

Dear

Thank you for your recent enquiry. I am delighted you are considering New Park Manor Hotel as a possible venue for your meeting.

Whether you are looking for a venue with a peaceful environment for meetings, or as a reward for hard-working delegates, New Park Manor Hotel is the perfect location. The Hotel boasts spectacular views of the New Forest with a good choice of rooms where you can hold your meeting. I enclose details of our delegate packages together with other information which I hope you will find useful.

Due to the new smoking regulations that came into force on **1<sup>st</sup> July 2007**, we would like to take this opportunity to advise you that smoking will be prohibited in all areas of the hotel, including bedrooms, from this date.

If you have any queries regarding the enclosed information or would like to check availability then please do not hesitate to contact me at the hotel on 01590 623 467 or at [events@newparkmanorhotel.co.uk](mailto:events@newparkmanorhotel.co.uk)

Yours Sincerely

Jane Cloughton  
Revenue Manager

## **New Park Manor**

A former Royal Hunting Lodge in the Heart of the New Forest

It was in 1666 on his return from exile in France that King Charles made New Park Manor his favourite hunting lodge. However, architectural features of the Manor date back to as early as 1070.

In recent years, the Manor was carefully adapted for use as a hotel but retains many interesting features including Oak leaves in the intricate stained glass windows; original furniture and working fireplaces can still be seen throughout the building. Indeed King Charles' Royal Coat of Arms is displayed prominently above the fireplace in our award-winning restaurant.

Over recent years, our facilities have expanded to include a heated outdoor pool, croquet lawn and Bath House Spa. Our team of highly-experienced Chefs pride themselves on an excellent standard of cuisine and we offer outstanding service to make your event an enjoyable and memorable occasion.

The new Bath House Spa here at New Park Manor Hotel includes a 16m indoor pool, hydrotherapy pool, a gym fitness suite, yoga studio, roof terrace and six therapy rooms; all of which will be accessible to your residential guests.

We hope to have the opportunity to welcome you to New Park Manor where we will endeavour to make your day unforgettable.

## **Residential Conferences**

A residential conference at New Park Manor Hotel is the perfect way to make the most of time out of the office. With a choice of bedrooms, and panoramic views across the New Forest from our main meeting rooms; New Park Manor presents a truly stress-free environment.

### **24 Hour Residential Rate for 8 delegates and above includes:**

*Use of the main conference room*

*En-suite bedrooms available for single occupancy with direct dial telephones*

*Television*

*Hair dryer, bath robe, hospitality tray*

*Full new Forest breakfast*

*Morning coffee and pastries*

*Two course hot/cold buffet luncheon*

*Afternoon tea and biscuits*

*Three course table d'hôte dinner*

*Still and sparkling water and cordial*

*Conference stationary*

*Wifi*

*Full use of the Bath House Spa facilities including:*

*16 metre indoor swimming pool, hydrotherapy pool, outdoor Canadian Hot Tub, sauna, steam rooms, sonarium, experience showers and Technogym fitness suite*

**Syndicate Rooms:** available by prior arrangement

### **Equipment Included:**

*Flipcharts, overhead projector and screen*

**24 Hour Residential Conference Rate – From £160.00 plus VAT**

## **Non-Residential Conferences**

With so many pleasures and time away from the office, our frequent guests tell us they return again and again quite simply because they find our hotel a refreshing alternative to their usual hectic environment.

### **Day Delegate Rate for 8 people and above includes:**

*Use of the main conference room*

*Morning coffee and pastries*

*Two course hot/cold buffet luncheon*

*Afternoon tea and biscuits*

*Still and sparkling water and cordial*

*Wifi*

*Conference stationary*

**Syndicate Rooms:** available by prior arrangement

### **Equipment Included:**

*Flipcharts, overhead projector and screen*

**Day Delegate Rate – From £55.00 plus VAT**

### **Spoil Yourself**

Morning Tea, coffee and Biscuits or Pastries	£3.50 per serving
Two Course Hot/Cold Buffet Luncheon	£15.00 per person
Afternoon Tea, Coffee and Biscuits	£3.50 per serving
Extra Tea and Coffee	£2.95 per serving
Mini Doughnuts/Fruit Tarts	£3.00 per person
Ice Creams/Choc Ices (Summer Meetings Only)	£4.00 per person
Canapés	£6.50 per person
Fruit Kebabs	£3.00 per person
Afternoon Tea	£5.50 per person
Three Course Table d'Hôte Dinner Plus Coffee	£42.50 per person

### **Extra Equipment**

As Standard we offer an overhead projector, two flipcharts and a screen. However, we are also able to supply the following equipment and can source other equipment on request. Prices include VAT

Overhead Projector	£20.00 per day
LCD Projector	£150.00 per day
Additional Flipcharts	£10.00 per day

### **Secretarial Services**

Photocopying	£0.20 per A4 page
Fax	£0.20 per page
Laminating	£1.00 per A4 page

## **Room Hire Charges Per Day**

Elm Room	£350.00
Oak Room	£350.00
New Forest Suite	£700.00
Terrace Room	£250.00
Chef's Dining Room	£200.00
Syndicate Rooms	£100.00

## **Room Descriptions**

### **New Forest Suite**

The New Forest Suite is an extension to the Manor House; it is a purpose built conference room overlooking our gardens and the New Forest beyond. Situated on the lower ground floor, this room has one wall of glass sliding doors with its own private patio ideal for a breakout area.

### **The Elm and Oak Rooms**

These rooms are separated by soundproof sliding doors and together they are the New Forest Suite

### **The Terrace Room**

Situated in the oldest part of the Manor house, the Terrace looks out over the gardens. This light and airy room is ideal for smaller executive meetings or as a syndicate room.

### **The Chef's Dining Room**

During the day perfect for small boardroom style meetings, at night transforms into a perfect dining room for that special dinner. For added theatre our Executive Chef is on hand to announce each course!

## New Forest Suite

Natural Daylight  
Overlooking Gardens and the New Forest  
Private Patio  
Sound Proofing Partitions  
Ground Floor Level

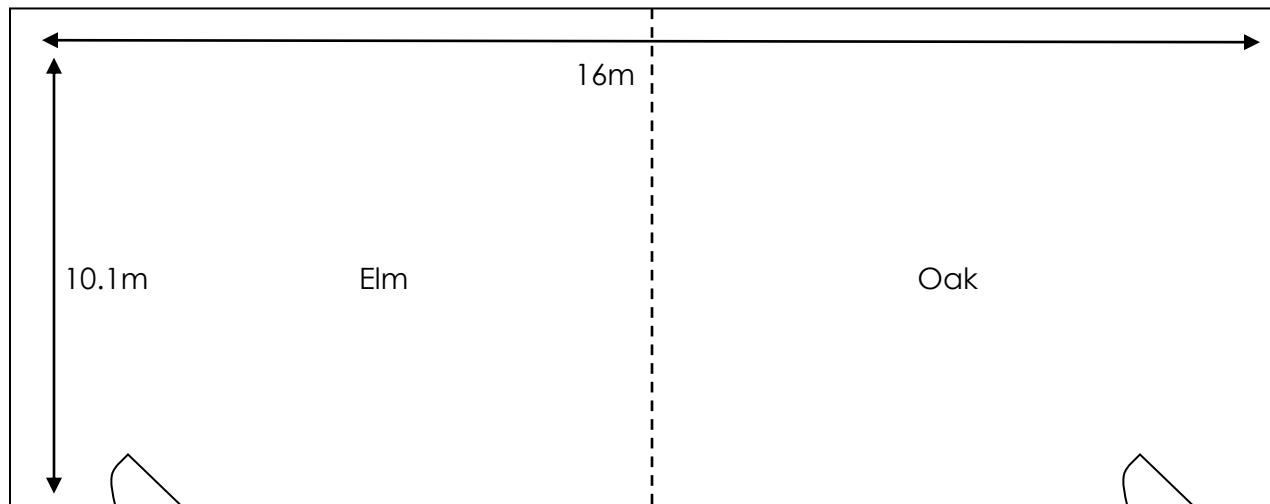
### CAPACITY

Room Layout	Entire Suite	Section 1 Elm Room	Section 2 Oak Room
U Shape	n/a	20	20
Boardroom	n/a	24	24
Theatre	80	50	50
Banquet	80	50	50
Reception	120	75	75

### DIMENSIONS

	Entire Suite	Section 1 Elm Room	Section 2 Oak Room
Height (m)	2.48	2.48	2.48
Width (m)	10.10	8.00	8.00
Length (m)	16.00	10.10	10.10
Area (m)	161.60	80.80	80.80

### Windows



### **Terrace Room**

Natural Daylight  
Overlooking Gardens and the New Forest  
Direct Access to Patio  
Upper Ground Floor Level

#### CAPACITY

Room Layout	Terrace Room
U Shape	12
Boardroom	14
Theatre	20
Banquet	18
Reception	25

### **Chef's Dining Room**

Natural Daylight  
Overlooking Front Gardens  
Upper Ground Floor Level

#### CAPACITY

Room Layout	Chefs Dining Room
Boardroom Only	10

### **Exclusive Use of the Hotel**

For occasions when total privacy and seclusion are vital we are happy to organize exclusive use of the hotel. Rates are available on request.

### **Partners Sharing**

If any delegate wishes to invite their partner to join them whilst here at New Park Manor Hotel then we are happy to offer the following special rate:

- £75.00 in include bed and breakfast
- £100.00 to include three course dinner, bed and breakfast

### **Team Building**

Good team work is vital to the success of any business and team building activities are an ideal way to reward motivated staff.

At New Park Manor Hotel we are able to offer a wide range of team building activities both on site and in the local area.

These include:

- Cycle treasure hunts
- Helicopter rides
- Team challenges
- Da Vinci code events
- Power boating on the Solent

We work very closely with a local leader in corporate team events and we are happy to create a package to suit your individual needs and requirements.

### **Themed Events**

We are always delighted to be able to work with Event Organisers to help create the special event. Please ask!

## **Special Touches**

Why not get the most out of your delegates when they are attending a conference at New Park Manor? Whether your focus is training, team building or a meeting, we have packages that will help you achieve your goals.

Tailor your conference to suit you and your delegates. These packages are designed to be added to our 24hr residential package or day delegate package.

### **Champagne and Canapé Reception**

To make your dining experience an extra special one, begin the evening with a champagne and canapé reception in the polo Bar or Rufus Lounge. Our kitchen will supply you with a delicious selection of canapés with a glass of champagne per person to set the scene for the evening ahead.

*+ £10 per person onto your chosen rate*

### **Gifts**

Whether your stay at New Park Manor is a reward for your hard work or an opportunity to meet away from the office; make your staff feel truly appreciated with a gift from our range of products in the spa. We can offer anything from a Max Benjamin candle to a hamper full of goodies. These can be specially selected for the individual and placed either in their bedroom, on the dinner table or the conference room.

*Price dependent upon gift choice.*

### **For your day delegates:**

#### **The Twilight Zone**

To ensure your delegates are still talking about the event long after it is over; why not leave them with lasting memories at the end of a busy day.

Enjoy full use of Bath House Spa facilities where we concentrate on your enjoyment and total relaxation. With our fabulous setting it is easy for us to be inspired by nature and to provide a wonderful array of treatments with a natural orientation, and to offer a host of massage therapies designed to nurture, calm and revitalize. Spend time in the tranquil serenity of our spa garden or unwind in the outside Canadian hot tub.

What better way to close your day's work?

*+ £15 per person on our Day Delegates Package*

### **The VIP Treatment**

Enjoy full use of the Bath House Spa facilities as described above PLUS a champagne reception with a selection of canapés served in the tranquil setting of our Spa Garden or on the rooftop terrace overlooking the beautiful New Forest. The perfect way to start, or end, a successful conference.

+ £25 per person on the Day Delegates Package

+ £15 per person on the 24 hour Residential Package

### **Mid-day Energy Boost – energises the body and the mind.**

A relaxation class during the mid-day break will help relax and re-focus the mind and body ready for the afternoon ahead.

Choose from yoga to circuit training, body balance to meditation. Classes can be held in your conference room, on the decking overlooking the Forest or for smaller groups the Dance studio is ideal!

+ £50 per 30 minute session for the group

### **Restore and Rejuvenate**

15 minute Anti stress massage

Our therapists will bring the treatment room to your conference room. This massage focuses on the back, neck and shoulders to relieve stress and tension- perfect for those high on stress but short on time!

+ £20 per person per session under 10 delegates

+ £15 per person per session for 10 delegates or more

### **Exercise and Explore**

Take advantage of our unique location and make the most of these most picturesque and ancient woodlands. We can arrange for you to explore the New Forest whilst enjoying some fresh air and exercise. Arrange a morning jog or an early evening brisk walk? Wind down or wind up!

+ £5 per delegate per session on our 24hr Residential package

### **Cycle through the New Forest – we know the tracks – follow us or explore on your own.**

+ £10 per person for cycle hire

**Our bespoke packages will ensure that your conference is one that that everyone remembers – The event that sets the standard that all other events much match!**

**We are here at New Park to make this possible.**