



Conference Pack

Thank you for considering Manor Park for your forthcoming Conference. Manor Park is the ideal venue for business functions, from meetings and seminars to conferences and exhibitions. A range of different meeting layouts are available, to accommodate your needs. Set in beautiful surroundings with easy access to the M4 and Swansea, Manor Park boasts ample parking facilities, making us Swansea's premier choice for businesses.

Whatever your needs, Manor Park has a variety of facilities to suit the size and type of conference/meeting that your business requires. These can be held in either one of our spacious function rooms. The Ashleigh Suite is ideal for the larger conference, ranging from 60 to 400 guests. Alternatively, the Alisha Suite is perfect for the smaller more personal meeting.

We recommend that you view our facilities to fully appreciate what we have to offer. Meetings can be arranged at your convenience in order to answer any queries that you may have, check the availability of dates, and to advise you on our booking procedure.

As a venue that specialises in a range of different functions you can book with the confidence that you are in the hands of professionals.



Conference Delegate Rates 2009

Buffet Lunch

½ Day Delegate Rate

£15.95 plus VAT

Tea, coffee and Biscuits on arrival
Morning Coffee and Biscuits
Finger Buffet Lunch
½ Day Room Hire

Day Delegate Rate

£19.95 plus VAT

Tea, coffee and Biscuits on arrival
Morning Coffee and Biscuits
Finger Buffet Lunch
Afternoon Tea / Coffee
Day Room Hire

Hot Fork Buffet

½ Day Delegate Rate

£17.95 plus VAT

Tea, coffee and Biscuits on arrival
Morning Coffee and Biscuits
Hot fork Buffet Lunch
½ Day Room Hire

Day Delegate Rate

£22.95 plus VAT

Tea, coffee and Biscuits on arrival
Morning Coffee and Biscuits
Hot Fork Buffet Lunch
Afternoon Tea / Coffee
Day Room Hire

Conference Buffet Menus

Finger Buffet Lunch

Assortment of Sandwiches
Traditional Pasties
Sausage Rolls
Chicken Drumsticks
Pizza Wedges
Variety of Crisps

Hot Fork Buffet

Hot Mexican Chilli	Mild Curry
Sweet and Sour Pork	Roast Chicken

(Please select 2 options from the above)

All served with Rice, Chipped Potatoes,
Garden Peas and Sweetcorn

Please do not hesitate to ask about different variations to these options.
Please note that this may incur a price increase.



Equipment and Extras

All conferences are tailored to suit the client's specific needs.

Room Hire Only

Ashleigh Suite (seats up to 400) - £400.00

Alisha Suite (seats up to 80) - £250.00

Refreshments

Tea, Coffee and Biscuits - £1.25 per person per service

Mineral Water (Still and Sparkling 330ml) - £1.25 per bottle

Jugs of Orange Juice - £3.00 per jug

Equipment

Additional services are available when requested in advance:

Data projector, TV Video & Sound System, Overhead Projector & Screen, Flipchart

Photocopying, Fax and Email

Please note that there will be a charge for the hire of each piece of equipment.

All prices are subject to VAT at the standard rate.

Booking and Terms and Conditions

When booking please confirm either the Alisha or Ashleigh Suite.

A provisional date will be held for a maximum of 2 weeks. Within this time Manor Park will require a non-refundable deposit of £10 per expected delegate to confirm and secure the booking. If the booking is not confirmed with the required deposit, within this period, Manor Park will release the date.

Two weeks before the Conference Date full and final payment will need to be made to Manor Park. This will be based on confirmed final numbers.

(Please note that our accepted forms of payment are debit / credit cards, cash, or banker's draft. We do not accept personal or company cheques.)

No refreshments may be brought onto the premises without prior notice, and agreement from the management of Manor Park.

We advise insurance cover against unforeseen cancellation.

Please note. In our continuous strive for excellence; we reserve the right to amend all details, menus and prices.

If you have any queries regarding these terms and conditions please do not hesitate to contact Manor Park to discuss.