

# St. Mary's

Hotel, Golf & Country Club

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Dear Event Organiser

May I thank you for taking the time to read through this letter and browsing through the enclosed folder.

Here at St Mary's Hotel we can accommodate conferences up to 100 delegates and we pride ourselves on the facilities and service we provide. Trained Staff are allocated to look after you during your event catering for all your needs.

We have a reputation in this area for our good quality home-made food, which can be eaten in or outside on our large decking area overlooking the Golf Course. For that special occasion, a meal in our La Casa de Ferranti Restaurant with its Table D'Hote or our A la Carte Menu will make you want to return time and time again.

St. Mary's Hotel is a luxury independently owned three star hotel set in its own grounds surrounded by 2 prestigious golf courses. Why not telephone and find out the cost of accommodation, you will be surprised as we have very competitive prices..

If you are interested in any of the above, why not telephone one of our friendly reception staff who will be only too willing to help you with your enquiry. If you should require more copies of this conference brochure it is available as a pdf on our website [www.stmaryshotel.com](http://www.stmaryshotel.com)

We look forward to hearing from you.

Kind Regards

*Roger Nightingale*

Duty Manager

St. Mary's Hotel, Golf & Country Club, St. Mary Hill, Pencoed, Vale of Glamorgan, CF35 5EA

Tel: 01656 861100 Fax: 01656 863400

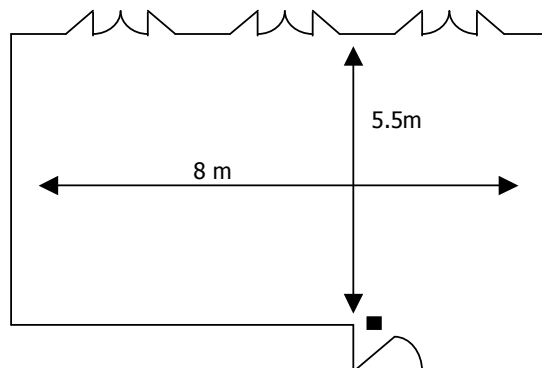
www.stmaryshotel.com

# St. Mary's Meeting Your Needs

## Floor Plan & Capacity

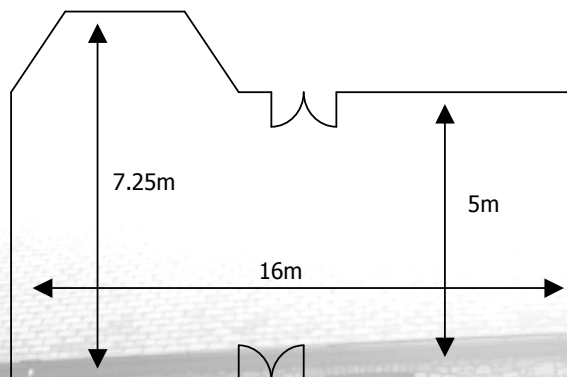
### The Inglenook

Seating Plan	Maximum Guests
Boardroom	20
U Shape	20
Theatre	30
Class Room	16
Cabaret	12
Finger Buffet	30
Sit Down Meal	20



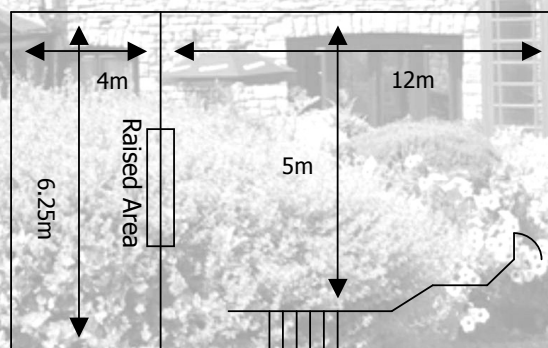
### The Conservatory

Seating Plan	Maximum Guests
Boardroom	30
U Shape	30
Theatre	100
Class Room	40
Cabaret	70
Finger Buffet	80
Sit Down Meal	96



### The Rafters Suite

Seating Plan	Maximum Guests
Boardroom	25
U Shape	30
Theatre	70
Class Room	26
Cabaret	40
Finger Buffet	60
Sit Down Meal	60



# St Mary's Hotel Conference Rates

## Room Hire

Half Day	£61.50
Full Day	£102.50

## Beverages

Tea and Coffee only	£1.30 per head
Tea, Coffee served with Biscuits	£1.55 per head
Tea, Coffee served with Danish Pastries	£2.30 per head
Tea, Coffee served with Croissants & Jam	£2.30 per head
Full Selection of Soft Drinks, Wines, Beers & Spirits.	Prices available on request.

## Equipment

Screen, Overhead Projector, Flipchart, Podium, PA Equipment, Television & Video or DVD.	£5.00 each
(Other Equipment prices available on request)	

## Menu Choices:

### Breakfast

Bacon or Sausage Sandwiches	£2.55 per head
Continental	£4.60 per head
Full Breakfast	£8.70 per head

### Lunch

2 Courses	£10.25 per head
3 Courses	£13.25 per head
Ploughmans Lunch	£3.65 per head
(Bar Meals are also available Monday – Friday 12noon – 9.00pm)	

### Buffets

Finger Buffet	£9.25 per head
Fork Buffet	£10.25 per head
Hot Buffet	£11.25 per head

### Dinner

3 Course Table D Hote Menu	£19.95 per head
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## Accommodation:

Single Room	£69.50
Double Room (Single Occupancy)	£75.00
Dinner, Bed & Breakfast	£85.00

# Set Conference Packages

## Included in all packages.

- Use of the main conference facility.
- Delegate stationary
- Iced Water and Cordials
- Mints
- Free access to Broadband Internet via our Wireless Network
- Any or all the following:-
  - Screen
  - Overhead Projector
  - Flipchart
  - 25" Television & Video

Below are two examples of Meeting packages available.  
Prices are based on a minimum of 10 delegates.

### Breakfast Meeting

Available at £15.95 per head

#### On Arrival

Full English breakfast served in  
served with a selection

The Conservatory

(If Available, other wise In Rafters Restaurant)

#### Mid-Morning

Tea, Coffee & Biscuits

### Full Day Meeting

Available at £22.00 per head

#### On Arrival

Tea & Coffee served with a selection of Danish  
Pastries or Croissants & Jam

#### Mid-Morning

Tea, Coffee & Biscuits

#### Lunch

Tea, Coffee & Biscuits.  
Choice of 3 styles of Buffet Lunch  
Finger Buffet, Fork Buffet or Hot Lunch Buffet  
(see buffet menus)

#### Mid Afternoon

Tea, Coffee & Biscuits

# Conference Menu Selection

## Breakfast:

### Continental

Cereals, Croissants, Toast, with a selection of preserves, Fruit, Yoghurt and Tea or Coffee.

### Full Breakfast

Choose from any of the following:

Sausage, Bacon, Mushrooms, Black Pudding, Hash Brown, Grilled Tomatoes, Baked Beans, Egg (Fried, Scrambled, Poached or Boiled).

Smoked Haddock

Grilled Kippers

Cold Meat & Selection of Cheeses

## Buffet Menu's

### Hot Lunch Buffet

(Choose any 2 choices from the Following)

Chicken Curry

Mexican Chilli

Vegetable Lasagne.

Chicken A la King

Spicy Strips of Beef

All of the above are served with

Rice, Salad & French Fried Potatoes

### Finger Buffet

Selection of Danish Open Sandwiches

Barbecue Chicken Drumsticks

Freshly Baked Pasties

Crispy Vegetable Samosas

Selection of Vegetarian Quiche

Crispy Filo King Prawns

### Fork Buffet

Selection of Cold Meats (Beef, Ham & Turkey)

Coleslaw

Potato Salad

Tossed Salads

Hot Buttered New Potatoes

Freshly Baked Bread Rolls

# Conference Lunch Menu

2 Courses at £10.25 per head

3 Courses at £13.25 per head

## Starters:

Farmhouse Vegetable Soup, with Herb Croutons

Chefs Pate with Brioche Toast & Red Onion Chutney

Norwegian Prawn Salad with Wholemeal Bread

Interleaved Delice of Galia Melon with a Duo of Fruit Purees

## Mains:

Roast Welsh Beef with Yorkshire Pudding & a Rich Roast Gravy

Pan-Fried Pork Steak, Apple Puree, Black Pudding & Meaux Mustard Sauce

Steamed Fillet of Scottish Salmon, served with a Creamy Dill & White Wine Sauce

Wild Mushroom Au Poivre with a Timbale of Saffron Infused Rice

## Desserts:

Strawberry Gateaux with Fresh Whipped Cream

Chocolate Fudge Cake served warm with Vanilla Ice Cream

Apple Crumble served with Hot Vanilla Custard

Selection of Dairy Ice Creams

# Conference Dinner Menu

## Starters:

Roasted Courgette & Rosemary Soup with Crispy Focaccia Toast & Fresh Cream swirls

Fresh Smoked Salmon Crispy Romaine Lettuce, Caper Berries & Creamy Caesar Dressing, served with Brown Bread & Butter

Interleaved Delice of Galia Melon with Fresh seasonal Berries & refreshing Fruit Sorbet

Antipasto of Spanish Meats with Crusty Bread, Olives & Sun Blushed

## Mains:

A Trio of Welsh Lamb Cutlets served with Fondant Potatoes, complimented by a Rich Rosemary & Garlic Sauce

Seared Piri-Piri Tuna Steak, served with a Tower of Roasted Vegetables & Yellow Pepper Coulis

Roasted Capsicum Peppers with Cous Cous, Pesto & Mozzarella Cheese glaze

Breast of Corn Fed Chicken, filled with Chorizo, wrapped in Smoked Bacon, with Lyonnaise Potato & a Provincial Style Sauce

## Desserts:

A fresh selection of daily desserts & Dairy Ice Creams

£19.95 per head

# Conference Booking form

Date of Function: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Tel Number: \_\_\_\_\_

Room Required:

Inglenook

Rafters

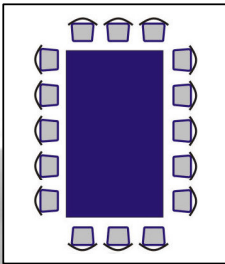
Conservatory

Number of Delegates: \_\_\_\_\_

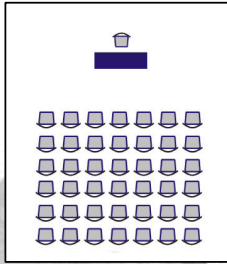
Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

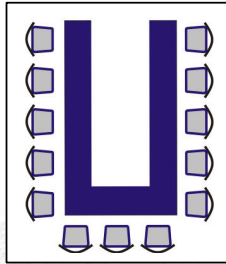
Room Layout: \_\_\_\_\_ Equipment: \_\_\_\_\_



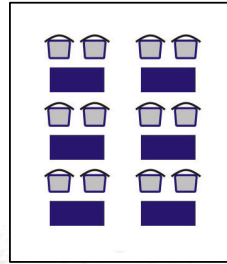
Boardroom



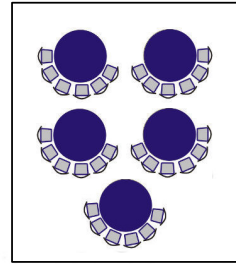
Theatre Style



U – Shape



Classroom



Cabaret

Time	Requirements	Numbers	Menu	Extra Information
Arrival _____				
Mid Morning _____				
Lunch _____				
Mid Afternoon _____				
Evening _____				

Any Other Requirements: \_\_\_\_\_

Billing Information: \_\_\_\_\_

# Terms and Conditions

## Confirmation

Pre bookings will be held for a period of fourteen (14) days after which time the space will be released without prior notice.

Confirmation of all bookings must be in writing. A deposit will be required at this time to secure the date.

## Confirmed Numbers

Final numbers are required two full (2) working days prior to the event, charges will be based on the number of people attending or on the guaranteed number, whichever is greater.

## Cancellation

All cancellations must be in writing within forty eight (48) hours of the event. The cancelled booking may be subject to a cancellation fee, this will be at the managements discretion.

## Price Variations

All prices are current at time of quotation and every endeavour is made to maintain these prices, but they are subject to alterations, particularly if bookings are made well in advance.

## Surcharge

A surcharge may be applicable for events held on Bank Holidays.

## Extended Hours

An extended labour charge may apply if your event continues after the agreed completion time.

## Unauthorised Extras

Unless otherwise agreed in writing, the client will be liable for all charges of food, beverages, rooms or other services incurred by the client or his agent during the course of the event.

## Function Rooms

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If the final number increase or decrease significantly from those advised at time of booking, we might substitute a more appropriate room. We will discuss any changes with you when the decision is made.

## Responsibility

Should we be unable to provide facilities reserved at time of booking, that due to circumstances beyond our control, no other claim, other than a full refund of any deposit will be made. We will endeavour to provide you with reasonable notice.

## Insurance

Organisers are financially responsible for any damage sustained to the Hotel property by the client, any of the clients guests or any other persons attending the event. Whilst the Hotel will take all necessary care, it accepts no responsibility for any damage or loss of property left at the Hotel prior to, during or after the event.

St Mary's Hotel Golf & Country Club  
St Mary Hill  
Pencoed  
Vale of Glamorgan  
CF35 5EA

Tel: 01656 861100  
Fax: 01656 863400

## Contract

Please sign and return along with the relevant deposit to confirm your booking.

I have read and accepted the Standard Terms & Conditions for the booking in respect of the following:-

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Approx numbers on day: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date of signature: \_\_\_\_\_