



MEETING ESSENTIALS

Connecting people with nature

2011

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

Capacities:

U-Shape	Classroom	Theatre Style	Boardroom	Horseshoe	Cabaret Style	Reception/ Banqueting
25	30	80	30	35	35	60

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

Capacities:

U-Shape	Classroom	Theatre Style	Boardroom	Horseshoe	Cabaret Style	Reception/ Banqueting
15	20	40	20	25	21	36

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

Capacities:

U-Shape	Classroom	Theatre Style	Boardroom	Horseshoe	Cabaret Style	Reception/ Banqueting
15	20	40	20	25	21	36

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.

Marquee

Our purpose built marquee complete with hard floor and chandelier lighting and outdoor seating, bar, private entrance is available from between June – September inclusive and provides a beautiful location in which to host larger meetings, conferences or seminars.

It also provides the perfect setting for a seated lunch or dinner and larger parties of up to 120 guests for a seated meal or informal evening event.

U-Shape	Classroom	Theatre Style	Boardroom	Horseshoe	Cabaret Style	Reception/ Banqueting
35	40	120	35	35	60	80/120

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.

MEETING ESSENTIAL PACKAGES

Each of our especially designed packages include those all important essentials giving you the flexibility to customise your event to make it a success.

Simply choose the package that best suits your requirements for the day and select your preferred refreshments to accompany the day from the following selection of tasty menus.

Desert Package

The desert package includes the basics needed for any conference. With no minimum numbers required, this package suits the requirements for even the simplest of meetings.

Included in the package is:

- Full day use of required meeting room
- Jugs of tap water
- Flipchart made from recycled paper
- Flipchart pens made from recycled materials
- Screen
- Projector
- Entry to the park during opening hours on the day of the event
- Collection by services of our road train
- Dedicated conference host

Prices

£300.00 + VAT

Additional syndicate room - £100.00 + VAT

Interesting to know.....

A desert is a landscape that receives an extremely low amount of precipitation, less than enough to support growth of most plants. Deserts are defined as areas with an average annual precipitation of less than 250 millimeters (10 in) per year, or as areas where more water is lost by evaporation than falls as precipitation. Deserts are classed as *BWh* (hot desert) or *BWk* (temperate desert). There are fewer species in this environment, which are specialized to survive the arid conditions.

Grasslands Package

The grasslands package includes the basics plus a little bit more to ensure a successful conference.

Minimum number of 15 delegates required.

The package includes:

- Full day use of the required meeting room
- Flipchart made from recycled paper
- Flipchart pens made from recycled materials
- Screen
- Projector
- Stationary box
- Still and sparkling mineral water
- Sweets
- Entry to the park during opening hours on the day of the event
- Collection by services of our road train
- Dedicated conference host

Prices

£27.00 Per Delegate + VAT

Additional syndicate room - £100.00 + VAT

Interesting to know.....

Grasslands are areas of medium rainfall, where the vegetation is dominated by grasses and other non-woody plants. However, sedge and rush families can also be found. Grasslands occur naturally on all continents except Antarctica. In temperate latitudes, such as northwest Europe and the Great Plains in North America, native grasslands are dominated by perennial bunch grass species, whereas in warmer climates annual species form a greater component of the vegetation. Many more species of plants and animals are found in this environment compared to deserts.



Marwell Wildlife

Rainforest Package

With everything you need included, this luxury package has all the required items from the basics to the best to make your conference a comfortable one.

Minimum number of 20 delegates required

The package includes:

- Full day use of the required meeting room
- Flipchart made from recycled paper
- Flipchart pens made from recycled materials
- Screen
- Projector
- Stationary box
- Still and sparkling mineral water
- Sweets
- Cordials
- Fruit bowl served in the meeting room
- Delegate notepaper made from recycled paper
- Delegate pens made from recycled packaging
- Entry to the park during opening hours on the day of the event
- Collection by services of our road train
- Dedicated conference host

Prices

£31.00 Per Delegate + VAT

Additional syndicate room - £100.00 + VAT

Interesting to know.....

Rainforests are forests characterized by high rainfall, with definitions based on a minimum normal annual rainfall of 1750-2000 mm (68-78 inches)..Around 40% to 75% of all species are indigenous to the rainforests. It has been estimated that there may be many millions of species of plants and insects still undiscovered in tropical rainforests. Tropical rainforests have been called the "jewels of the Earth" and the "world's largest pharmacy", because over one quarter of natural medicines have been discovered there. Rainforests are also responsible for 28% of the world's oxygen turnover.

Equipment Hire

Our packages include the basic equipment for any conference or meeting, however, if you need additional AV, these can be provided for you.

Flipchart pads - additional	£15.00 per pad
Flipchart pens – additional – pack of 4	£12.00 per pack
Screens	£30.00 – per screen-medium 5ft £40.00 – per screen – large 8ft
LCD projector	£280.00 (please bring your own laptop)
PA System	£60.00 per day
DVD & Television monitor	£30.00
Video and Television monitor	£30.00
Internet Access / WIFI	Free of charge
Exhibition Boards (Size = 150cm square)	£10.00 each
Laser Pointer	£33.00 each per day
Hand held microphone	£40.00 each per day
Lapel radio microphone	£100.00 each per day
Multimedia projector (Lecture theatre only)	£150.00 (Please bring your own laptop)
Technician	£-price on application
Exhibition boards (size = 150cm square)	£10.00 per board

Please note that additional AV equipment may be subject to a delivery charge of £20.00 + VAT

Business Charges

Telephone	30p per unit
Fax	£1.00 per sheet within the UK £2.00 per sheet within Europe £3.00 per sheet for the rest of the world
Photocopying	30p per sheet
Printing from USB memory stick	15p per sheet

GRAZING AND WATERING

Our delicious and mouth-watering menus are the perfect way to enjoy lunchtime. Accompanied by our refreshing selection of beverages you are sure to cater for all your delegates needs.

LIGHT BITES & BREAKTIME

Our light bites are the perfect way to make a refreshment break.

Tea Fair-trade – Served by the Flask

£10.00 (serves 15 cups)

Coffee Fair-trade - Served by the Flask

£10.00 (served 15 cups)

Jugs of Fresh Fruit Juice (1ltr)

Apple juice - £4.50

Orange juice - £4.50

Cranberry juice - £4.50

Soft Drinks & Mineral Water Selection

From £1.50 per person

Choose from a selection of still or sparkling mineral water, J20 or Pepsi

Biscuits – Served by the Tray

£8.20 – serves approximately 15 delegates

Mini Danish Pastries

£2.35 per person (2)

Cake Slice

£3.90 per person per serving

Scones, Jam and Cream

£3.85 per person

Fruit Platter

£4.50 per person

Soup and Baguette

£4.35 per person

Sausage Bap

£3.50 per person

Bacon Bap

£3.50 per person

Sandwich Platter

(Round and a half per person)

£5.00 per person

Prices exclude VAT which is charged 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 per person

Energiser Break

Energy drink, fruit teas, Boost bars and bananas
£5.50 per person

Savoury Break

Tea/coffee, apple juice, Mini Cheddars, crisps and muffins
£5.60 per person

Healthy Break

Tea/coffee, fruit teas, smoothies & fruit
£7.80 per person

Chocolate Break

Hot chocolate, chocolate muffins, Maltesers or Mars bars
£5.40 per person

Prices exclude VAT which is charged at the current rate

LUNCH MENUS

Working Lunch

Sandwiches, Real Crisps and Fresh Fruit
(Round and a half per person)

£6.50 per person

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 £2.40 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

£15.20 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 £3.00 per head.

Prices exclude VAT which is charged at the current rate

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?

Choose from:

- Hot meal or sandwich,
- Hot or cold drink
- A slice of cake.

Excludes alcoholic drinks

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

£12.50 per person

Marwell Hall Menu

Enjoy a tasty lunch selected from our daily specials but served at Marwell Hall for your convenience.

- Soup of the day
- Fresh baguettes
- Selection of assorted sandwiches
- Chef's hot dish of the day
- Chef's vegetarian dish of the day
- Hot dishes are accompanied with appropriate side dish

£13.20 per person

Available to conferences of 15 delegates or more

Prices exclude VAT which is charged at the current rate

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 two salads chosen from the list below

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

£12.00 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

Available to conferences of 25 delegates or more

Prices exclude 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

£20.50 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

*Available to conferences of 25 delegates or more

Prices exclude VAT which is charged at the current rate

SWEET STUFF

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

Citrus Lemon Tart

Served with Orange Cream

£4.50 per person

Fruit Cheesecake

£6.00 per person

Fresh Fruit Salad

Served with cream

£3.30 per person

Strawberry Tart

Accompanied with Clotted Cream

£3.50 per person

Cappuccino Cheese Cake

£4.20 per person

Chocolate Truffle Torte

With Chocolate Sauce

£4.50 per person

Individual White, Dark and Milk Chocolate Trio

£6.00 per person

Prices exclude VAT which is charged at the current rate

ADDITIONAL EXTRAS

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

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 animals during normal opening hours inclusive within your conference rate.

Do you want some animal magic?

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 humourous talk by Bill Hall on our conservation work, animal species or a particular animal. Ideal for larger groups of delegates.

Cost - £55.00 + VAT

“Making Tracks”

A guided tour led by Bill Hall to see some of our animals lasting approximately one hour. Ideal for smaller groups of delegates.

Cost - £5.50 per person

Talks and tours are subject to availability and must be booked in advance. Maximum of 20 delegates.

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.

TEAMBUILDING

Team Building

The beautiful lawn at the rear of Marwell Hall is the perfect location in which to enjoy some outdoor teambuilding as part of your day. We work closely with a local specialist teambuilding company who can provide activities from chocolate making to treasure hunts.

To find out more information and how we can help with teambuilding, please contact our friendly functions team.

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.

NEED PERSUADING?

Here are 10 reasons to book your essential meeting at Marwell Wildlife

- Free car park on site
- Road train to transport your delegates
- Flexible packages to suit your specific requirements
- Choice of AV equipment
- Conference facilities for up to 130 delegates
- Wide range of menus
- A peaceful and unique setting
- Surrounded by some of the world's rarest and amazing animals
- Experienced and dedicated conference and functions team
- Local accommodation nearby

USEFUL THINGS YOU MIGHT NEED TO KNOW

- All prices exclude VAT which is charged at the current rate
- We can cater for special requirements
- Special dietary requirements can be catered for
- Our functions team can be contacted on 01962 777966 or 01962 777936
- Email us at events@marwell.org.uk
- Website address is www.marwell.org.uk