

# newsletter: summer '10

... the manor house

The Manor House is a residential conference centre and hotel with first class facilities. Our 11 spacious meeting rooms and 31 bedrooms are complemented by a fully equipped gymnasium and saunas

## Welcome



Summer is well and truly here and it is a pleasure watching guests at the end of the day enjoying a glass of chilled wine and drinking in both the view from our garden terrace and the peace and quiet that surrounds it.

Elsewhere in the building, it is somewhat noisier and hotter. In the kitchen, Head Chef, Nick Jeffels and his team have been working on a couple of major projects. The first was to create this year's Christmas menus. Everything has been cooked, tasted and finally agreed upon. The mainstay of any Christmas meal, turkey, was easy enough to prepare, but the sprouts proved too elusive to find in the middle of June! Nick's menus are now available – see details on the website.

Nick has also seen lots of early mornings in his quest to introduce a new breakfast menu. Featuring local, fresh and wholesome ingredients, the new menu has had guests beaming as they start their working day.

This summer we also celebrate the first anniversary of the opening of Smiths bar and lounge, which has become the hub of The Manor House since it opened. It has a lovely, relaxing feel to it and is a tribute to all the hard work of Facilities Manager, Jeyson Fosbury, who built it with a number of local craftsmen.

Howard Canning  
Centre Manager

## new bar going down a storm

Last September saw the opening of Smiths bar and lounge at The Manor House.

It has been a huge success and an additional benefit to our clients. Whether you just want to relax in the lounge with a freshly made cappuccino, enjoy a tasty bar snack provided by the catering team or relax and soak up the atmosphere in the bar with a locally brewed beer, Smiths bar is the place to be.

Whether you're with us as part of a corporate meeting or joining us as a wedding guest, we look forward to welcoming you and are sure you will enjoy the experience of Smith's bar and lounge!



## add *dynamic* to your meeting!

**FREE for your first session**

The de Bono Room is a unique creative workspace and you can book your company's first session in it absolutely FREE! We will also give you a fantastic creative starter pack which means you will be ready to kick start your meeting in less than five minutes.



Booking is easy - first call the Sales Team on 01483 413021.

This offer is valid for all new bookings made until the end of December 2010 and unfortunately cannot be used in conjunction with any other offers.

# a special place to stay

It's great to spend time with family and friends and there's no better time than a wedding.

We can help you organise your stay and will even liaise directly with your guests, freeing you to deal with all those other arrangements.

You may also like to consider a lovely family meal on the eve of the wedding, sandwiches before you depart on the big day and a night cap and bacon butties to round it all off.

You have only to ask - we'd be delighted to help!

With exceptional views across the Surrey Hills, the picturesque Manor House has:



One of the 31 bedrooms at The Manor House.

- 31 double bedrooms
- beautiful private grounds
- a fully equipped gym and saunas
- private residents' bar
- availability for exclusive hire.

We're taking bookings for 2011 and beyond, so please contact our Sales Team to discuss availability.

# new website has proved a huge success!

The Manor House has recently updated its website and we have had lots of positive feedback about the additional information available to assist you booking a meeting and accommodation. The website also enables you to keep up-to-date with all our latest offers and news.



We've also teamed up with booking.com so you can get the very best price for a bedroom if you are staying in this area. Just click the 'bedroom offers' link at the top of any page.

Come and tweet us on



or follow us on



# food news ...

## special diet ... no problem!

We recognise that food is an important part of any meeting and it can be difficult if your diet is restricted in some way. But we're here to help and can accommodate most restrictions at the drop of a hat - including a full range of desserts, cakes and other treats.



## new breakfast menu

They say that breakfast is the most important meal of the day, so we have recently introduced a new breakfast menu with lots of choice. Nor have we stinted on quality, with, for example sausages made by a local butcher and mushrooms from a local supplier.



Everything is freshly cooked and we think there is something for everybody - whether it's just a bowl of our own-recipe muesli, pancakes, bacon and maple syrup or the full works.



# christmas at The Manor House

The Manor House will be hosting Christmas parties throughout November and December. Reserve your space now to avoid disappointment.

The Manor House is the ideal venue for a truly memorable Christmas celebration, whether it is a party or simply an extended lunch with all the trimmings.

The Manor House is especially suited to individual groups of 50 guests or more (maximum capacity 72 guests in the Dining Room and 30 in adjoining rooms) on Fridays and Saturdays throughout December 2010 and January 2011. All the rooms for your dinner and entertainment are exclusively yours for the evening. (This offer excludes the 31 bedrooms and the main bar.)

The Manor House is also a great venue for smaller parties starting from eight up to 20 guests who will enjoy the same exclusivity in either our beautifully panelled Boardroom or intimate Taguchi Room.

For private dining, a small room hire charge applies dependent on the size of your group. Please enquire at the time of booking.

If you require entertainment, this can be arranged to suit all budgets and tastes.

Please contact our Sales Team for a brochure and more information on 01483 413021 or visit our website [www.themanor.co.uk](http://www.themanor.co.uk) and click on the Christmas banner.



## hello ... and goodbye!

Congratulations to Sylwia Boniek who was recently promoted from Senior Receptionist to Front of House Manager and Christine Bell who is now our Head Receptionist. We wish them both good luck in their new roles.



Sylwia Boniek

Welcome back to Kerrie Millard our Sales and Marketing Manager who has returned from maternity leave.



Kerrie Millard

We also have two new employees and welcome Lizzie Sanders who joins us as a Receptionist and Sultan Salem who is our new Night Porter at the weekends.



Lizzie Sanders and Christine Bell

We bid a sad farewell to Cathy Parker our Front of House Manager and Georgia Sandom our Receptionist and wish them both all the best for the future.



Freya

Finally, congratulations to Diary Manager, Hayley Giles, who has recently become the proud Mum of baby Freya.

## make weekend working a pleasure

If weekdays are just too busy to find time to get together as a team, make working at the weekend effective and enjoyable at The Manor House.

Whether you're planning a residential workshop or an away day, The Manor House can offer great rates for our flexible meeting space and comfortable accommodation as well as a beautiful setting overlooking the Surrey countryside. Our friendly, professional staff will look forward to welcoming you.

For more information on our latest rates and availability please contact our Sales Team on 01483 413021.

## treat yourself this summer



When you visit The Manor House why not enjoy our chef's selection of home-made ice creams, during your afternoon refreshment break?

This delicious treat is just 50p per delegate with some of the proceeds going towards The Guide Dogs who are The Manor House's chosen charity. Help us to raise money for a worthy cause which would be greatly appreciated by treating yourself or your delegates.

Contact our Sales Team on 01483 413021.





## focus on ... Night Porters

Some of you may have had the pleasure of meeting our night team, Jackie Sayers, Night Manager and Sultan Salem who works alongside her as the Night Porter at weekends.



Jackie Sayers

They work very hard throughout the night ensuring every meeting room is set up and ready for the next day and looking after The Manor House throughout the night. We asked Jackie to tell us a bit more about her role.

"I have been with The Manor House for 3 years, 2 months as Night Manager but I have 5½ years experience in the role.

I keep myself busy each night setting up conference rooms and making sure everything is clean and to each client's requirements.

It is very quiet at night but I enjoy being left on my own to ensure everything is set and ready for the next day. I enjoy helping out my colleagues on the late bars we offer to our wedding guests returning from a wedding. So these nights are not so quiet, but I enjoy meeting all the clients and guests.

I would like to welcome Sultan Salem to the team, it has been a pleasure training him and we have made a great team already."

## Summer offers

### Marvellous Mondays and Fabulous Fridays

Residential package for just £140.00 + VAT

Full day package for just £45.00 + VAT

½ day package for just £35.00 + VAT

Morning or afternoon package for just £15.00 + VAT

### Terrific Tuesdays, Wonderful Wednesdays and Thoughtful Thursdays!

Residential package for just £150.00 + VAT

Full day package for just £55.00 + VAT

½ day package for just £40.00 + VAT

Morning or afternoon package for just £18.00 + VAT

**To check availability or discuss your requirements call us on 01483 413021 or email [enquiries@themanor.co.uk](mailto:enquiries@themanor.co.uk)**

*All prices quoted are subject to VAT at the current rate. This offer is subject to availability and must be mentioned at the time of enquiry. This offer is valid for new bookings only and cannot be used in conjunction with any other offer. Valid from 1st July 2010 – 31st August 2010.*

01483 413021 ❖ [www.themanor.co.uk](http://www.themanor.co.uk)

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Please send me details on:

- Meetings and conferences
- Accommodation
- Call me! I would like to arrange a showaround
- Please remove me from your mailing list

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