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MANOR  
COLLECTION

# Meetings and Events

REIGATE MANOR

SURREY

# Unique & versatile spaces tailored for you



For more information call 01737 240125 or visit [www.reigatemanor.co.uk](http://www.reigatemanor.co.uk)

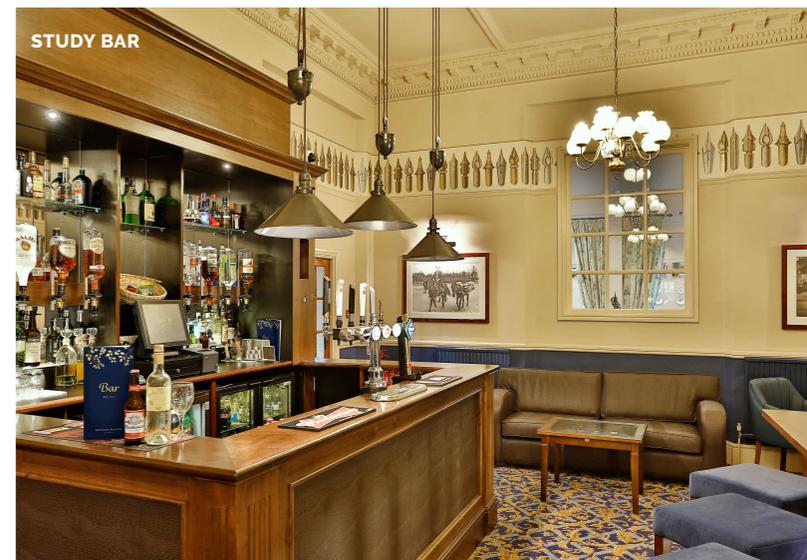
## Our dedicated team will make your event a real success

Reigate Manor is a substantial manor house built in 1780. Set back from the main road leading into Reigate town, it is home to 50 immaculate and well equipped bedrooms with free Wi-Fi and 100 parking spaces.

We offer spaces for exhibitions, trade shows, film production and interview rooms. There are 6 individually and classically decorated function rooms to choose from, with the largest holding up to 200 delegates. All rooms have convenient powerpoints, audio visual equipment and stationery.

Our welcoming lounge at the entrance to the hotel is a great space for relaxed informal business meetings, with a coffee bar offering table service, free Wi-Fi, plug points and an all day bar menu.

Situated in an unbeatably convenient location, just a few minutes' drive from junction 8 of the M25, Reigate Manor is a popular choice with the locals and those from further afield, to meet in a central and convenient location.





BALLROOM



BALLROOM

## The Ballroom

The grandest and largest room at the hotel, the Ballroom can hold up to 200 delegates. This versatile space can be separated by folding walls that connect to the Club Room and the Music Room.

The Ballroom also has access to the Library Bar, creating an ideal space for arrivals. From smaller conference presentations to large seminars, exhibitions and corporate events, it can be adapted to suit all business requirements.

BALLROOM	BALLROOM SUITE
SPEC : 10m x 15m x 2.8m (h)	SPEC : 16m x 15m x 2.8m (h)
CAPACITY : Theatre - 160	CAPACITY : Theatre - 200
Informal - 150	Informal - 250
Boardroom - 50	Boardroom - 60
Cabaret - 90	Cabaret - 120
Classroom - 80	Classroom - 120
U shape - 50	U shape - 50

## Music Room

The Music Room connects to the Ballroom but can be hired out on its own, creating an ideal space for up to 60 delegates. It also links to the Library Bar, allowing for a smaller function room with its own break out area.

## Club Room

With its imposing high ceilings, ornate cornicing and elegant fireplace, the Club Room is ideal for a more intimate team dinner or business meeting, with seating for up to 24 delegates. This space can either be used on its own, or with the use of sliding doors, be an additional space to the Ballroom.

MUSIC ROOM	CLUB ROOM
SPEC : 10m x 6m	SPEC : 7m x 5m x 3.8m (h)
CAPACITY : Theatre - 60	CAPACITY : Theatre - 40
Informal - 70	Informal - 40
Boardroom - 35	Boardroom - 24
Cabaret - 40	Cabaret - 24
Classroom - 45	Classroom - 20
U shape - 30	U shape - 20



MUSIC ROOM



CLUB ROOM



GARDEN ROOM

## Garden Room

The Garden Room is a bright and airy space that can be used for all kinds of functions or events. With connecting doors to the Study Bar, delegates will have the ideal space to register on arrival or perhaps break for coffee. With fully fitted air conditioning, it is the ideal space all year round.

## Conservatory

The light, airy and spacious Conservatory is perfect for all types of business meetings. A popular choice for presentations, interviews and smaller intimate meetings, it holds up to 50 theatre style, with an adjoining door to the Study Bar.



CONSERVATORY

GARDEN ROOM	CONSERVATORY
SPEC : 11m x 11m x 3.8m (h)	SPEC : 9m x 4m x 3.4m (h)
CAPACITY : Theatre - 100	CAPACITY : Theatre - 50
Informal - 120	Informal - 50
Boardroom - 40	Boardroom - 24
Cabaret - 60	Cabaret - 30
Classroom - 50	Classroom - 20
U shape - 40	U shape - 20

## The Cellar Rooms

The Cellar Rooms are the most recent addition to the hotel. Discreetly hidden underneath Reigate Manor, it is a unique and contemporary venue, ideal for launch events and networking evenings.

With its own private entrance, this lower ground floor space can hold up to 100 delegates. It has an exclusive meeting room and bar, along with cloakrooms and toilets.

Let this exceptional and modern function room give your event that extra twist, which will leave your delegates talking for a long time to come.



THE CELLAR ROOMS

THE CELLAR ROOMS	CAVE ROOM ONLY
SPEC : 5m x 5.6m	SPEC : 7.5m x 4.5m x 2.2m (h)
CAPACITY : Theatre - 50	CAPACITY : Theatre - 40
Informal - 100	Informal - 30
	Boardroom - 14
	Classroom - 15
	Cabaret - 18



THE CELLAR ROOMS



# Catering

With any conference or meeting, catering is one of the most important aspects when it comes to choosing your venue. Our dedicated team of chefs are on hand to deliver only the best in fresh and local ingredients.

At Reigate Manor we offer a variety of dining options, whether you're looking for a simple finger buffet lunch, a working lunch, or a three course meal served in the restaurant.

We are happy to take care of any dietary requirements – simply speak to one of our trained event co-ordinators, who will be more than happy to assist.

Our restaurant is open 7 days a week, 6:00pm-9:00pm. Or if you prefer something a little more relaxed, room service and our dining menu is available daily from midday, with cold sandwiches available 24 hours a day.



# Packages

## Day delegate rate inclusions:

### MINIMUM 20 GUESTS REQUIRED

- Conference room hire
- Tea, coffee and Danish pastries on arrival
- Mid-morning tea, coffee and biscuits
- Lunch: two course hot and cold buffet, or finger buffet
- Afternoon tea, coffee and selection of mini cakes
- LCD projector, screen and flip chart
- Stationery
- Mineral water and cordials
- Free wi-fi
- Free parking

**24 HOUR PACKAGE** INCLUDES THE ABOVE PLUS DINNER, BED and BREAKFAST.

**HALF DAY PACKAGE** AVAILABLE, EXCLUDING THE AFTERNOON TEA OPTION.

## Bespoke delegate package:

### NO MINIMUM NUMBER OF GUESTS

- Conference room hire
- Free wi-fi
- Free parking

Custom tailored packages suited to your business requirements.

We can accommodate different sized parties and events, from seminars, training sessions and trade conferences to exhibitions, award ceremony nights and film production.

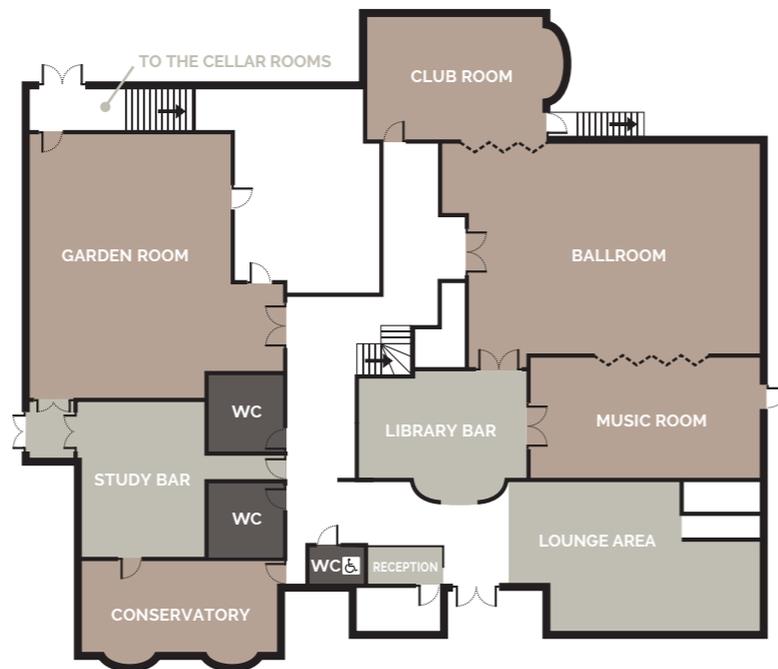
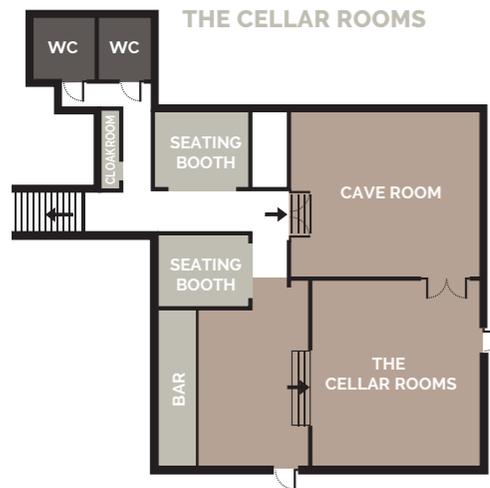
Choose from the options listed in the day delegate package and request any extras that you would like to add.

Speak to our trained event co-ordinators for an individual quote.



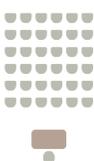
## REIGATE MANOR FLOOR PLAN

NOT TO SCALE



### SEATING CONFIGURATION

#### THEATRE



#### CLASSROOM



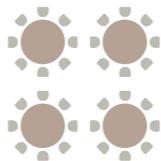
#### BOARDROOM



#### CABARET



#### DINING



#### U SHAPE



# Filming & photography

Reigate Manor is home to a unique selection of both modern and Georgian features, making it an impressive and sought-after venue for film crews and photographers alike. Whether looking to use the internal features of our hotel as the backdrop to your next project, or you're looking for a base for your cast and crew to rest and relax, Reigate Manor has so much to offer.

### ONSITE ACCESS

We understand that big productions come with a lot of vital personnel. Reigate Manor offers complimentary parking for your entire cast and crew as well as additional space for vans, trucks, and technical vehicles that may be necessary for your project. We are more than happy to arrange for our own staff vehicles or other hotel equipment to be relocated if they affect your shoot also.

### ONSITE BUT OFF-SET

As well as access to areas of the hotel you are shooting in, we can provide spaces for everything, from green rooms and changing rooms, to make-up, preshoot meetings, storage and everything inbetween. If not required for filming, our restaurant can provide a food service whenever is best suited to the crew's schedule.

### RELAX & UNWIND

After a hard day on set you're bound to need a comfortable place to rest and refuel. Unwind in our hotel bar or put your feet up in our lounge. At Reigate Manor we have ample room for your entire team, with 50 bedrooms onsite and another 50 just 10 minutes down the road at our sister hotel, Hartsfield Manor.

