroundings of the black olive restaurant.

### **meeting break refreshments**

tea or coffee	£1.95 per person
toast with butter and jam	£2.25 per person
pastries	£2.75 per person
bacon sandwiches	£4.50 per person
continental breakfast	£5.50 per person
full english breakfast	£9.00 per person
orange juice	£6.50 per jug

the manor hotel has a commitment to our customers that all products served on these premises are, to our knowledge, free from genetically modified soya and maize. please contact us regarding allergen foods for your conference.

### **buffet menu a**

chicago canapés  
mini spring rolls  
hot mozzarella melto  
sausage rolls  
vegetable satay  
garlic chicken goujons  
assorted sandwiches  
vegetable crudities and dips  
crisps, nuts and pickles

**£9.99 per person**

### **buffet menu b**

cocktail chicken satay  
lamb samosas  
vegetable pakora  
variety of petit crolines  
breaded crab claws  
bbq buffalo chicken wings  
jacket wedges  
dishes of chopped salad  
various pickles  
selection of dips

**£12.99 per person**

### **buffet menu c**

smoked salmon canapés  
vegetable crudities with dips  
hot chicken wings  
bbq spare ribs  
sweet and sour vegetables  
chicken a la king  
garlic chicken goujons  
sliced mixed meats  
various fresh salads  
variety of petit crolines

sherry trifle gateaux  
chocolate fudge cake

**£15.99 per person**

### **lunches**

a selection of 2 and 3 course lunches available on request.

we can also tailor lunches around your specific requirements. please speak to our creative conference team.

## **location**

welcome to the manor hotel! situated in an ideal location facing the village green, in the tranquil traditional english village of datchet. we have the advantage of being within easy reach of both heathrow international and gatwick airport and the very centre of london via the fast motorway links of the m4 and m25, which are less than ten minutes away from the hotel. the railway station to waterloo is situated across the road.

for the visitor from home or abroad, there is a wealth of historical interest in nearby royal windsor, which is a five-minute drive from the hotel, which makes it a perfect base for places of interest and famous sporting venues

**ascot racecourse**

**kew gardens**

**clivedon - seat of astors**

**legoland**

**dorney court - house and gardens**

**savill gardens and virgina water**

**epson racecourse**

**sandown racecourse**

**eton college**

**thorpe park**

**twickenham - hq of rugby union**

**frogmore - house and gardens**

**wentworth golf club**

**guildhall**

**windsor carstle**

**hampton court palace**

**windsor racecourse**

**kempton park racecourse**

**winsley gardens**

datchet golf course, situated only a minutes' walk away from the hotel is ideal for delegates wanting to take time out to unwind in beautiful and tranquil surroundings.

here are some great ideas for evening entertainment and relaxation after a full days intensive conference:

a trip to the races - windsor racecourse has race meetings every monday during the summer months

riverboat shuffles along the river thames - food, drink and dancing

windsor royal theatre - pre-theatre dinner at the black olive restaurant and then a trip to the windsor royal theatre where you have an opportunity to see many shows just before they move to the west end.

all the above are within easy reach of the manor hotel and it would be our pleasure to help you plan and arrange any entertainment and transport for your group.

## **directions**

the manor hotel, datchet is a tudor style cream building with the car park to the rear. the main entrance to reception is on the village green.

### **from the m4**

exit at junction 5

take the b470 for datchet

1st mini roundabout-straight over

2nd mini roundabout bear right

3rd mini roundabout bear left

### **from the m25**

exit at junction 14

b376 for poyle / horton / datchet

follow b376 for 2 miles through horton

in datchet straight over mini roundabout

at 2nd roundabout bear left

### **from windsor**

take b470 for datchet

on b470 take 2nd left into high street

over the railway line the hotel is on the right

## **parking**

additional parking can be located at the hotel

gated private parking for upto 40 cars available on request

free car park located past the hotel next to the school on the b376

the rail way station car park (free of charge)

## **by train**

direct link from waterloo to datchet

## **by boat**

guests travelling by boat can moor at datchet mooring adjacent to kris cruisers