



Welcome to Maesmawr Hall Hotel a 17th century half-timbered black and white building set in the glorious Welsh countryside five miles from Newtown. We are a private business and pride ourselves on offering an exemplary service to all our guests. Our corporate guests enjoy a quiet location providing the ideal environment to conduct their business whether it is for conferences, private meetings, training, or team building.

Maesmawr Hall provides our Corporate Guests with meeting and conference facilities for between 8 and 120 people and these can be presented in a number of styles from boardroom to theatre. Our Wainscot Parlour is in one of the oldest parts of the building offering natural light and providing a confidential setting for meetings. The newly refurbished Orchard Room accommodates the larger conference up to 120 delegates. We have included within this pack a comprehensive list of equipment available for your use during your stay with us. We are also including within this pack sample menus, room dimensions, seating options and a brief description of our rooms.

This pack is intended for you to use as a guide and we will endeavour to meet any special requirements that you may need. Our facilities are for you to use as an extension to your Company and we at Maesmawr Hall provide a personal service that includes plenty of individual touches that make all the difference.

We look forward to arranging your next business meeting at Maesmawr Hall Hotel.



## Wainscot Parlour

This room is set in one of the oldest parts of the building and provides seating for a maximum of 25 delegates in theatre style.

## Orchard Room

Our newly refurbished Orchard Room offers theatre style seating for a maximum of 120 delegates.

## Conference Rates

Delegate Day Rate £29.00 per person - Minimum 8 delegates

Inclusive of Room Hire, Flipchart, Screen, Wireless Internet, and Refreshments as detailed below.

Arrival: Tea and Coffee

Mid-Morning : Tea, Coffee and Handmade Biscuits

Luncheon: Hot Buffet or Finger Buffet

Afternoon: Tea, Coffee and Handmade Biscuits

Refreshments: Jugs of Iced Water and Cordials and mints throughout the day

## Extras

Laptop projector

TV/Video/DVD

Lectern

Whiteboard

Wireless Microphone

Delegate pad and pen

N.B. If you require items that we have not covered in this list please speak to a member of our team.



## Menu

### Finger Buffet

Assortment of Open Rolls or Sandwiches  
Battered Chicken Pieces  
Filo Prawns Sausage Rolls  
Cheese Onion and Pepper Rolls Warm Vegetarian Quiches  
Bowls of Seasoned Chips Coleslaw Bowl  
Mixed Salad Bowl Chefs Salad of the Day  
Selection of mini desserts

## Menu

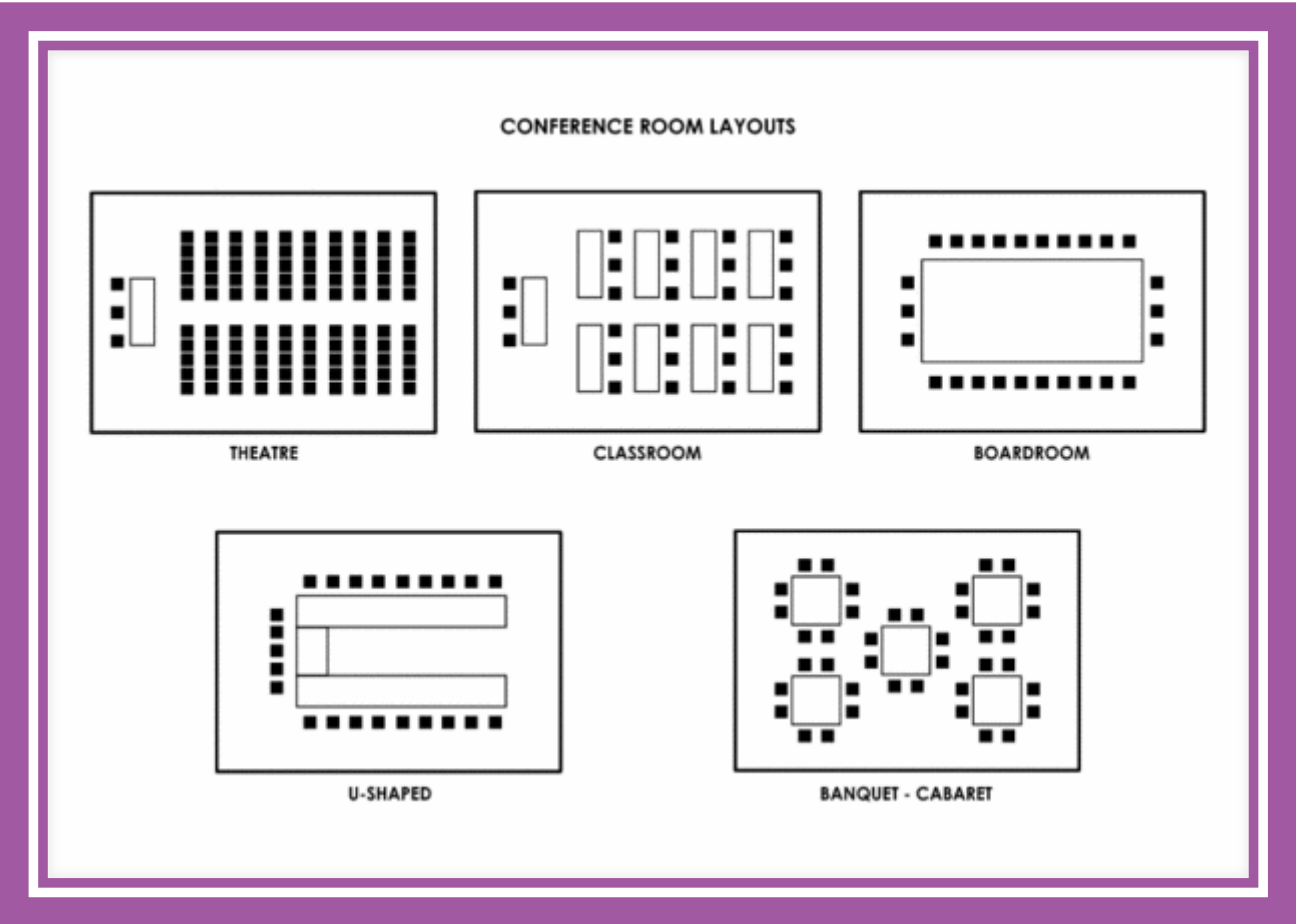
### Hot Buffet

Chicken and Mushroom Curry  
Beef Bourguignon  
Cottage Pie  
Steak and Ale Pie  
Traditional Lasagne  
Mushroom Stroganoff  
Roast Vegetable Lasagne with Mozzarella Cheese  
Three Bean Chilli

All served with rice, new potatoes, jacket potatoes or chips and freshly baked rolls  
Please select two of the above plus one accompaniment



Please indicate if you have a preference for a particular room layout





**Conference Booking Details**

Date of Booking.....

Number of Delegates.....

Room Required.....

Contact Name.....

Telephone Number.....

Special Requests.....

Time of Arrival: .....

Tea and Coffee on Arrival: .....

Mid-Morning Coffee required at.....

Lunch required at: .....

Afternoon Tea required at: .....

Finish Time: .....

Please tick all requirements

Laptop Projector/TV/Video/DVD	
OHP Screen	
Lectern	
Whiteboard	
Wireless Microphone	
Flipchart	
Delegate pad and pen	

Board Room Style Seating	
Theatre Style Seating	
Class Room Style Seating	
Cabaret Table Style Seating	
U-shape Style Seating	



**Booking Details**

Contact Name .....

Company Name and Address .....

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Email address.....

Contact Telephone No.....

Contact Fax No.....

Signature.....

Date.....



**Bookings are accepted by the hotel on the basis that the Client/Agent have accepted and signed the conditions of Trading listed below;**

- 1) All Bookings are provisional until the relevant confirmation paperwork has been received. Should we not receive a signed copy of these conditions we reserve the right to cancel all arrangements without further contact.
- 2) The numbers confirmed at the time of booking will be allowed to fall by up to 5% without financial penalty. If the numbers fall by more than 5% then we reserve the right to charge for the shortfall, i.e. you will be charged 95% of the original confirmed numbers.
- 3) Accommodation booked in conjunction with a conference may be cancelled up to 14 days prior to commencement of the booking. If numbers fall by more than 5% then we reserve the right to charge for the shortfall at the contracted rate. The hotel will endeavour to re-let any such shortfall and a reduction in charges equivalent to the re-letting value will be made in the event of successful re-letting.
- 4) The client must inform the hotel of the final number of guests it wishes to be catered for at least 7 working days before the event.
- 5) Please note that if the originally agreed numbers alter by more than 5% then the hotel reserves the right to re-allocate the event to another room or rooms which in the hotel's reasonable opinion are more appropriate for the numbers to be catered for but without prejudice to the hotel's right to charge for the contracted minimum guaranteed numbers.
- 6) Payment – all accounts incurred will be payable on the day of the event unless previous credit facilities have been arranged. Payments are due for all credit accounts on presentation of invoice or within 7 days unless extended facilities have been arranged with our accounts department. Queries should be referred to the hotel within 7 days of receipt of invoice. Payment will be expected by Cash, Cheque or BACS transfer. Should you wish to settle by credit card a 2.5% charge will be added to the account
- 7) Credit facilities within the company may be obtained on application to the hotel. Credit facilities must be finalised at least 2 weeks prior to the event
- 8) Cancellation – if the client wishes to cancel a booking or cancel some or all bedrooms reserved either as a block booking or in conjunction with an event, such cancellations must be advised to the hotel in the first instance verbally followed by written notice of cancellation. Cancellation shall be effective, final, and binding on the working day on which the hotel receives written notice of cancellation (the "Cancellation Date")

Cancellation notice 48 hrs. or less Full Payment Days or Less 80% 28 Days or Less 25%

**We would recommend that you always consider insuring against cancellation. If you are forced to cancel, cancellation charges as outlined above will be charged**

Signed.....

Print.....

Date.....

Purchase order Number.....

Please fax back to 01686 688410 or Email: [info@maesmawr.co.uk](mailto:info@maesmawr.co.uk)