

# WELCOME NOTE

## Welcome to the Durrant House Hotel

From the moment you step into our elegant foyer you will know you have chosen the right venue for your business event, whether you are looking for somewhere intimate for a business meeting, a venue for a conference or location for a trade show we have everything you need to meet your business requirements.

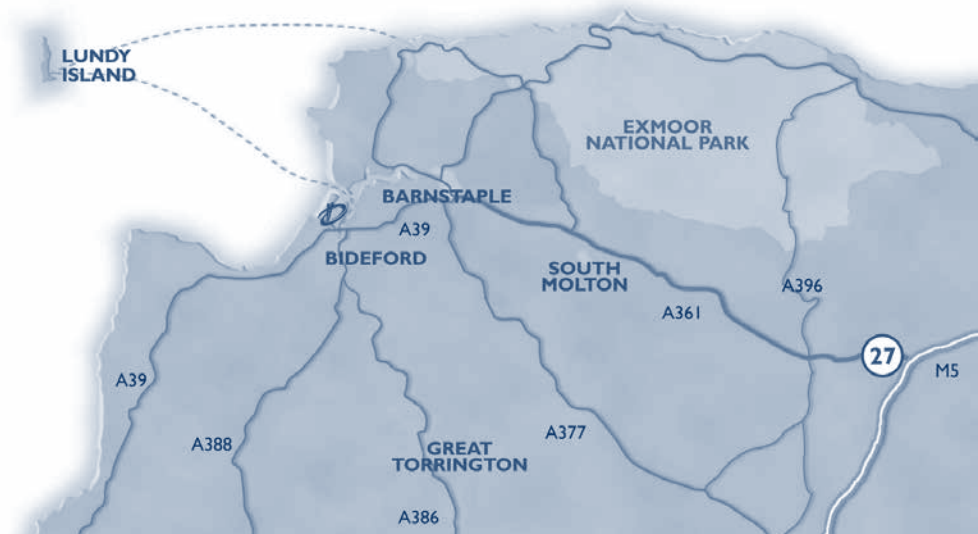
The Durrant House Hotel conference, banqueting and meeting facilities offer the ideal chance to combine business and pleasure. There's a choice of six conference suites all with free WiFi access including a boardroom facility or for hospitality our Venetian Ballroom is unrivalled, capable of catering for up to 400 delegates, it is the perfect choice for banquets, gala dinners and conferences. For your leisure discover the comfortable surroundings of spacious guest rooms, all with en-suite facilities, free WiFi, tea/coffee making facilities and flat screen TVs. The hotel also has an outside swimming pool, sauna, sun shower, fitness room and onsite spa.

The Durrant House Hotel offers some of the best conference facilities in the South West. Situated in the picturesque North Devon countryside yet within an hour of the M5 Motorway.

- Choice of six conference rooms
- Free Wi-Fi access throughout the hotel
- Car parking capacity for over 100 cars
- Catering for 2 to 400 people
- 125 bedrooms available
- Onsite leisure facilities

## Location

Leave the M5 at junction 27, travel along the A361 to Barnstaple. At Barnstaple head towards Bideford, cross the Torrridge Bridge, take the first right, sign posted Westward Ho! The Durrant House is on the right.



## DURRANT HOUSE HOTEL

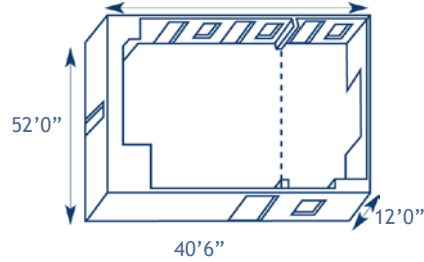
Heywood Road, Northam, Bideford, Devon EX39 3QB • Tel: 01237 472361 • Fax: 01237 421709 • [www.durranthousehotel.com](http://www.durranthousehotel.com)

Vat No: 810 543367 Company No: 4754034

# ROOM DESCRIPTIONS

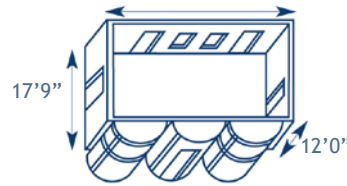
## The Venetian Room

Situated on the lower ground floor, this room is our largest and most impressive conference suite, with a floor to ceiling measurement of 12"0. It also has no pillars to obstruct views and is a flexible space with a floor to ceiling partition that can be used to divide the space as shown.



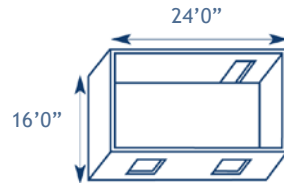
## The Reading Room

Situated on the upper ground floor with 5 steps to gain access It is a beautiful well-lit room with views and access to our charming courtyard and magnificent water fountain.



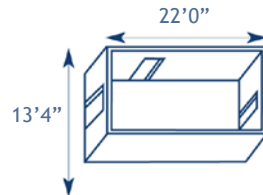
## The Regency Suite

Situated on the lower ground floor in a quiet area of the hotel, this stunning room with its two floor to ceiling windows offers plenty of natural daylight and is ideal for small to medium meetings/conferences.



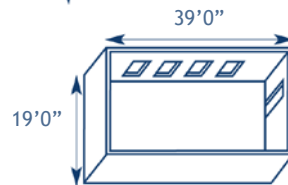
## The Aviary Room

Situated on the ground floor with easy access, it is a lovely room for small meetings with wooden panelling and view of our courtyard and fountain.



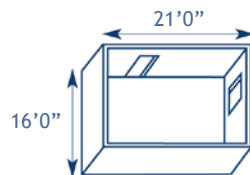
## The Penthouse Suite

Situated on the second floor accessible via the elevator with its own toilet facilities this room is panelled in plush wood and with views across the outdoor pool, estuary and beyond is an ideal venue to impress large or small groups.

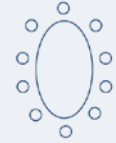


## The Bahia Room

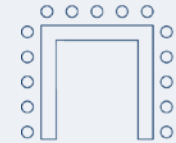
Situated on the second floor next to the Penthouse suite, is ideal for boardroom meetings or interviews.



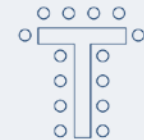
## Seating Arrangements



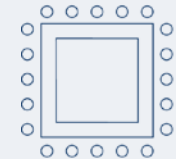
Board Room Style



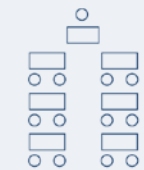
U Shaped Style



T Shaped Style



Board Room Style Square



Class Room Style



Theatre Style

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# REFRESHMENTS

## Refreshment Price List

Tea & Coffee	£2.75 per person
Tea, Coffee & Biscuits	£3.25 per person
Jug of Fresh Orange Juice	£8.50 per jug
Bottle of Still/Sparkling Water 330ml	£2.50 per bottle
Bottle of Still/Sparkling Water 1ltr	£4.50 per bottle
Can of Soft Drink	£1.50 per can
Bowl of Mint Imperials	£2.50 per bowl
Danish Pastries	£2.25 per person
Butter Baked Croissants	£2.25 per person
Slice of Cake	£2.25 per person
Devon Cream Tea (2 Scones, Jam & Clotted Cream)	£8.50 per person
Bowl of Chips	£4.50 per person
Round of Sandwiches	£7.50 per person
English Breakfast & Continental	£15.00 per person
Jugs of Water & Glasses	Included

Please see our Menu Selections for more extensive lunch and dinner options.

If you have any refreshment requirements that are not listed please do not hesitate to contact one of our function co-ordinators who will be happy to discuss your needs and quote for you.



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# MENU SELECTIONS

## Gold Menu

Cream of Broccoli & Stilton Soup  
Served with Home-baked Bread

Poached Free Range Egg & Roasted Asparagus Spears  
Topped with Hollandaise Sauce

Trio of Sweet Chilli Prawn Skewers  
Served with a Bed of Noodles

Glass of Freshly Chilled Orange Juice

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Fillet of Beef Wellington  
Served with Roasted Root Vegetables & Jus

Duck breast with Plum Sauce  
Served with Dauphinoise Potatoes

Chilli Crab & Prawn Tartlet Served with Buttered New  
Potatoes with a Lime, Coriander & Yoghurt Dressing

Wild Mushroom & Butternut Squash Risotto  
Served with Parmesan Shavings and Rocket

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Trio of Desserts Lemon Panna Cotta,  
Banoffee & Mixed Berry Mini Pavlova

Triple Chocolate Truffle Cake  
with a Quenelle of Clotted Cream

Crème Brûlée with Homemade Shortbread  
and a Quenelle of Clotted Cream

Exotic Fruit Salad with Clotted Cream

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Freshly Brewed Tea or Coffee & Mints

## Silver Menu

Cream of Asparagus Soup  
Served with Home-baked Bread

Tempura Battered Prawns  
Wrapped in Sweet Chilli Sauce

Chicken Caesar Croquettes Served with  
Romaine Lettuce drizzled with Caesar Dressing

Glass of Freshly Chilled Orange Juice

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Roast Sirloin of Beef with Yorkshire Pudding  
Served with Rich Gravy & Horseradish Sauce

Chicken Breast Stuffed with Cheddar & Spinach  
Served with Mushroom & Madeira Sauce

Herb Crusted Salmon with Roasted Cherry Tomatoes  
Served with Dauphinoise Potatoes

Caramelised Red Onion Tartlet Topped with  
Goats Cheese & Tempura Vegetable Served with  
Buttered New Potatoes with a Balsamic Glaze

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Home-baked Lemon Tart with a  
Quenelle of Clotted Cream

Home-baked Chocolate Brownie  
with White Chocolate & Honeycomb Ice Cream

Classic Eton Mess Drizzled with Raspberry Coulis

Fruit Salad with Pouring Cream

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Freshly Brewed Tea or Coffee & Mints

## Bronze Menu

Homemade Cream of Vegetable Soup  
Served with Home-baked Bread

Fresh Melon, Pineapple & Mint Skewers

Chicken Liver Pâté with Caramelised Onion  
Marmalade, Salad Garnish & Melba Toast

Glass of Freshly Chilled Orange Juice

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Roast Topside of Beef with Yorkshire Pudding  
Served with Rich Gravy & Horseradish Sauce

Roasted Chicken Breast  
Served with Rich Gravy

Vegetable Wellington  
Served with white Onion Gravy

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Raspberry Cream Filled Profiteroles  
Topped with White Chocolate Sauce

Sticky Toffee Pudding with Warm Toffee Sauce

Vanilla Cheesecake Topped with Mixed Berries

Fresh Fruit Salad

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Freshly Brewed Tea or Coffee & Mints

## Buffet Menu 1

Breaded Chicken Pieces  
with Garlic & Tomato Dip

A selection of freshly  
made Sandwiches

Cheese & Tomato  
Pizza Slices

Cocktail Sausage Rolls

Selection of  
Homemade Quiches

Cheese & Pineapple  
on Sticks

Sausage on Sticks

Garlic Bread Slices

Chicken Satay Sticks

Please be advised Buffet Menu B  
is designed as a snack buffet usually  
served after 8.30pm and is not  
sufficient as a main meal.

## Buffet Menu 2

### SELECTION OF FRESHLY MADE SANDWICHES

Mature Cheddar &  
Homemade Chutney  
Home Baked Gammon  
Ham & Fresh Tomato  
Local Topside of Beef  
with Horseradish

### OPEN FINGER ROLLS

Classic Egg Mayonnaise,  
Chefs Homemade  
Chicken Liver Pâté,  
Prawns Wrapped in  
Marie Rose Sauce

Tempura Vegetables  
Freshly Baked Sausage Rolls  
Breaded Chicken Goujons

Home Baked Victoria Sponge  
Homemade Scone, Strawberry Jam  
& Devon Clotted Cream

Unlimited Tea & Coffee

## Buffet Menu 3

Slices of Cold Roast Beef  
Slices of Cold Gammon Ham  
Cuts of Roasted Chicken Breast

Served with a selection  
of varied Salads including  
Coleslaw, Rice, Potato  
& Waldorf

Hot Buttered Jacket Potatoes  
Petit Pain Rolls & Butter

Chocolate Brownie  
Strawberry Cheesecake  
Lemon Meringue Pie  
Chocolate Topped  
Cream Filled Eclairs

Freshly Ground Coffee  
with a Chocolate Mint

## Durrant Hot Sandwich Buffet

### A WHITE FLOURY BAP (Gluten Free Option Available)

Roasted Loin of Pork  
Battered Cod Goujons  
With Side Dishes of  
Shredded Lettuce  
Apple Sauce  
Homemade Tartar Sauce  
Sage & Onion Stuffing  
Mayonnaise  
Bowls of Fries

Please be advised the  
Hot Sandwich Buffet is designed  
as a snack buffet, usually  
served after 8:30pm and is not  
sufficient as a main meal.

## Menu Selection

Children under 6 are charged at ½ the price of an adult, buffet prices stay the same. Should you require assistance with your menu selection please contact our Catering Department. Unlimited Tea & Coffee can be added to any Buffet for £2.95 per person

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# RECREATIONAL

## Local Area

Situated near the historical old port of Bideford with views over the Torridge estuary and beyond to the sandy beaches of Instow, this hotel is perfectly located to explore the beautiful rugged coastline, glorious sandy beaches and rolling countryside of North Devon.

## Hotel & R&R Spa

As expected from a luxury hotel in Devon, we provide a full range of facilities, unwind around the outside pool or relax and recuperate in our exclusive R&R Beauty Salon & Spa. It's great place to be pampered and with treatments to suit everyone, it's a must to relax between or after a meeting or conference. For further information regarding treatments please visit [www.randrspa.co.uk](http://www.randrspa.co.uk)

## Olive Tree Restaurant

A beautiful wood panelled restaurant awaits you, with a wonderful seasonal a La Carte Menu available each evening from 6.00-9.00pm. For further information regarding menu's please visit our Olive Tree website [www.theolivetreebideford.co.uk](http://www.theolivetreebideford.co.uk)

## Appledore Bar & Grill

With a very extensive bar snack menu served daily from 12.00-9.30pm. We are confident there is sure to be something to suit all tastes.

## Golf

The hotel is surrounded by some of the best golf courses in Devon, whether you are a scratch golfer or just enjoy walking the course looking for your ball there are some fantastic courses located nearby and in some cases only minutes away.

### Royal North Devon

The oldest seaside links in England, The Royal North Devon is steeped in History. Founded in 1864 the course is the oldest in England and Wales and is more popular now that it has ever been. The course is a challenging one, a links situated on the rugged North Devon Coast, where its exposed position, multitudes of spiky rushes, naturally formed grassy mounds and deep bunkers pose a tough round.

### Ilfracombe

Ilfracombe Golf Club offers the golfer a golfing day with spectacular views from various places around the course. This 18 hole course is well maintained and always in good condition.

### Portmore

Facilities include undercover floodlit golf range and two parkland course designed by F.W. Hawtree & Son. The greens are built to full U.S.G.A specification, thereby dispensing any need for temporary greens during the winter months.

### Saunton

The famous links courses at Saunton justifies the claim to be among the finest in Britain.

### Willington Valley

Spectacular 18 hole parkland course with breathtaking far-reaching views over the pretty village of West Down to distant Exmoor. The Course is a par 71 in excess of 6,200 yards.

### Torrington Golf Club

64 par 4,023 yards established in 1895 on Torrington Common, the course has changed very little. Although short, the course is very tight and supplies some very interesting holes all of which afford stunning views over the countryside and valley below with the River Torridge running through.

The Durrant House Hotel offers the perfect balance of excellent conference facilities and superb location for leisure activities.



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# TERMS AND CONDITIONS

## Menu Selection and Details

- We do not permit any outside caterer's onsite. All food and beverages must be purchased and supplied by The Durrant House Hotel.
- All unconsumed food and beverages including the Buffet remain the property of our hotel and cannot leave our premises for health and safety reasons.
- The Buffet can only remain out for two hours, after this time it will be cleared and disposed of for health and safety reasons.
- We require each individual guest's menu choices from your selected menu no later than 14 days prior to your function to guarantee that your choices are available.
- A food service delay of 30 minutes or more without notification to our office will result in a labour charge to your account.

## Guest Numbers

- We require your final guest's numbers 14 days prior to your function and no later.
- The minimum charge is for the guaranteed number of guests/delegates attending. If more guests arrive than the guaranteed number, the charge will reflect that of the actual number of guests served or attending the Buffet.
- We can Pre Authorise your Card to the amount of £100.00 the Day before your function to allow for any extras to be added on the day.

ROOM NAME	MINIMUM GUESTS	MAXIMUM GUESTS
VENETIAN BALLROOM	70 Guests Seated Meal, 100 Guests Buffet	250 Guests Seated Meal, 300 Guests Buffet
AVIARY ROOM	N/A	25 Guests Seated Meal, 20 Guests Buffet
PENTHOUSE SUITE	N/A	40 Guests Buffet
SIR RICHARD RESTAURANT	40 Guests Seated Meal, 40 Guests Buffet	70 Guests Seated Meal, 80 Guests Buffet
OLIVE TREE RESTAURANT	50 Guests Seated Meal, 60 Guests Buffet	70 Guests Seated Meal, 80 Guests Buffet
THE READING ROOM	N/A	30 Guests Seated Meal, 30 Guests Buffet
THE REGENCY ROOM	N/A	25 Guests Seated Meal, 20 Guests Buffet

- For fire regulations we will need a list of all guests who will be attending the function. If your numbers fall below the above then the minimum numbers stated above will still be charged.

## Deposits and Contract

- A deposit equivalent to the room hire along with the signed terms and conditions form confirms your booking for your function. The deposit is non-refundable or transferrable.
- The full payment of your function is due 7 days prior to your function taking place. By booking you agree that you are subject to these terms and conditions.

## Cancellations

In the event of a cancellation the following cancellation charges will apply:

- Deposits are non-refundable and non-transferable under any circumstances.
- Room rental charges and 100% of the contracted food costs apply if less than 7 days.
- Room rental charges and 50% of the contracted food costs will apply if less than 14 days.
- No cancellations/refunds will be given after final numbers are supplied.
- Cancellations must be sent in writing. Should we not be informed of a cancellation in writing, The Durrant House Hotel will look to recover the full balance due.

## Terms of Payment

- If a situation occurs that an extra request is required on the day of the function, this must be paid in full at the time of the request.
- We accept Cash, Debit Cards and Cheque. Credit Cards are no longer accepted as a form of payment. Cheques are accepted no less than 4 weeks prior to your function. Debit cards incur no service charge.

## Prices

- Prices are inclusive of VAT.
- Prices and quotes are valid up to 90 days from the date of booking.
- There is no VAT payable on room hire.
- The room hire is for the day of your function or 24 hours if this rate is paid, timings for set up cannot be guaranteed and early set up is not guaranteed and may not always be possible.

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# TERMS AND CONDITIONS cont.

## Security and Liability

- The Hirer shall pay for any loss or damage to any part of the hotel premises or to fixtures, fittings and equipment.
- We will not be held responsible for damage to any article brought onto the premises.
- We shall not be liable for any loss or damage.
- In case of loss or damage to the Hirer it must be reported and then recorded at the time with a Durrant House Hotel representative.
- All cars are parked at owners risk and we cannot be responsible for any damage to vehicles whilst on site.
- We cannot accept responsibility for outside contractors or service providers.
- Responsibility for your personal items left in any of our function rooms is not the responsibility of the Hotel.
- Please advise all of your guests that no person under the age of 18 is permitted in the pool area without supervision.
- If you are staying in the hotel overnight, please be advised that your room key will only be given out to the named guest staying in the room personally. Should you give this to any other guests who then damage the room; you will be responsible for the replacement or extra cleaning costs incurred.

## Entertainment

- All music entertainment must be stopped by 12.00pm. Live bands must finish at 11.00pm.
- Please note whilst we do offer to play homemade CD's throughout your Ceremony or Reception these are not guaranteed and we cannot be held responsible for any failure of the CD playing. Bringing in a spare copy of your homemade CD is recommended as these may not be reliable.
- We welcome live bands, however please note the following restrictions: - Live music must cease in accordance with our entertainment licence, noise levels are to be kept at a level so as not to cause a nuisance to residence or nearby neighbours, The Durrant House Hotel reserves the right to the control of noise levels and all bands should make contact with the hotel directly prior to booking to discuss our limitations.
- Should you wish to book your own entertainment the hotel will require a hard copy of their 'Public Liability Insurance' certificate.
- Should you wish to provide your own entertainment please advise them they should pack down and remove their equipment after their performance. Should they choose not to do this the hotel will accept no responsibility for any damage or loss of their equipment.

## Decorations

- Any decorations, props, chair covers etc. that are provided by an external supplier will need to be fully constructed by either the provider or yourselves and clear instructions will need to be given to the function co-ordinator in advance of where you would like these placed in your chosen function room to prevent any confusion or delays on the day.

## Room Hire

- Hire times of your chosen function room must be strictly adhered to.
- During the function itself guests are only permitted to congregate within the licensable areas of the hotel.
- There is a no smoking policy inside the building at all times and smoking is not permitted anywhere other than in the designated smoking area. Smoking at the main entrance of the hotel will not be tolerated.
- The Hirer is responsible for the behaviour and actions of their guests whilst at the hotel. Inappropriate behaviour may result in your event being stopped early or cancelled.

## Information

- All bookings are confirmed only after the booking form has been signed and the first payment to reflect the amount of your chosen functions room hire has been received.
- The Durrant House Hotel reserves the right to cancel your function if payment conditions are not upheld. Receipt of your first booking payment confirms your acceptance of being subject to all terms and conditions.

Due to any unforeseen circumstances the management reserve the right to relocate your party without prior notice so your function is not disrupted.

I agree to adhere to the above Terms and Conditions:

Name:

Signed:

Date:

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