

HESTERCOMBE GARDENS CONFERENCE AND MEETING VENUE

In a nutshell...

- **Price freeze!**
- **All-inclusive Delegate Rates**
- **High specification, integrated audio visual equipment**
- **All our food is made in our Hestercombe kitchen by our team of professional chefs and wherever possible, ingredients are seasonal and locally sourced**
- **Hestercombe Gardens is an independent registered charity. Proceeds from functions, events, and retail support the continuing restoration, development and maintenance of the gardens**
- **Mission Statement**
'... to reclaim, restore, preserve, enhance and develop for the education and benefit of the public, the landscape, gardens and buildings of heritage, horticultural or architectural interest associated with Hestercombe'
- **Excellent Green credentials**
Visit our website for full details



CONFERENCE IN THE GARDEN

All inclusive Delegate Rate or Room Hire only

All inclusive rates

	Full Day Hire 8.30am - 17.30	Half Day Hire 8.30am - 13.00 or 13.00 - 17.30
Working Lunch	£25.95	£22.00
Cold Buffet Lunch	£30.95	£27.00
Hot Buffet Lunch	£34.95	£31.00

- **Arrival Coffee / Tea and Biscuits**
- **Morning Coffee / Tea and Biscuits**
- **Lunch**
- **Afternoon Coffee / Tea and Biscuits (Full Day delegate rate only)**
- **Water**
- **Room Hire**
- **Equipment Hire including data projector, screen, flip chart, OHP**
- **10% discount in the gift shop**
- **Free entry into the Gardens on the day (normally £9.50) plus a complimentary voucher for a return visit**
- **Free parking on site for 90 cars**

Room Hire Only Rate

	Full Day Hire 8.30am - 17.30	Half Day Hire 8.30am - 13.00 or 13.00 - 17.30
Bampfylde Hall	£570.00	£320.00
Woodland Barn	£425.00	£275.00
The Apple Loft	£195.00	£150.00
Lutyens Gallery	£140.00	£85.00

All prices quoted are Ex. VAT



All Information And Enquiries:

Conference and Events
Administrator
Hestercombe Gardens, Cheddon
Fitzpaine, Taunton, Somerset
TA2 8LG
Tel: 01823 414185
info@hestercombegardens.com

LUNCH MENUS 2011

Working Buffet

Included in the £25.95
Delegate rate

Assortment of freshly made sandwiches

Honey roast ham & tomato
Egg mayonnaise & cress
Longmans mature cheddar
& chutney

Fish croquettes
Mini burgers
Chickpea cakes
Tomato & mozzarella kebabs
Beef paupiettes

Hand cut fruit platter

Cold Buffet

Included in the £30.95
Delegate rate

A platter of honey roast ham,
turkey & local topside of beef
Smoked salmon with cucumber
& lemon

Coleslaw
Rice Salad
Greek salad
Seasonal leaves with
house dressing

Roasted baby new potatoes
Freshly baked bread

Hand cut fruit platter

Hot Buffet

Included in the £34.95
Delegate rate

Chef will provide

1 x Meat *or* Fish main option
&
1 x Vegetarian main option

*Chef is happy to provide his
own choice but if there is something
specific you would like then he is
more than happy to discuss this
with you*

Additional Side Dishes

Local seasonal vegetables
Buttered new potatoes
Tomato, onion and fresh
basil salad
Mixed leaf salad

Chefs dessert of the day



TEAM BUILDING 2011

Get active in the gardens..

Team Building, just like teams, comes in many guises and our partnership with Somerset Leisure Trust allows us to design programmes to create positive influences, boost morale and generate an energy.

Think of it like a recipe where the ingredients might include: bonding, fun, competition, reward, unique experiences and opportunities to meet new people. How much or how little of each ingredient is up to you and can form part of your initial brief to us.

- When?** Booked by you to suit your needs...
For who? All who wish to engage in communication and teamwork!
How much? Prices start from £50 per group [based on a 2hr session]



EVENTS BOOKING FORM

Date(s) Booked:			
Event title for signage:			
Location (room(s) booked):			
Number of Attendees:			
Audio Visual Requirements (Please tick)	Screen		OHP
	Data Projector		Microphone
	Flipchart		Extension Lead
Room Layout	Boardroom		Cabaret
	Theatre Style		Classroom
	Other		
Timings <i>(*NB : 3 servings of Tea/Coffee are included as part of your delegate rate. Additional serving £1.70 per person if required)</i>	Organiser Arrival		
	*Arrival Tea/Coffee/Biscuits		
	*AM Tea/Coffee/Biscuits		
	Lunch		
	*Lunch Tea/Coffee/Biscuits		
	*PM Tea/Coffee/Biscuits		
	Departure		
Lunch Choice	Working Lunch		Hot Buffet
	Cold Buffet		Café (10 people or less)
Organiser Name			
Contact Name on the day (if different from above)			
Company Name:			
Telephone Number:			
E-mail Address:			
Contact Address:			
Invoice Contact Name and Address (if different from above)			
Signature			Date

To confirm the booking please complete and return to:

Helen Seymour, Business Administrator, Hestercombe Gardens, Cheddon Fitzpaine, Taunton, Somerset, TA2 8LG
Tel: 01823 414185 Email: helenseymour@hestercombe.com

TERMS AND CONDITIONS FOR BUSINESS MEETING AND CONFERENCES AT HESTERCOMBE

Account Customers

BOOKINGS Provisional bookings may be made by telephone and will be held for up to two weeks. Should there be other interest in the date during the two weeks, the hirer will be contacted. After this time, the booking must be confirmed in writing. The booking is accepted as per the terms of your original quotation and a maximum of 10% reduction in numbers is allowed to this quotation.

INVOICING Our terms are strictly 7 days from receipt of invoice. The invoice will include any increase in numbers and additional services not included in the original quotation.

All payments should be made by cheque made payable to Hestercombe Gardens Ltd. Payment by Credit Card will be subject to a 2% charge. Payments by Debit card will incur no charge.

CONFIRMATION OF NUMBERS

Final numbers and menu choices must be confirmed at least 7 days prior to the function and these will be the numbers catered for. Numbers of vegetarians or any other special dietary requirements should also be notified at this time at the latest.

CANCELLATIONS Hestercombe Gardens may cancel the booking without liability in the following circumstances:

1. On three months written notice – in this case all monies paid by the hirer to Hestercombe will be refunded.
2. On as much notice as practicable if Hestercombe is or will be prevented by any cause outside its reasonable control from complying with its obligations under this agreement – in this case all monies paid by the hirer will be refunded.
3. On seven days written notice if any payment that is due has not been made by the hirer in accordance with this agreement – in this case there will be no refund of monies already paid.
4. On immediate written notice if, having consulted with the hirer, we believe that the hirer is (or will be) unable to meet any of the financial or other terms of this agreement – in this case there will be no refund of monies already paid.

In the case of cancellation by the hirer, charges may be incurred according to the notice given and based on the total value of the booking and will be invoiced accordingly:

1 week or less	20%
up to 2 weeks	10%

We would advise you to take out insurance cover against unforeseen cancellation.

OTHER TERMS The Hirer acknowledges that the event may be brought to an immediate end, after consultation with the hirer and without refund, if there is abuse of the premises or the facilities which we feel cannot be prevented or remedied in any other way. The decision of Hestercombe Gardens is final.

The use of the premises and facilities is restricted to the specific facilities, dates and times specified in the confirmation letter. All cars must be parked in accordance with the directions provided.

The hirer, delegates or agents are responsible for all Health and Safety aspects of their event. They must also comply with all Health and Safety regulations and guidance displayed at or in relation to the premises or facilities. The hirer must take all reasonable care to safeguard and protect premises from loss or damage.



Account Customers

No food or drink may be brought onto the premises without prior, written consent of Hestercombe Gardens.

Hestercombe Gardens operates a strict non-smoking policy within our Visitor Centre / Courtyard. There is a designated smoking area outside the main doors of the Bampfylde Hall

INSURANCE Hestercombe Gardens does not undertake to maintain any insurances except those required by law. The hirer must inform Hestercombe of all material matters of which its insurers should be informed in relation to the intended use of the premises or facilities.

LIABILITY & INDEMNITY The hirer, guests, delegates and agents use the premises at Hestercombe Gardens at their own risk and shall bear the entire risk of all or any of the following:

1. Liability and claims for personal injury and death not caused by negligence of Hestercombe Gardens.
2. Damage, destruction, theft or loss in relation to the premises and the property of the hirer and his/her guests, delegates or representatives, whether or not the property was in the custody of Hestercombe Gardens.
3. Cancellation, except as otherwise provided in these conditions.
4. Complaints or claims of any nature in relation to the premises and facilities.
5. All loss or damage by or to any equipment or chattel brought onto the premises by the hirer and his/her guests, delegates or representatives.
6. Consequential losses whatsoever.
7. Hestercombe Gardens reserves the right to amend these terms and conditions giving 14 days written notification

Full Names of Organiser/Hirer

Contact Address of Organiser/Hirer

Tel Nos Day/Office

Evening

Email Address

Signatures

Date