

CONFERENCE ROOMS

The Long Room

This elegant room was named after Sir William Long who, in 1816, created Marwell Hall as we see it today. Graced by tall mullioned windows, an impressive fireplace and decorative cornice, this large room, entered by grand doorways, makes the perfect setting for your conference, meeting or seminar.

Dimensions – 6.5m wide x 9.5m long

Seymour Library

The ornate fireplace of this distinguished room bears the coat of arms and motto of the Seymour family. Marwell Hall was owned in the mid 1500's by Sir Henry Seymour. He was the brother of Jane, Henry VIII's third wife. The room is partly panelled and lined with library shelves and the attractive ceiling has appropriate decorative details. With two large windows and impressive doorways, this room has the right atmosphere for your meeting.

Dimensions – 5.5m wide x 9.5m long

Woodlock Room

This airy room, with its deep bay mullioned window, is named in honour of Walter Woodlock who built Marwell Hall in the early 14th Century. The medieval hall was a timber structure which remains the core of the building today. Over many centuries different owners, who all played a part in our history, have added rooms to the hall. In the 21st century these find a new use as the ideal meeting room.

Dimensions – 5m wide x 8m long

Science & Learning Centre

The lecture theatre located in our Science & Learning Centre building provides the ideal setting for a seminar or conference. This state of the art room has all the AV equipment you need to make your conference a success including flipcharts, large white wall to project onto, DVD player, lectern including laptop connections, built in LCD projector and dimmer lighting. The tiered seating accommodates 100 people whilst additional seating can be added which allows for an extra 30 delegates. Lift access is available to this room.

Room Capacities & Prices

CAPACITIES

Layout	Long room	Seymour Library	Woodlock	Lecture Theatre
U-shape	25	15	15	n/a
Classroom	30	20	20	n/a
Theatre Style	90	40	40	130
Boardroom	25	20	20	n/a
Horseshoe (no tables)	35	25	25	n/a
Cabaret style – 7 per table	35	21	21	n/a
Reception/banqueting	60	36	36	n/a

ROOM HIRE PRICES

Room	Full day	Part day	Exhibition	Day delegate
Long room	£450.00	£350.00	£525.00	From £40.00*
Seymour library	£350.00	£250.00	£425.00	From £40.00*
Woodlock room	£350.00	£350.00	£425.00	From £40.00*
Lecture theatre	£475.00	£350.00	n/a	From £40.00*

EXCLUSIVE USE

Hire of the whole hall to include use of the Tudor Rose Hall, Long Room, Seymour Library and Woodlock Room can be arranged @ £750.00 + VAT at the current rate, per day subject to availability.

All prices exclude VAT which is charged at the current rate

*Day delegates based on a minimum of 15 delegates.

Day Delegate Package

Our day delegate package is perfect for those wishing to book one of our conference rooms for the whole day and includes those all important extras.....

- Full day use of the main meeting room
- Buffet luncheon – chosen from our menu selections
- 3 servings of Fair-trade tea/coffee & baked items
- Mineral water
- Flipchart with pens & screen
- Conference pads and animal print pens
- Place name cards
- Guidebooks
- Sweets
- Entry to Marwell Wildlife for all delegates
- Road train to transport your delegates

From £40.00 per person + VAT*

*Based on a minimum of 15 delegates

Additional equipment may be ordered subject to availability.

Equipment Hire

Equipment hire fees

All prices are exclusive of VAT and valid to 31st December 2010

Flipchart with pad and pens	£15.00 each (Additional pads £7.50 each)
Large screen	£15.00 each
Slide Projector & large screen	£30.00 each
PA System	£60.00 per day
DVD & Television monitor	£30.00
Video and Television monitor	£30.00
Data/LCD Projector & large screen	£90.00 (Please bring your own laptop)
Internet Access	£15.00 per PC
Exhibition Boards (Size = 150cm square)	£5.00 each
Photocopying	20 pence per sheet
Fax	£1.00 per sheet within the UK £2.00 per sheet within Europe £3.00 per sheet to rest of the World
Telephone	20 pence per unit

Lecture Theatre Equipment

In addition to the above the following equipment is available in our Lecture Theatre:

Multimedia Projector	£150.00 (please bring your own laptop)
Dual Slide Projectors	£60.00
Laser Pointer	£15.00
Hand held microphone	£25.00
Lapel Radio microphone	£25.00
Technician	£30.00 per hour, £160.00 per day including use of equipment.

FINGER BUFFET A

- Sausage Rolls
- Pepperoni Pizza
- Mini Local Sausages with mash Potato Dip
- Southern Fried Chicken Fillets
- Thai Style Chicken Stick
- Tempura Mixed Vegetables
- Cheese and Tomato Pizza
- Vegetable Samosa
- Selection of Bridge Filled Rolls

£12.50 per person

Please choose five items from the above list.

Any extra item selected from the above menu will be charged at the single item price of £2.50 per head.

FINGER BUFFET B

- Thai Chicken Sticks
- Marinated Chicken Fillets with Lime & Chilli
- Lamb Samosa
- Local Cocktail Sausages with Mash Potato Dip
- Salmon Goujons
- Mini Cheese Burgers
- Fish and Chips
- Garlic and herb Bread Slices
- Thai Vegetable Money Bag
- Selection of Mini Filled Rolls

£13.75 per person

Please choose five items from the above list.

Any extra item selected from the above menu will be charged at the single item price of £3.30 per head.

Menus are subject to change

Prices are applicable for 2010

Supplement applies if day delegate rate is chosen

All prices are exclusive of VAT at the current rate

Themed Conference Breaks

Why not have refreshment breaks with a difference?

Keep your delegates alert with an energiser break or welcome them with a breakfast break

Breakfast Break

Tea/coffee, orange juice, fruit teas, Danish pastries, bacon rolls and cereal bars

£7.90 + VAT room hire basis

£5.50 + VAT day delegate rate supplement

Energiser Break

Energy drink, fruit teas, Boost Bars and Bananas

£7.90 + VAT room hire basis

£5.50 + VAT day delegate rate supplement

Savoury Break

Tea/coffee, apple juice, Mini Cheddars, Crisps and muffins

£5.60 + VAT room hire basis

£4.20 + VAT day delegate rate supplement

Healthy Break

Tea/coffee, fruit teas, Smoothies & fruit

£7.80 + VAT room hire basis

£5.40 + VAT day delegate rate supplement

Chocolate Break

Hot Chocolate, chocolate muffins, maltesers or mars bars

£5.40 + VAT room hire basis

£4.00 + VAT day delegate supplement

Menu Options

Lunch at Café Graze*

Why not take a stroll through the park during your lunch break and visit our Café Graze restaurant for your conference lunch?

Choice of two course lunch, chosen from our extensive menu and a hot or cold drink

We will provide your group with vouchers in advance or on the day of your event for presentation to the cashier at Café Graze.

*available to those choosing a day delegate package

Fork Buffet

Please choose up to three dishes from the selection below

- Roast Chicken with sage and onion stuffing
- Steak and Mushroom Pie
- Local pork & Leek Sausages with Onion Gravy
- Beef Lasagne Topped with Mozzarella Cheese
- Cheese and Onion Tartlet
- Cold Hampshire Ham with Pickled Vegetables

All served with potatoes & vegetables and 2 salads chosen from the list below

- Green Salad
- Tomato, Red onion and Basil Salad
- Cucumber and Mint Salad
- Coleslaw
- Potato Salad

£15.00 per person

Additional main course available for a supplement of £5.85 per person

Additional salad available for a supplement of £2.50 per person

Supplement applies if day delegate rate is chosen

All prices quoted are per delegate and are exclusive of VAT at the current rate

***Minimum of 25 delegates applies**

Marwell Hall menu

Available to conferences of 15 or more

- Soup of the day
- Fresh Baguettes
- Selection of assorted sandwiches
- Hot Chef's Dish of the Day
- Accompanied with appropriate side dish
- Chefs Vegetarian Dish of the Day
- Accompanied with Appropriate Side Dish

£13.20 per person

All prices quoted are per delegate and are exclusive of VAT which is charged at the current rate

BBQ MENUS

BARBEQUE MENU A*

Jumbo sausages with onion slices

Prime beef burgers

Freshly baked baguettes & buns

Selection of sauces and dressings

£15.00 per delegate

BARBEQUE MENU B*

4 minute Steak

Marinated chicken skewers

Local pork and leek sausages

Freshly baked baguettes & buns

Selection of dressings

£17.50 per delegate

VEGETARIAN BARBEQUE*

Roasted Mediterranean Vegetable Burger

Quorn fillet topped with cheese

Corn on the cob

Freshly baked baguettes & buns

Selection of dressings

£15.00 per delegate

Seafood kebabs are available to add to your BBQ for the additional cost of £7.50 per delegate

Please choose five salads to accompany your BBQ

- Green Salad
- Tomato, Red onion and Basil Salad
- Cucumber and Mint Salad
- Hot Rice Salad
- Cold Rice Salad
- Coleslaw
- Potato salad
- Spiral pesto pasta salad
- Waldorf Salad
- Cous Cous & roasted vegetable salad
- Minted New Potatoes
- Herb Roasted New Potatoes

*Please note that a supplement charge will be applicable if you would like the BBQ menu as part of a day delegate package.

Menus are subject to change

Prices are applicable for 2010

Prices exclude VAT which is charged at the current rate

LIGHT BITES

Our light bites selection makes the perfect refreshment choice for the smaller event.

Please choose from the selection below.

Tea and coffee only

£2.00 per person per serving

Tea Coffee and Biscuits

£2.40 per person per serving

Tea Coffee and Danish

£3.40 per person per serving

Tea Coffee and Cake

£4.25 per person per serving

Mineral Water

£1.50 per person per serving

Soft Drinks

£1.50 per person per serving

Cake Selection

£2.00 per person per serving

Sandwich Platter

(Round and a half per person)

£4.00 per person

Fruit Platter

£3.75 per person

Soup and Baguette

£4.50 per person

Sausage Bap

£3.00 per person

Bacon Bap

£3.00 per person

Scones, Jam and Cream

£5.35 per person

Working Lunch

Sandwich & Piece of fruit

(Round and a half per person)

£6.50 per person

All prices quoted are per head and are exclusive of VAT which is charged the current rate

Desserts

Our larger desserts make the perfect end to our Fork Buffet or BBQ menus

Citrus lemon Tart
Served with Orange Cream
£4.20 per person

Fruit Cheesecake
£5.90 per person

Fresh Fruit Salad
Served with cream
£3.30 per person

Strawberry Tart
Accompanied with Clotted Cream
£3.20 per person

Cappuccino Cheese Cake
£4.20 per person

Chocolate Truffle Torte
With Chocolate Sauce
£4.20 per person

Individual White, Dark and Milk Chocolate Trio
£5.90 per person

Menus are subject to change

Prices are applicable for 2010

All prices quoted are per head and are exclusive of VAT at the current rate



Marwell Wildlife

Additional Extras

Do you want some animal magic?

Booking your conference at Marwell means that your delegates will enjoy the unusual setting, but perhaps they will also want to know more about Marwell Wildlife and the animals.

Bill Hall is our animal information liaison officer and with over 25 years experience as a head keeper here at Marwell Wildlife and a keeper at London Zoo, he is the perfect man to provide an unusual, but informative talk or tour. This is the ideal way to have a lunch break with a difference. You may choose from the following talks and tours.

“ A Conversation about Conservation”

A 30 minute – 1 hour illustrated and humorous talk by Bill Hall on our conservation work, animal species or a particular animal.

Cost - £55.00 + VAT

“Making Tracks”

A guided tour led by Bill Hall to see some of our animals lasting approximately one hour.

Cost - £5.50 per head

Talks and tours are subject to availability and must be booked in advance

As our conference facilities are located in the centre of the Park your delegates are welcome to wander round and have a look at our 250 species of animal during normal opening hours inclusive within your conference rate.

We are also pleased to assist you with some of the following activities to complement your conference.

Quiz & Treasure Hunt

We can provide a multiple choice quiz or treasure hunt based around the park for delegates to complete, too, if required. We will print the quizzes and the treasure hunts for you together with a map and provide pens.

The cost is £2.00 per person + VAT.

Team Building

Whilst we do not arrange any team building events ourselves, we can recommend - Paul Foxley of Wessex Events 023 8086 3313 (www.wessex-events.co.uk) However, due to the nature of our facilities (i.e. a Wildlife Park) we are limited in the activities we can offer.

Volunteering Days

Are you and your team looking for a fun day out where you can volunteer time to a charity while improving team dynamics and strengthening working relationships? If so, look no further than our Marwell Wildlife Volunteer Days -Catering packages are available to add to this should you wish. Please contact our fundraising team on 01962 777909.

Park Rules

When using our facilities we do ask that you and your delegates observe the following park rules: -

- Do not feed the animals
- Do not cross the safety barrier
- Please keep the park tidy
- No pets in the park
- No radios
- Please do not use whistles
- No ball games
- Road/rail train passengers **MUST** sit while the vehicle is moving.
- No unaccompanied children allowed

Struggling to make your decision?

Here are 10 reasons to book your conference or meeting at Marwell Hall

- Free car park on site
- Road train to transport your delegates
- Full day delegate rates available from £40.00 per person + VAT
- Full day and half day room hire rates available
- Choice of AV equipment
- Theatre style available for up to 130 delegates
- Dedicated conference and events team
- Wide range of menus
- A peaceful and unique setting
- Surrounded by some of the worlds rarest animals

To check availability, make a booking or more information, please contact our friendly conference and functions team on 01962 777966 or 01962 777936

Prices do not include VAT which will be charged at the current rate.

www.marwell.org.uk

events@marwell.org.uk