



HARTSFIELD MANOR
SURREY

MEETINGS AND EVENTS





ESCAPE

to the calm environment
of Hartsfield Manor

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 12 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 fruits.

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.



Lounge



The Bar



Oxshott



Ashtead



Holmwood



Hartsfield Hall

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.

Room spec:	7.5m x 5m	
Capacity:	Theatre	20
	Boardroom	12
	Cabaret	10
	U shape	10

Ashtead

This modern meeting room has seating for up to 25 people and is situated close to the Holmwood meeting room in the conference centre. Benefiting from natural daylight, air conditioning, a flexible working space and all the audio visual facilities required.

Room spec:	8.3m x 5.2m	
Capacity:	Theatre	25
	Classroom	18
	Boardroom	18
	Cabaret	20
	U shape	20

Holmwood

This modern meeting room has seating for up to 60 people and is situated close to the Ashtead meeting room in the conference centre. Benefiting from natural daylight, air conditioning, a flexible working space and all the audio visual facilities required.

Room spec:	8.3m x 10.4m	
Capacity:	Theatre	60
	Classroom	30
	Boardroom	24
	Cabaret	36
	U shape	25

Hartsfield Hall

Hartsfield Hall is 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.

Room spec:	12.8m x 11.2m	
Capacity:	Theatre	120
	Boardroom	40
	Cabaret	75
	U shape	32



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. Shere, a smaller meeting space, has a delightful view and patio – perfect for guests between 2-6.

Brockham

Room spec:	8.5m x 5.3m	
Capacity:	Theatre	30
	Classroom	24
	Boardroom	22
	Cabaret	24
	U shape	20

Shere

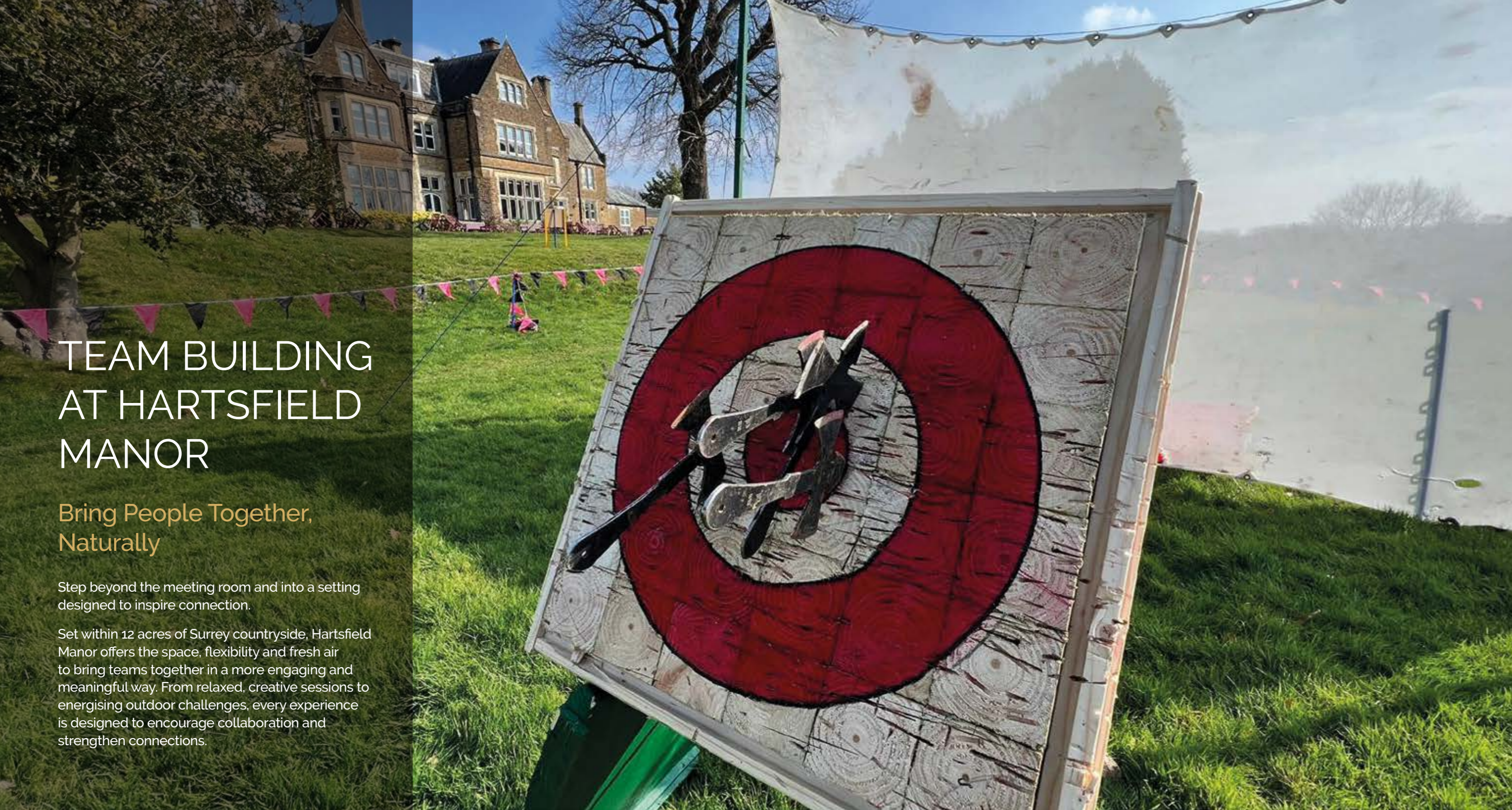
Room spec:	3.85m x 3.43m	
Capacity:	2-6 people	

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.



TEAM BUILDING AT HARTSFIELD MANOR

Bring People Together, Naturally

Step beyond the meeting room and into a setting designed to inspire connection.

Set within 12 acres of Surrey countryside, Hartsfield Manor offers the space, flexibility and fresh air to bring teams together in a more engaging and meaningful way. From relaxed, creative sessions to energising outdoor challenges, every experience is designed to encourage collaboration and strengthen connections.

A Setting That Works for You

With a blend of elegant indoor spaces and expansive outdoor grounds, the Manor provides the perfect backdrop for a wide range of team-building experiences.

Take your sessions outside for fresh-air thinking, gather in one of our versatile rooms for creative workshops, or unwind together in the lounge and bar as the day naturally evolves.

Experiences Designed Around You

Each programme is tailored to your team and your objectives, with a range of experiences designed to suit every style and energy level:

- Creative and social activities
- Wellbeing and mindfulness sessions
- Outdoor and interactive challenges
- Immersive group experiences

Extend the Experience

Make the most of your time together with relaxed outdoor dining and seasonal gatherings. From summer BBQs and drinks on the lawn to informal evening celebrations, the Manor provides the perfect setting to continue your day in a more sociable way.

Seamlessly Delivered

Working in partnership with trusted local specialists who know the Manor well, our experienced team ensures every detail is thoughtfully planned and delivered – creating a smooth, engaging and memorable experience from start to finish.

Experiences from **£50** per person

Tailored to your team's requirements

Speak to our team to create your bespoke team-building experience



CORPORATE EXCLUSIVE USE

A Manor House, Entirely Yours

Step away from the ordinary and into a setting exclusively yours. Set within acres of Surrey countryside, Hartsfield Manor offers complete privacy within a charming Victorian country house – ideal for bringing people together in a focused and inspiring environment.

A Space Designed Around You

With exclusive use, every part of the Manor is dedicated to your event. From versatile meeting and event spaces to relaxed lounge, a private bar and beautiful gardens, the Manor provides the flexibility to shape your day exactly as you need.

Step outside to 12 acres of landscaped grounds, perfect for fresh-air thinking, activities or informal moments away from the agenda.

Stay, Connect & Recharge

With 50 en-suite bedrooms and suites across the estate, your guests can fully relax and stay together. Seamlessly move from productive sessions to evening dining and informal networking, all within one exclusive setting.

Tailored Around You

From dining experiences and team-building activities to fully bespoke programmes, our dedicated team is on hand to ensure every detail runs effortlessly.

Exclusive Use from **£15,000**

Includes:

- Private use of the entire Manor and 12 acres of grounds
- 50 bedrooms and suites
- Dining throughout your stay
- Access to all meeting and event spaces
- Bar, lounge and shared areas exclusively for your guests
- Dedicated event support
- Complimentary parking and high-speed Wi-Fi





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.



Manor House Bedroom

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
- Two 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 coffee point

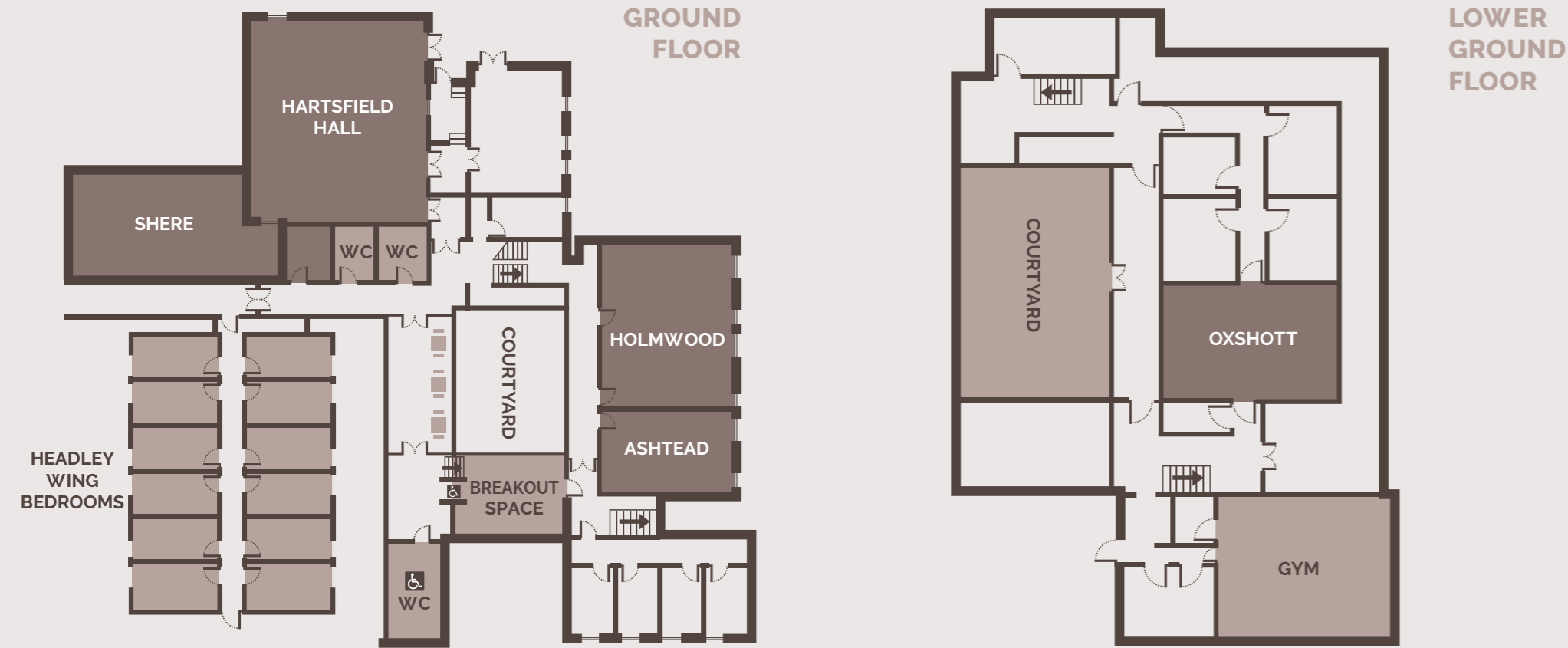
24 hour rate inclusions:

Minimum 10 guests required

- Meeting room hire
- Unlimited teas, coffees, biscuits & fruit
- Arrival snack
- Mid-morning snack
- Two 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 coffee point

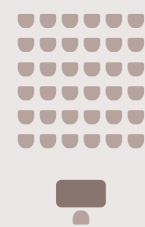


Conference Wing Floor Plan



SEATING CONFIGURATION

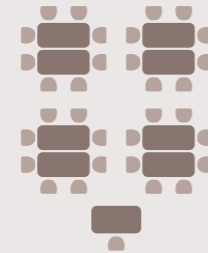
THEATRE



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 then tentative until Hartsfield Manor receives the initial deposit as required in the client's booking agreement, thus making the booking definite. Payment of the deposit will also be deemed of 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:
 - 3 - 6 months: initial deposit only
 - 1 - 3 months: 50%
 - 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

SURREY

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