



## **Cave Castle Hotel & Country Club**

Cave Castle Hotel and Country Club is surrounded by 150 acres of parkland: this historical building blends a hint of medieval splendour with modern contemporary to give a unique setting for conferences.

Travelling to us is easy: we are ideally placed minutes from the M62 motorway link and 3 miles from Brough, a main line station, with ample free parking available within the grounds for over 150 cars.

As well as exceptional conference facilities, Cave Castle has its own 18-hole Golf Course and Leisure Club which can be incorporated into your days events.

Cave Castle is the ideal venue for those seeking an environment where meetings can be held away from the daily intrusion of the office. From planning large residential conferences and product launches to small informal meetings and interviews, we can cater for any type of business event.

We can provide a venue with a range of first class facilities to suit your needs, from the period tranquillity of the smaller scale Kings Room through to the vast spacious Ballroom Suites. We can cater from 2 people up to 250 with day or overnight delegate rates available.

Our restaurant seats 60 and has an excellent Table d'hote menu, with a choice of A la Carte for that special meeting or client. For larger parties lunch or dinner can be served in the Balmoral or Sandringham Suites. Delegates can relax in our wood panelled lounge where fresh coffee can be served after the meal.

Should you wish to view our facilities or require any further information then please don't hesitate to contact our team on 01430 422245 or email [sales@cavecastlehotel.com](mailto:sales@cavecastlehotel.com)

# Conference Facilities

For conferences we offer a variety of rooms to suit your exact needs. The rooms are equipped to the highest possible standard with on call assistance available all day. Packages can be tailored to suit all your needs and can include extra accommodation, catering, audio visual and secretarial services. Larger groups can have exclusive use of the hotel and our Conference facilities for the day.

## Balmoral Suite (Ground Floor)

This suite overlooks the grounds with an abundance of natural light, complimented by ceiling and wall lighting. It can accommodate all conference styles and seat up to 100 delegates. For those warm summer days the patio doors open onto the gardens and delegates can enjoy a break in the fresh air.

## Sandringham Suite (Ground Floor)

This ground floor suite can seat up to 200 people. The room is fully air conditioned with individually controlled sections of ceiling lights and dimmers ideal for visual aids, when full blackout is needed. Ideal for large seminars and product launches.

Both of these suites have their own telephone points and bar facilities.

For those larger conferences, exhibitions and trade shows, both of the above suites can be utilised as one.

For the more intimate meeting, delegates have a choice of two smaller conference rooms which can offer an atmosphere of purposeful tranquillity overlooking the lake and are ideal for calm thinking and the opportunity to focus your mind.

## Kings Room

This elegant period room on the first floor can seat up to 20 Boardroom style. It has plenty of natural light, plus ceiling and wall lighting. Power points and telephone are available.

## Queens Room

Suitable for small/informal meetings, interviews or as a syndicate room. It boasts a panoramic view of the lake and landscaped gardens, with plenty of room for specialised equipment and its own telephone point.

## The Boardroom

Our newest conference room, situated on the first floor, ideal for any conference booking in a Boardroom layout. The room is fully air conditioned with individually controlled sections of ceiling lights and dimmers ideal for visual aids, when full blackout is needed.

# Cave Castle Country Club

## What better way to impress your clients!

After a day of hectic business meetings, why not mix business with pleasure and relax in the tranquil setting with either a round of golf or take the opportunity to use our Leisure club. If you really want to relax with your feet up, then why not try a special massage at the Castle Spa.

## Golf

Cave Castle boasts its own 18 hole golf course and can be organised as a bonus for your delegates at special rates. The extension to the club house overlooks the 18th fairway and practice ground, where you can enjoy bar meals and refreshments ideal for the hungry golfer.

## Health & Leisure Club

The new period style building has been carefully designed to fulfil the ever increasing demand for health, fitness and relaxation. The gym which houses technologically advanced training equipment overlooks the spacious 19 metre swimming pool. Delegates can soothe away the day's troubles in the spa, steam room or sauna, or indulge in some treatments at the Castle Spa.

Whether it is first thing in the morning or early evening, Cave Castle can cater for any type of golfing or business event. For more information please contact the Hotel.

Please inform the conference office at least one week prior to the event should you wish to have a round of golf or use the leisure facilities.

# Conference Rates 2011

**Standard Daily Delegate Rate: £32.00 per person**

To include: Tea / Coffee & Danish Pastries on arrival  
Mid morning Tea / Coffee and Biscuits  
2 Course Hot & Cold buffet Lunch with tea/coffee  
Afternoon Tea & Cakes  
Main Conference Room Hire (9am to 6pm)  
Pads & Pens, flipchart & whiteboards,  
Cordials, Iced water, mints & fruit basket  
Use of the Country Club facilities  
Discount on Golf Green Fees

**Working Delegate Rate: £22.50 per person**

Alternative: Pads, pens, flipchart & whiteboards  
Iced water, cordials & mints and fruit  
Boardroom lunch (sandwiches & chips with tea & coffee)  
Main Conference Room hire (9am - 6pm)

**24 Hours Residents Delegate Rate: £110.00 per person**

To Include: A three course Table D'hôte meal  
Overnight en suite accommodation  
Full Yorkshire or Continental Breakfast  
Morning Coffee, Tea and Biscuits  
2 Course Lunch with Tea and Coffee  
Afternoon Tea, Coffee & Cakes  
Cordials, Iced Water, mints & fruit basket  
Hire of the main meeting room  
Use of Country Club Facilities  
Discount on Golf Green Fees

- \* Any equipment required will be charged as ordered, please see the equipment list enclosed.
- \* Should you prefer to choose from the A la Carte menu for dinner, a surcharge will be applied

# Conference Menus

Tea/Coffee & Biscuits @ £2.00 per serving  
Tea/Coffee & Cakes @ £3.50 per serving  
Fresh Orange @ £8.00 per jug  
Sparkling Water @ £3.50 per bottle

Bacon Sandwiches @ £3.50  
Continental / Danish Pastry @ £3.50  
Full Yorkshire or Continental Breakfast @ £10.95

## **Boardroom Lunch @ £7.95**

Sandwiches and Nibbles  
Served with tea or coffee

## **Hot and Cold Buffet Lunch with tea or coffee**

1 course lunch @ £11.50 per person

2 course lunch @ £14.50 per person (main and dessert)

### **Suggested hot main courses: (served with cold meats & various salads)**

Steak and Ale Pie with chips and peas,

Roast of the day with seasonal potatoes and vegetables,

Thai chicken curry with steamed rice,

Lasagne with garlic bread and salad,

Lamb and black pudding hot pot with savoury potatoes,

Steamed salmon with a dill and prawn sauce, vegetables and potatoes

Grilled pork cutlet with glazed apples and cider sauce, vegetables and potatoes

## **Finger Buffet:**

Assorted Open Sandwiches

Cocktail Sausages

Chicken Drumsticks

Cocktail Chicken Satay

Mini Quiche

Savoury Cherry Tomatoes

Jacket Potato Wedges

BBQ Spare Ribs

Fish Goujons

Crispy Salmon Parcels

Hot Sausage Rolls

Pizza Fingers (v)

Buffet Savoury Eggs (v)

Chicken Goujons

Vol au Vents

Vegetable Spring Rolls

Mini Onion Bhajis

Cajun Chicken Pieces

Samosas

Breaded Mushrooms

Tortilla Chips and a selection of dips are included with all buffets

The above is £10.00 for a choice of 5; additional items are £2.00 each.  
Alternatively use our chef's seasonal selection of 7 items for £13.00

## Room Hire

SUITE	1/2 day	Full day	per hour
Sandringham	£120.00	£200.00	£50.00
Balmoral	£120.00	£200.00	£50.00
Kings	£60.00	£100.00	£30.00
Boardroom	£50.00	£90.00	£30.00
Queens	£50.00	£90.00	£30.00

### CONFERENCE ROOM HIRE:-

Includes:- Layout as your instructions

Conference note pads and pens

Supply of Iced Water, Cordials and Mints

Flip Chart Easel and whiteboards

Telephone line (aprox. 30p per unit)

On call assistance

## Equipment Hire Charges

Overhead Projector	£17.00
6' Tripod Screen	£15.00
T.V & Video	£35.00
DVD Player	£35.00
Tape/C.D Player	£35.00
LCD Projector	£100.00
Microphone	£25.00
Slide Projector	£40.50
Fax (UK destinations)	£0.50 per sheet
Photocopying	20p per sheet
Additional Flipcharts	£15.00
Administration Charges	POA

We will be glad to supply and quote for any specialist equipment required for the smooth running of your conference.

# Terms & Conditions

1. Provisional Reservations

Our conference facilities can be reserved provisionally but in the event that another Client wishes to confirm the same date, then we would contact you to ascertain the Status of the conference.

2. Confirmation

A booking will only become confirmed upon receipt of a written and signed letter, fax or e-mail.

3. Final Numbers

The final numbers attending a conference must be notified at least 3 working days prior to the event. The final number of bedrooms required must be confirmed at least 14 days prior to the event. If a number of rooms are not confirmed at this date, the booking will be deemed as provisional and Cave Castle reserve the right to accept other business for the dates in question and release the bedrooms that are provisionally held.

4. Reduction in Numbers

A charge will be levied when final numbers dropping below 60% of the original anticipated at the time of confirmation of the booking, unless we are notified accordingly.

5. Cancellation

If a confirmed booking is cancelled within 14 days of the event the business will be evaluated and a cancellation charge of at least 25% of the total anticipated revenue will be payable. If a confirmed booking is cancelled within 7 days of the event, an invoice for 50% of the lost revenue will be payable.

6. Settlement of Account

Final accounts can be settled either before leaving the Hotel or our accounts department will dispatch an invoice to be settled within 14 days.

7. Prices

All prices in our information pack are current at the time of going to print. They are subject to changes without prior notice.

8. Loss and Damage

Cave Castle shall not be liable for any loss or damage to the property of the guests or any such person as may occupy the premises. Any damaged caused shall be restored by Cave Castle Hotel, and the cost incurred will be recharged to the client.

Signed \_\_\_\_\_ Date of Conference \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

# Room Specifications

The below is designed to give you some information about the rooms. The events team will be able to guide you in the choice of room best suited to your conference and the most appropriate layout

SUITES	BALMORAL	SANDRINGHAM	KINGS	QUEENS	BOARDROOM
LENGTH	12m	26m	8m	7m	7.5m
HEIGHT	Over 4m	2.7m	Over 4m	Over 4m	2.5m
WIDTH	12m	9m	6m	3m	5m
FLOOR LEVEL	GROUND	GROUND	FIRST	FIRST	FIRST
THEATRE	100	200	N/A	N/A	30
CLASSROOM	40	60	N/A	N/A	18+trainer
BOARDROOM	40	60	20	6	10
U SHAPE	30	55	N/A	N/A	N/A
CABARET	80	120	N/A	N/A	N/A
DAYLIGHT	YES	NO	YES	YES	NO
AIR CONDITIONING	NO	YES	NO	NO	YES
DISABLED ACCESS	YES	YES	YES	YES	YES
BAR	YES	YES	NO	NO	NO
PHONE	YES	YES	YES	YES	YES
SOUND SYSTEM	YES	YES	NO	NO	NO