

WELCOME TO HATFEILD HALL



Hatfeild Hall, the perfect venue for your meeting, conference, or away day. The historic 18th century hall, set in the peaceful and picturesque grounds of Normanton Golf Club, provides the perfect setting for an effective and successful event.

Thank you for considering using Hatfeild Hall as a venue for hosting your Company/Organisation's event. We would like to invite you to come along and view the impressive facilities that we have to offer, to ensure that your Company/Organisation's experience is a satisfying one. Please contact one of our Hospitality Co-ordinators via one of the following ways, to discuss your requirements. They will be only too pleased to show you around.

Phone 01924 377943 (ext. 2) or 01924 200900 Email; events@hatfeildhall.co.uk

Alternatively, for a further insight into Hatfeild Hall, please visit our web site at www.hatfeildhall.co.uk

As you approach Hatfeild Hall via its long sweeping tree-lined drive, you realise that you are approaching a hidden gem, so convenient, yet so remote. The setting of the Hall couldn't be bettered, from following the driveway, with the 18 hole Golf Course on each side, passing the impressive fountain on your left, the view suddenly opens up to reveal the majestic 18th Century Hall placed prominently, looking down over the surrounding Golf Course. Its tranquillity is breath taking and will certainly leave an impression on your employees/guests.



The Hall has much history to it, including the fabled Mulberry Bush opposite its entrance, where folklore has it that a cutting from it was replanted in Wakefield Prison and the rhyme "Here we go round the Mulberry Bush" originated.

Hatfeild Hall is located on Aberford Road, only approximately 1 mile from Wakefield City Centre. It is within easy reach of the surrounding towns, and is also easily accessible from all the major road networks nearby (M1, A1, and M62). The Hall has its own on-site parking with enough space to accommodate the largest of events.

Suitability for events.

Hatfeild Hall is an ideal venue to host a wide range of Company/Organisation events. These include;

- The Hatfeild Suite can accommodate hosting **Conferences**, involving a variety of different organisations.
- The Hatfeild Suite would also make the ideal venue for hosting **Seminars**, such as presentations, speeches on product and system launches.
- The Annabel and Mulberry Rooms are ideally suited to hosting **Strategic/Corporate Planning Days** for Management.
- All 3 rooms are suitable for hosting Company **employee away days** (team building, training, induction and company open days.) with the Hatfeild Suite accommodating larger groups and using the Annabel and Mulberry rooms as "break out" rooms for smaller group project/exercise work.
- The Annabel and Mulberry Rooms are ideally suited for holding **interviews**, or a place where **local groups/charities** can meet on a regular basis.

One of our Hospitality Co-ordinators will ensure the event meets your needs and will be available on the day to ensure all goes well. We are able to provide our facilities day or evening, seven days a week, as we recognise that some of our customers require events outside of normal working hours.

Room options and layouts

We have three different rooms available, in different sizes, enabling us to host small, medium or large events, so if you need multiple rooms for breakout meetings or something similar, we can accommodate you.

The Hatfeild Suite

This suite is our main function room, and has its own private bar and a large dance floor. A large room, (approx. 140 square meters) it can accommodate up to 100 delegates and is air conditioned for your comfort. The French windows at one end have a very attractive outlook as they overlook a lawned area and the golf course.

The Mulberry Room

Overlooking the historic mulberry bush, this tastefully restored room is ideal for a private meeting. With a size of approximately 33 square meters, it will support meetings of up to 30 delegates, depending upon the layout (See below).

The Annabel Room

A very popular choice, this well-appointed room will also accommodate meetings of up to 30 delegates, depending upon the layout (See below).

The Hospitality team are always available to yourselves to discuss any specific room layout requirements you may have. The rooms can be laid out to your individual requirements, there is a variety of innovative table plans to choose from. To help you, some examples are shown below;

STYLE	HATFEILD	ANNABEL	MULBERRY
THEATRE	100	30	30
BOARDROOM	30	20	12
U-SHAPE	40	20	16
ROUND TABLES	100	----	----
CAFÉ	----	24	24



Prices/Packages

The hospitality team will discuss which choices would be best to suit your budget. However, below are the current prices for hosting your day at Hatfeild hall.

Room Hire

	Half Day	Full Day
Hatfeild Suite	£100	£195
Annabel Room	£70	£110
Mulberry Room	£70	£110

Facilities available

We offer the expected range of associated facilities with hosting external events, such as;

- Laptop computer. £25 half day, £40 full day
- Projector and screen. £25 half day, £40 full day
- Flipcharts & pens (no charge)
- Photocopying machine 10p/copy
- Free Wi-Fi available in all rooms
- Roaming microphone (Hatfeild suite only)
- All prices are exclusive of VAT

Menu choices

We offer a selective choice of attractive menus which we believe will suite every taste and satisfy the most particular guest. Our range of menus have been designed by Chris Tolson, our award winning chef, who has built up an enviable reputation over the last 10 years whilst at Hatfeild Hall. His menus have been designed to suit the various size of party as well as different budgets, however, if necessary, Chris will be only too pleased to sit and meet with you to accommodate your specific wishes. You can contact him through the hospitality coordinator.

Drinks

Tea/Coffee/Biscuits - £1.60/delegate per serving

Fresh Orange Juice - £5.00/jug

Orange Squash - £2.50/jug

All prices are exclusive of VAT

Pastries

Danish Pastries/Muffins - £1.80/pastry (min No.10)

Fruit/Plain Scones with cream, jam & butter - £2.75/scone (min No.10)

All prices are exclusive of VAT

Breakfast

Traditional English breakfast - £9.50/delegate (min No.10)

Bacon, Sausage or Egg Sandwich - £3.00 /delegate

All prices are exclusive of VAT

Working Lunch

All prices are exclusive of VAT

Sandwiches -
£3.20/delegate

Salad Bowl - £1.20/delegate

Wedges or Fries -
£1.80/delegate

Desserts - £3.00/delegate

Buffet Luncheon

- 5 Option Selection - £7.95/delegate
 - 6 Option Selection - £8.95/delegate
 - 7 Option Selection - £9.75/delegate
 - 8 Option Selection - £10.45/delegate
- All prices are exclusive of VAT

For 10 and under delegates, it will be 'chef's choice'

Selections:

- Chef's daily selection of closed sandwiches in wholemeal and white bread, to include at least one vegetarian option
- New potato salad with watercress, red onion and French dressing
- Tuna pasta salad Nicoise (green beans, tomato and shallots)
- Mixed leaf with tomato, cucumber, peppers and radish served with dressing.
- 3 cheese and red onion tart (v)
- Garlic and herb bread (v)
- Honey mustard chicken pieces
- Roasted vegetable kebabs (v)
- Vegetarian samosas with a mint yoghurt dip (v)
- Vegetarian pizza slices (v)
- Spring rolls and sweet chilli dipping sauce (v)
- Jacket potato wedges (v)
- Pork pie wedges

NB: It is requested that any special dietary requirements are advised when booking your conference.

Traditional Luncheon

Choose **ONE** option from the list. Minimum number of delegates – **10**
(Under 10 delegates is an option however this will be chef's choice)

We are sorry but no split options can be catered for on this menu for numbers under 20.

Selections:

- Cottage pie with Cheddar mash topping, served with seasonal vegetables and gravy
- Beef Lasagne served with mixed salad and garlic bread
- Chicken, leek and mushroom pie in a white wine and cream sauce, served with seasonal vegetables
- Vegetarian mince stew with herb dumpling crust, served with seasonal vegetables
- Spiced beef chilli with peppers and kidney beans, served with rice, taco shells and dips

Other dishes available to order – please enquire
Price per delegate is £8.20 – all prices exclusive of VAT

Lunch extras

Dessert Option

£3.00/delegate

Terms & Conditions

Without any obligation your provisional booking will be held for 14 days

Cancellation –

- There will be no charge for cancellation provided it is at least one month before the event.
- Food Cancellation. Food can be cancelled up to 48 hours before an event, after this, catering will be charged in full.

Final numbers and menus must be confirmed seven days in advance of your event and these will be the minimum numbers you are charged for.

Hatfeild Hall reserves the right that prices and menus may be subject to change without notice up to 90 days prior to the function.

Fire – In the unlikely event of a fire all guests will use the entrances and exits to which they are directed.

Hatfeild Hall is not responsible for any damage or loss to your belongings (including motor vehicles) either prior to the beginning of an event, during or after the event.

Hatfeild Hall reserves the right to change, alter or cancel any booking without obligation in the unfortunate event of fire, disputes with employees or by order of any public authority. This includes emergency building repairs, erection of any permanent building or semi-permanent building in line with those repairs and/or in conjunction with other operations of the golf club which may not have been apparent at the time of your reservations.

Hatfeild Hall does not allow persons to bring their own food and/or drink on to the premises for their own, or others, consumption or resale.

Payment – Payment of your account is due 30 days from the date of your invoice.

The primary use of the Hatfeild Hall site is for use as a golf club. We must, therefore, ask that you follow the rules below to ensure the health and safety of you and of your guests.

Please be aware, golfers will be playing and all guests must be kept away from the course for safety reasons.

The French windows in the Hatfeild Suite will remain closed during the day but can be opened from 7pm.

Any damage (wilful or otherwise) caused by any member of your delegation will be paid for in full.

HATFEILD HALL HAS A NO SMOKING POLICY THROUGHOUT THE BUILDING – PERMITTED AREAS OUTSIDE