

Cromwell Hotel

9-11 North Bar Street
Banbury, Oxfordshire OX16 OTB
Tel: 01295 259781 Fax: 01295 276619

Meeting and Conference Guide

Welcome to the majestic 17th century Cromwell Hotel, in the centre of the historic market town of Banbury.

The hotel has 23 ensuite bedrooms, restaurant and bar. There is a choice of two function rooms, which can accommodate up to 30 guests' boardroom or cabaret style. We have a marquee in the garden to accommodate up to 120.

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 on: **01295 259781**

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 Cromwell Hotel
Email: 6434@greeneking.co.uk
Website: www.thecromwelllodge.com

The Cromwell Hotel

Meeting Facilities

Conference Areas	Boardroom Style	U-Shape	Theatre	Cabaret	Dinner
The Garden Room	18	27	30		26
Restaurant (private use)	18	27	30		
Marquee	30	35	110	50	92

N.B. These are the maximum numbers.

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 Cromwell Hotel

Planning the meeting

Our commitment to you is, we will take your initial requirements immediately, either through our Meeting and Events enquiry line or at the hotel. Within 2 hours we will contact 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, you will need to complete and return it us, email: 6434@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

Cromwell Hotel
 9-11 North Bar Street
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Contact NameDate of Meeting

Address

Company

Hotel Contact Name

Customer name & address:

Invoice name & address:

Telephone no:

Fax no:

Telephone no:

Fax no:

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.

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Directions

Road

M40 Junction 11 A422 Banbury

From Cotswolds A361, B4026, A422

Train

- London Marleybone station to Banbury station.
- Taxis
- Walk from Banbury station 10 to 15 minutes.

PLEASE SEE MAP ON OUR WEBSITE.