

Functions

The Gatwick Manor

Conferences, Weddings, Special events, Parties, Bar & Restaurant



The Gatwick Manor

The Gatwick Manor is a stunning establishment dating back to the 13th Century. This prestigious building is set in 10 acres of gardens and we have car parking availability for over 200 cars. Some of our guests use this facility year after year for airport parking (this service is available to you by booking on line). Coach parties are also welcome.

With our splendid Manor House bar, restaurant and extensive function facilities within the estate, we not only attract the traveller flying out from Gatwick Airport (only 5 minutes away) but also business guests and locals.

Facilities include:

Car parking with spaces for over 220 cars (including disabled spaces), coaches welcome, disabled toilet, alfresco patio garden.

Functions

Our comprehensive facilities and variety of function rooms mean that we are able to cater for up to 160 people. From weddings to family celebrations, business meetings, conferences and awards dinners, we are able to cater for any occasion.

We have a Civil Wedding Ceremony License and tailored wedding packages can be arranged on request.

Suite Hire

	Half Day Morn/Afternoon	Full Day 9am-5pm	Evening 6pm-1am
Shipley Suite	£350	£500	£500
Loxwood Suite	£160	£300	£300
Half Loxwood 1	£100	£170	X
Half Loxwood 2	£100	£170	X
Oak Boardroom	£80	£150	X
Tythe Barn	X	X	£300

1 Projector & 1 Screen is included.

Additional Equipment Hire price per day:

OHP & Screen	£40
LCD Projector	£120
Screen	£30
Flipchart	£15
Lecturn	£20
TV Monitor, stand & DVD	£80
PA System	£120
Lapel Mic	£30
Handheld Mic	£30

Music:

A H Entertainments

Quality DJ's provided.

£300. 7pm till 12.30am.

(If you would like to supply your own DJ then a sub charge of £100 would be charged and a copy of their Public Liability Insurance would be needed)

Buffet Menu

The Manor Buffet

Selection of sandwiches

-

Mini pork pies with a chilled pea puree

-

Roasted chicken drumsticks marinated in tomato, garlic, chilli and honey

-

Assortment of mini quiche

-

Fresh potato & chive salad

-

Mixed leaf salad with French dressing

-

Steak fries or potato wedges

£10.95 per person

Add on's price per person:

Warmed bread rolls - add £0.95

Fresh crispy coleslaw - add £0.95

Penne, red onion & mixed pepper salad - add £0.95

Roast duck & hoison spring rolls with sweet chilli dip - add £2.10

Sumi Bi Yaki, black tiger king prawns marinated in garlic, chilli & ginger - add £2.65

Lamb & mint maple skewers with soured cream & chive dip - add £2.65

Mini Indian selection of onion bhaji, veg pakora, aloo tikka and veg samosa - add £1.50

Carved meat platter of roast beef, turkey breast & honey roasted ham - add £3.95

Cheese platter with biscuits, grapes, celery and apples - add £3.95

Fresh fruit platter, seasonal fresh fruits with fresh cream - add £3.95

Assortment of mini desserts including three types of cheesecake, choc éclairs & petit fours - add £3.95

Other Food requirements:

Tea & Coffee per serving - add £1.99

Orange Juice per jug - add £9

Danish Pastries per person - add £3.95

Bacon Rolls - add £3.95

Canapes - add £4.95

Banqueting Menu

Please select one dish from each course to create your individual menu. Plus the Vegetarian alternative if required.

Starters

Leek & potato soup served with a warm crusty bread roll

-

North Atlantic Prawn salad topped with marie rose sauce

-

Trio of melon with raspberry coulee

Mains

Roast topside of beef with Yorkshire pudding and all the trimmings

-

Farm assured chicken breast in wild mushroom sauce

-

Scottish salmon fillet in a cream white wine & dill sauce

-

Caramelised red onion & goats cheese tart on a mixed leaf salad with balsamic glaze

All dishes served with fresh seasonal vegetables and potatoes

Desserts

Vanilla Cheesecake with seasonal berries

-

Fresh fruit salad with extra thick cream

-

Rich chocolate torte with raspberry coulee

-

Profiteroles filled with cream with rich chocolate sauce

Coffee and mints

£29.95 per person

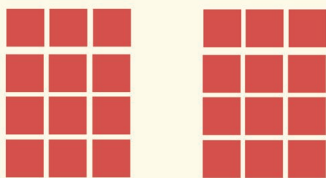
All main courses include one serving of vegetables and potatoes. All dishes marked (v) are suitable for Vegetarians. We cannot guarantee that any product on this menu is totally free from nuts or nut derivatives.

All items are subject to availability.

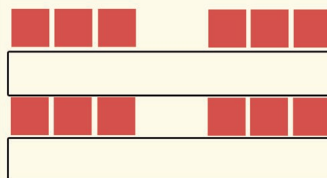
We are willing to discuss alterations to the menu however these may incur an additional fee.

Suite Layout

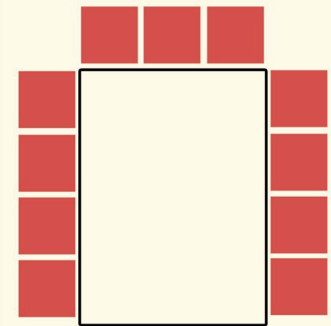
	Shipley	Loxwood	Half Lox 1	Half Lox 2	Boardroom
Length	73ft	51ft	30ft	21ft	21ft
Width	55ft	21ft	21ft	21ft	15ft
Theatre	160	80	40	35	-
Classroom	70	50	35	15	-
U-Shape	40	35	20	15	-
Boardroom	40	35	20	15	14
Cabaret	100	80	30	20	-
Banquet	120	70	40	30	-



Theatre Style



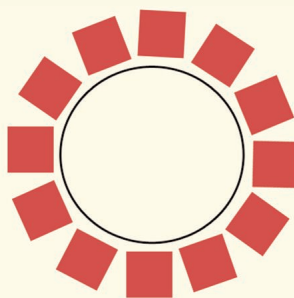
Classroom Style



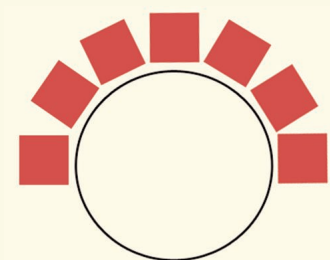
U-Shape



Boardroom Style



Banqueting



Cabaret

Finer details

Make your day extra special by selecting from our finishing touches.

Canapes from £4.95 per person

If you would like to discuss alternative catering options e.g. Hog roast, BBQ's etc please call for more information

Chair Covers: From £4.25 per chair includes delivery, fitting and collection (This includes white chair covers with your colour choice of bow)

A H Entertainments

Gatwick Manor's Resident DJ

Quality DJ's provided.

£300

7pm till 12.30am.

(If you would like to supply your own DJ then a sub charge of £100 would be charged and a copy of their Public Liability Insurance would be needed)

Hotel rooms for you and your guests

We have on site a Premier Inn Hotel

Which offers 103 rooms

Rooms can sleep up to 2 Adults & 2 Children up to the age of 15. Cots available on request.

Rooms from £56 (Fri-Sun) £66 (Mon-Thurs)

Have you thought about?

We have contact numbers for many function facilities. Please call for more information.

Function Terms & Conditions

A non refundable deposit of £250.00 is required to secure & confirm a function reservation. Cancellation of the booking will result in the deposit being held.

All provisional bookings will be held for fourteen days then cancelled unless a letter of confirmation is received.

Note: A non refundable deposit of £250 must be received to secure reservations.

V.A.T at the current rate is included in the price.

Should you use your own equipment you must ensure it has been tested and is safe to use.

Delivery of any materials and/or equipment can be made within 24 hours of your meeting with prior agreement, however we reserve the right to dispose of any materials not collected within 24 hours of the completion of your function. All deliveries must be clearly marked with the organisers name / company name.

We cannot be responsible for the quality of the food if it is not served at the scheduled time due to late arrival.

Prior consent of Gatwick Manor must be sought for any entertainment or services contracted for the function by the client. We reserve the right to judge unacceptable levels of noise or behaviour of the client, guests or representatives & the client must take all necessary steps to correct. In the event of failure to comply with management requests, Gatwick Manor reserves the right to terminate the contract and stop the event without being liable to any refund or compensation.

No wine, other beverages or food may be brought onto the Gatwick Manor grounds by the client or guests for consumption on the premises unless by prior agreement.

Bar arrangements: A bar tab may be available on the day by prior arrangement. This may be organised with either a credit card or cash facility on the day or by payment in advance.

We will require payment for damage made to any part of the Gatwick Manor by any person invited by you or on your behalf, to the Gatwick Manor. The Gatwick Manor will not be responsible for any loss or damage to any articles brought on the premises.

All prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing.

Conferences – Additional terms and conditions

1. Final numbers are required 7 days prior to the function. All functions must be paid for in full prior to the date of the event, or on the day. Gatwick Manor will ask that one of the following payment terms are adopted: Payment for goods & services are secured by Visa, Mastercard, Amex, debit card or on company account.
2. Should you hold a company account we need written confirmation from your company detailing the extent of their liability, quoting company reference.

Celebration & events – Additional terms and conditions

1. In the event that our DJ is not used, and you would like to arrange your own entertainment you will have to supply a copy of their current Public Liability insurance.
2. Any additional items purchased/consumed on the day of the function must be paid for upon departure.
3. Final numbers are required 21 days prior to the function. All functions must be paid for in full 21 days prior to the date of the event. Gatwick Manor will ask that one of the following payment terms are adopted: Payment for goods & services are secured by Visa, Mastercard, Amex, or a debit card.

Directions from London or Brighton

Exit the motorway at Junction 9 towards Gatwick Airport North & South Terminals of the M23

You are now on the A23, at the first roundabout take the 2nd exit (straight over) towards the North Terminal

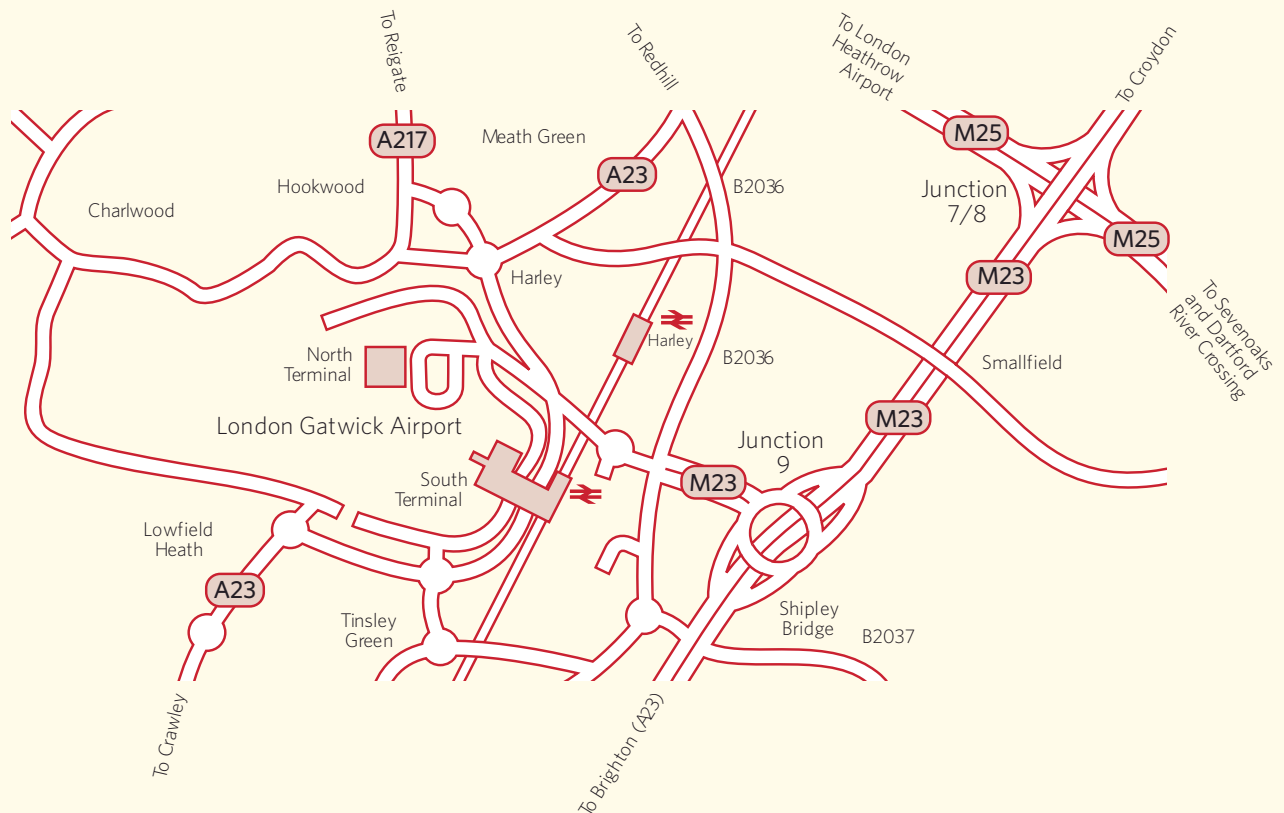
1000m to the next roundabout, take the 4th exit to Crawley & Redhill

Proceed straight until the next roundabout keeping hard right

At the roundabout with the Esso Petrol station on the left complete a full U-Turn heading back onto yourself

You will go under a tunnel before reaching the next roundabout at which, take the 2nd exit (straight over) towards Horsham

At the next roundabout take the 1st exit towards Horsham
PLEASE SLOW DOWN NOW you will shortly see the entrance to The Gatwick Manor on your left approx 400m



Gatwick Manor

London Road, Crawley, West Sussex, RH10 9ST

Tel. +44 (0)1293 866619 Fax. +44 (0)1293 513077 www.gatwickmanor.com