

Meetings and Events

HARTSFIELD MANOR

BETCHWORTH • SURREY



Escape to the calm environment of Hartsfield Manor

For more information call **01737 845300** or visit www.hartsfieldmanor.co.uk

Our **dedicated team** will make your event a real success

If you're after a tranquil place to relax and conduct business away from the hustle and bustle of the office, then Hartsfield Manor is the place for you.

Nestled in 16 acres, Hartsfield Manor is a unique blend of Victorian grandeur, with impressive suites and lounge spaces alongside high-tech facilities. Business meetings here are an unexpected pleasure, turning your work day into a memorable event, from team building to boardroom meetings.

Host to a purpose built conference wing, Hartsfield Manor boasts 7 state-of-the-art meeting rooms and a dedicated breakout space, offering complimentary beverages, biscuits and fruit.

Hartsfield Manor is the perfect setting for corporate events and functions, conferences, private dinners, overnight breaks and much more. Just 5 miles from the M25, Gatwick airport and Redhill railway station, it is the obvious choice for businesses all over the south east.



BREAKOUT SPACE



THE BAR



HARTSFIELD HALL

Hartsfield Hall

Our largest venue, catering for up to 120 people. Hartsfield Hall enjoys the benefit of air conditioning, a flexible working space and all the audio visual facilities required for any meeting.

Oxshott

This meeting room has dual aspect windows so it's light and airy, with the benefit of air conditioning and all the audio visual facilities required for any meeting.

This room is perfect for guests between 2-20.

HARTSFIELD HALL	OXSHOTT
ROOM SPEC : 12.8m x 11.2m	ROOM SPEC : 7.5m x 5m
CAPACITY : Theatre - 120	CAPACITY : Theatre - 20
Classroom - 60	Classroom - 14
Boardroom - 40	Boardroom - 16
Cabaret - 65	Cabaret - 20
U shape - 32	U shape - 12



OXSHOTT

Holmwood & Ashtead

These two modern meeting rooms are situated close to each other in the conference centre. Holmwood is the largest, seating up to 60 people and Ashtead has seating for up to 25 people.

Both rooms benefit from natural daylight, air conditioning, a flexible working space and all the audio visual facilities required for any meeting.

HOLMWOOD	ASHTEAD
ROOM SPEC : 8.3m x 10.4m	ROOM SPEC : 8.3m x 5.2m
CAPACITY : Theatre - 60	CAPACITY : Theatre - 25
Classroom - 30	Classroom - 18
Boardroom - 30	Boardroom - 18
Cabaret - 40	Cabaret - 20
U shape - 25	U shape - 14



HOLMWOOD



ASHTEAD



Brockham & Shere

Located in the main manor house, the Brockham suite is a beautiful classically decorated meeting room, with period features and far reaching views over the grounds and Surrey Hills. With seating for up to 30 people, it benefits from natural daylight and all the audio visual facilities required for any meeting or event.

Shere, a smaller meeting space, has a delightful views and patio – perfect for guests between 2-8.



BROCKHAM	SHERE
ROOM SPEC : 8.5m x 5.3m	ROOM SPEC : 3.85m x 3.43m
CAPACITY : Theatre - 30	CAPACITY : 2-8 people
Classroom - 24	
Boardroom - 22	
Cabaret - 24	
U shape - 20	

Private dining

Ideal for private dining and hosting dinners, business lunches, or VIP receptions, the Brockham suite offers a refined ambiance with stylish decor, The double doors open to give direct access to the landscaped gardens.

The Lounge

This impressive space has the flexibility to host meetings, team building events and relaxed corporate entertaining. Full of period features, our elegant lounge has high ceilings, ornate corning and fireplaces, with doors opening out onto the manicured lawns.

PRIVATE DINING	THE LOUNGE
ROOM SPEC : 8.5m x 5.3m	ROOM SPEC : 8m x 8.7m
CAPACITY : Banquet - 24	CAPACITY : Theatre - 80
	Classroom - 30
	Boardroom - 24
	Cabaret - 20
	U shape - 10
	Banquet - 50





Outside space

Our beautiful gardens and expansive grounds provide the scenic backdrop for outdoor meetings, team-building exercises and activities. Experience nature's beauty while fostering creativity and collaboration.

We can tailor to your event's unique requirements, offering a seamless transition between indoor and outdoor space.



Accommodation

We understand that a successful conference is not just about productive meetings – it's about ensuring your attendees are comfortable, well-rested and ready to engage. Our on-site accommodation options offer the perfect blend of relaxation and convenience, so your guests can recharge for the next day's sessions.

We offer a variety of charming and comfortable bedrooms, which include wi-fi, luxury toiletries, tea and coffee facilities, flat screen tv and room service,

Packages

Day delegate rate inclusions:

MINIMUM 10 GUESTS REQUIRED

- Meeting room hire
- Unlimited teas, coffees, biscuits & fruit
- Arrival snack
- Mid-morning snack
- Three course buffet lunch in the Terrace restaurant or working lunch
- Afternoon snack
- AV – 2 x flip charts, screen & projector (plasma TV in smaller rooms)
- Stationery & water in meeting room
- Free wi-fi
- Free parking
- Dedicated conference porter
- Unlimited use of breakout space

24 hour rate inclusions:

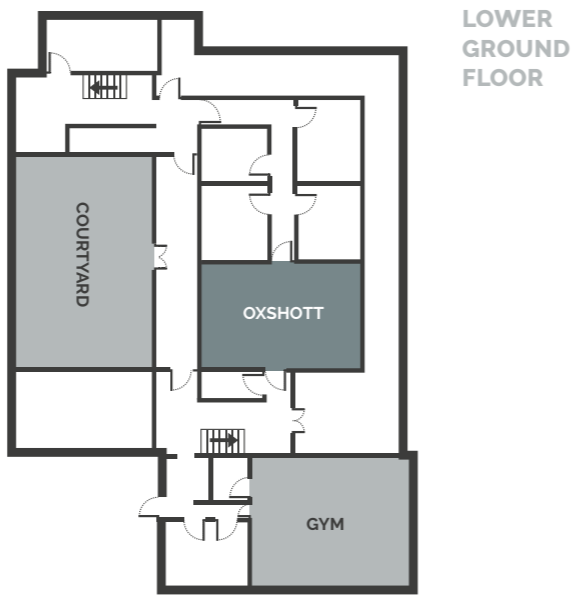
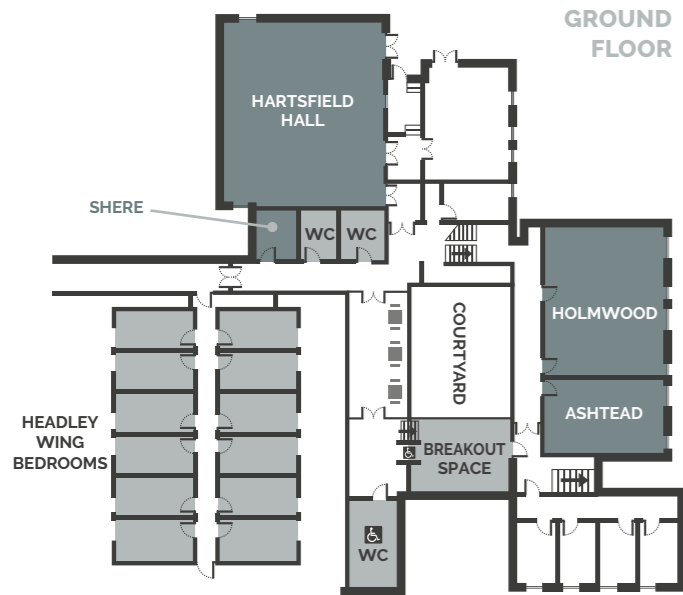
MINIMUM 10 GUESTS REQUIRED

- Meeting room hire
- Unlimited teas, coffees, biscuits & fruit
- Arrival snack
- Mid-morning snack
- Three course buffet lunch in the Terrace restaurant or working lunch
- Afternoon snack
- AV – 2 x flip charts, screen & projector (plasma TV in smaller rooms)
- Stationery & water in meeting room
- Three course dinner with coffee & tea
- Accommodation with luxury toiletries
- Full English or continental breakfast
- Free wi-fi
- Free parking
- Unlimited use of breakout space



CONFERENCE WING FLOOR PLAN

NOT TO SCALE



SEATING CONFIGURATION

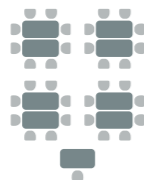
THEATRE



CLASSROOM



DINING



BOARDROOM



CABARET



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 Hartsfield 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 Hartsfield 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 Hartsfield Manor's minimum charge will be based on these numbers.
- 2.2 At least 14 days prior to arrival the Client will provide Hartsfield 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 Hartsfield Manor for any costs incurred from any consequential cancellation of Hartsfield Manor's arrangements with third parties.

4 Changes and Cancellation by Hartsfield Manor

- 4.1 Hartsfield 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 Hartsfield Manor.
 - 4.1.2 The Client is unable to pay the debits as they fall due.
 - 4.1.3 The Client or Hartsfield 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 Hartsfield Manor, the booking might damage the reputation of Hartsfield Manor. In these circumstances the Client will have any advance payments refunded, but Hartsfield Manor will not have any other liability.
 - 4.1.5 Any part of Hartsfield Manor is closed or otherwise unavailable due to circumstances beyond its control.





Hartsfield Manor, Sandy Lane, Betchworth, Surrey RH3 7AA

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