



## CONFERENCE AND MEETING ROOMS

If you are looking for a venue for a Meeting, Conference, Seminar or Product Launch, why not come and take a look at Wellshurst. Set in the heart of the beautiful Sussex countryside, Wellshurst has meeting rooms to cater for both large and small events. We can seat from 6 delegates boardroom style, right through to 150 theatre style and can provide you with everything you need to ensure your meeting is a success, from Breakfast on arrival to a relaxing game of golf – the perfect way to unwind after a busy days work. So combine all the above with our flexible attitude, excellent food and superb location and you have found the perfect venue for all your needs.

**The Downview Suite**, is our largest suite situated upstairs with beautiful views of the Sussex Downs. With its own lounge, bar and terrace area this suite is ideal for meetings, lunches & presentations. This suite can be partitioned to make two smaller rooms if required.

**The Wellshurst Suite**, is located on the ground floor, with full disabled access. It is ideal for medium to large sized meetings and has the use of the downstairs lounge and bar area.

**The Meadow View Suite**, has a bright, sunny aspect and is conveniently situated on the ground floor with disabled access. It is ideal for small to medium sized meeting and has the added use of the lounge and bar area.

**The Green Suite**, also on the ground floor with disabled access, is ideal for small to medium sized meetings and has the use of the lounge & bar area.

All our rooms can be set up to your exact requirements and we have equipment available for hire, free Wifi, plus photocopying and fax facilities. Buffets or Business Lunches can be provided and full details are enclosed.

If you require any further information or would like to view our facilities, please contact Phyllis Baker – Conference & Banqueting Manager - on 01435 813636 or visit our website [www.wellshurst.com](http://www.wellshurst.com). We look forward to welcoming you.

# **WELLSHURST GOLF CLUB**

## **Terms & Conditions of Meeting Room Hire**

- In order to confirm a room hire booking, we must receive a written confirmation of the booking.
- Final numbers must be confirmed 2 working days prior to your meeting date and this is the minimum number that you will be charged for.
- In order to process your booking efficiently, we request that you provide us with as much information as possible at the time of booking i.e. room layout, timings of breaks, lunch and equipment required.
- We accept payment by BACS, cheque and credit card but please note, credit card payments are subject to a handling charge of 2%.
- Should you have to cancel a confirmed room hire booking, the following charges will apply.

Within 28 days of booking - 20% of room hire charge

Within 14 days of booking - 50% of room hire charge

Within 7 days of booking - 70% of room hire charge

Within 48 hours of booking - 100% of room hire charge

- All bookings made are deemed to accept the above Terms & Conditions

If you have any questions concerning the above, please do not hesitate to contact us.

Phyllis Baker

***Conference & Banqueting Manager***

# Wellshurst Golf Club

## **Delegate Buffet Menus & Prices 2010**

(Prices do not include Room Hire or Equipment Hire)

### **Buffet A - £9.00 per delegate**

Selection of freshly made Sandwiches on White & Wholemeal Bread  
Chinese Dim Sim with a Sweet Chilli Dip  
Cheese & Pesto Crostini  
Chicken Goujons with a BBQ Dip  
Vegetable Crudites with Aioli & Guacamole Dip

### **Buffet B - £10.00 per delegate**

Selection of freshly made Sandwiches on White & Wholemeal Bread  
Duck & Hoi Sin Spring Rolls  
Cheese & Pesto Crostinis  
Deep Fried Crispy Butterfly Prawns  
Barbecued Spare Ribs  
Vegetable Crudities & Dips  
Mushroom, Spinach & Ricotta Quiche

### **Buffet C - £11.00 per delegate**

Selection of freshly made sandwiches on White & Wholemeal Bread  
Crispy Indian Appetisers with Mango Chutney  
Smoked Haddock, Spinach & Gruyere Pastry Bites  
Mini Tartlets of Coronation Chicken  
Skewered Tempura Battered Prawns  
Cheeseboard & Biscuits

### **Buffet D - £7.50 per delegate**

Freshly Baked Jacket Potato  
with a variety of fillings & Salad.  
Fruit Bowl

### **Additional Items**

Tea /Coffee & Biscuits - £2.00 per person per serving.

Jug of Fresh Orange Juice - £7.00

Glass of Fresh Orange Juice - £1.30 per person per serving

Cake or Pastries - £1.95

Full English Breakfast - £6.00 / Continental Breakfast - £5.50

**All the above prices include VAT @ 17.5% and may be subject to change.**

Please Note: We are happy to put together a Buffet for you to suit your individual requirements or any special dietary requests. Please ask at the time of booking.

# Wellshurst Golf Club

## Conference Room Facilities 2010

### ROOM HIRE

#### **Full Day: 9.00am-5.30pm**

Downsview Suite	£250.00
Wellshurst Suite	£250.00
Meadow View Suite	£235.00
Green Suite	£140.00

**\*All of the above prices are exclusive of vat and will be charged at 17.5%**

#### **Part Day: 9.00am-1.00pm, 1.00pm-5.00pm or 5.00pm-10.00pm**

Downsview Suite	£185.00
Wellshurst Suite	£185.00
Meadow View Suite	£185.00
Green Suite	£110.00

**\*All of the above prices are exclusive of vat and will be charged at 17.5%**

### REFRESHMENTS

Tea / Coffee per cup	£1.50
Tea / Coffee & Biscuits per cup	£1.70
Jug of Fruit Juice	£5.96
Buffets, per person, from	£7.66

**\*All of the above prices are exclusive of vat and will be charged at 17.5%**

Bar Snacks and Daily Specials are available from the Bar.

### EQUIPMENT HIRE/SERVICES

Laptop and Projector	£21.28
TV, Video, OHP, Flip Chart -each	£6.38
Photocopies each	£00.10

**\*All of the above prices are exclusive of vat and will be charged at 17.5%**

Faxes: UK per sheet.....	£ 1.00
International per sheet.....	£ 2.00

(Photocopy & fax service available 9.00am-5.00pm. Please ask at Reception on arrival)

The large, surfaced car park allows free parking for up to 100 vehicles
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**Please contact Phyllis Baker – Conference & Banqueting Manager on 01435 813636 for more information.**

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**This may be subject to change.**