

The White Hart Hotel

Market End
Coggeshall, Essex CO6 1NH
Tel: 01376 561654 Fax: 01376 561789

Meeting and Conference Guide

Welcome to the charming 15th Century White Hart Hotel. The hotel is situated right in the heart of beautiful and historic Coggeshall, and became the meeting place for this lovely market town back in 1423 when the original Guildhall was destroyed by fire.

The hotel has many traditional features such as oak beams, 18 en-suite bedrooms, a restaurant which boasts an AA Rosette for its excellent food, and a bar with an extensive choice of fine wines. There is a choice of two conference rooms, which can accommodate up to 50 guests theatre style.

Our dedicated team believes in personal, efficient and friendly service. Whatever your needs, our Meetings Co-ordinator will ensure that your conference runs smoothly from start to finish.

To ensure your meeting is a success and energy levels are maintained throughout the day, our Chef has put together a varied menu –ranging from tasty snacks to hot and cold buffets - if you prefer, you may order from the bar menu.

Each meeting space is £65 plus VAT for the day or half day – 7 days a week, subject to availability, and includes screen, flipchart and stationery. This is subject to you pre ordering from the menu options enclosed.

I invite you to read through this guide. If you have any queries or would like to view our hotel facilities, please do not hesitate to contact me.

If you are interested in other hotels within our group, please call our central meetings and events enquiry line on **0800 023 40 56** or visit www.oldenglish.co.uk

I look forward to hearing from you.

Yours sincerely,

Meetings and Events Co-ordinator
The White Hart Hotel

EMAIL: whitehart.coggeshall@greeneking.co.uk
WEBSITE: www.whitehart-coggeshall.com

The White Hart Hotel

Meeting Facilities

Restaurant

We can accommodate up to 50 guests for a private meeting or dining

Paycocks Room

We can accommodate up to 30 guests for a private meeting or dining.

The Coggeshall Room

We can accommodate up to 50 guests for a private meeting or dining

The White Hart Hotel	Bed rooms	Marquee	Out door Events	Room	Floor	Day Light	Air Con	Theatre	Boardroom	U shape	Classroom
	18	N	N	Paycocks	Ground	Y	N	30	20	N/A	15
				The Coggeshall Room	Ground	Y	N	50	30	25	40

The meeting room charges are £65 plus VAT for the day or half-day and include: -
 Old English Inns stationery.
 Screen
 1 flip chart and pens

The above rate is only available when you take one of the meeting menu options, per guest or purchase menu items from the bar. Please let us know whether you wish to take your refreshments in the restaurant or the meeting room.

Additional audio visual equipment can be ordered on your behalf, however these will be in addition to the room charge. Data projector £25 hire per day.

The White Hart Hotel

Planning the meeting

Our commitment to you is that we will take your initial requirements immediately either through our Meeting and Events enquiry line or at the hotel, and within 2 hours and come back to you with availability and pricing, so you can start to plan your meeting.

We can arrange for you to visit the hotel to discuss your requirements and complete the booking form. Or if you prefer we can send you the form by email for you to complete and return to our email address: 6529@greeneking.co.uk

Once we have received your booking we will confirm to you by email within 48hrs.

If we are not able to meet your requirements, we are able to offer alternative locations, please contact our Meetings and Events enquiry line on **0800 023 4056** and we will be able to check availability for you at our other hotels in the area.

To complete your booking we will require the following within 7 days of your quote:

1. Day Planner completed and signed.
2. Terms and Conditions of the Contract signed.
3. Menu selector completed and totalled.

All forms in this guide are also on the hotel website

Planning your meals

- Generally allow 30 minutes for breakfast, 45 to 60 minutes for lunch and 20 minutes per course for dinner. For refreshment breaks allow minimum of 15 minutes.
- Plan on 2 cups of tea or coffee per person for a morning break and one cup of tea or coffee or soft drink in the afternoon break.
- Consider a luncheon buffet for small group working session. Buffets offer variety and faster service.
- The day planner is there as a guide and also to help you to budget your event.
- We can arrange evening meals in private dining areas or in the bar- please ask our Meetings Co-ordinator.

Meeting room set up

- Conference, Hollow square or U Shape – appropriate for interactive discussions and note taking sessions for fewer than 20 people.
- Board Room- suitable for small meetings/interviews
- Rounds – generally good for meals and sessions involving small group discussions. A five-foot table seats 8, six-foot table seats 10.
- Theatre – appropriate for large sessions and short lectures that do not require extensive note taking.
- Schoolroom or classroom – most desirable set-up for medium to large size lectures tables provide attendees with space for spreading out materials and taking notes.
- Reception – seating is arranged with chairs set up in various locations in the room with tall/short tables, Food can be served on small buffet tables or by servers.
- Exhibits – booths, conference style tables set up by suppliers / exhibitors to allow guests to move through the room to view information.

Buffet Menu Options

Bronze selection - £6.95 per person

Selection of Sandwiches
Quiche Lorraine
Plaice Goujons
Mixed Salad
Red Onion Coleslaw
Tortilla Chips

Silver selection - £8.45 per person

Selection of Sandwiches
Salmon & Broccoli Quiche
Plaice Goujons
Red Onion Coleslaw
Tortilla Chips
Melton Mowbray Pork Pie
Greek Salad
Mixed Salad
Spicy Snack Selection

Gold Selection - £9.95 per person

Selection of Sandwiches
Salmon & Broccoli Quiche
Plaice Goujons
Red Onion Coleslaw
Tortilla Chips
Melton Mowbray Pork Pie
Mixed Salad
Greek Salad
Spicy Snack Selection
Tempura Battered Prawns
Cheese Selection with Chutneys & Crackers

Morning Goods

Tea, Coffee & Juices - £2.50 per person
Bacon Roll or Danish Pastry & Beverage - £3.95
Bacon Roll & Pastry with Beverage - £4.95

Afternoon Extras

Tea, Coffee or Juices - £2.50 per person
Danish Pastry and a Beverage - £3.95

Beverages for Tables

1 litre bottle of Sparkling water
1 litre Still water
*price available on request

Day Planner

White Hart Hotel
Coggleshall

Contact NameDate of Meeting

Address

Company

Hotel Contact Name

Customer name & address: Invoice name & address:

Telephone no: Fax no: Email address:

Meeting type/event: Message instructions:

Actual no. of delegates: Access time/date: Start: Finish:

Contracted minimum no. of delegates: (For completion by the Hotel)

Room(s) booked/room layout:

Day Timetable

Time	Service/suite/no @ £	Cost
Equipment required:		
Menu details/special requirements/bar instructions:		
Final accommodation requirement:		
Additional information:		
Payment details:		
	Approx Cost	£

Your personal copy for planning; keep on file. This Day Planner is intended to help us to finalise details and we shall be using it when discussing your particular meeting or event. Your signature to this agreement incorporates the Terms & Conditions overleaf into the contract between us.

Signed Signed by Hotel:.....

Dated:..... Dated:.....

The Hotel is operated by Greene King Brewing and Retailing Limited of Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT, registered in England with registered number 3298903.

The White Hart Hotel

Directions

Road

- From A12 follow the signs to Kelvedon. Take the B1024 to Coggeshall.

Train

- London Liverpool Street Station to Kelvedon station.
- 3 miles to Hotel from Kelvedon station –Taxi rank at station
- Coggeshall community bus available from Kelvedon during commuter hours
Monday - Friday

PLEASE SEE MAP ON OUR WEBSITE.