

MATFEN HALL TERMS AND CONDITIONS

GUERIDON TROLLEY

Personally carved by one of our chefs.

Residential guests can up-grade at £10 per person.

STARTERS

Roast Sweet Potato Soup with Lemongrass Essence

Garden Pea Soup with Mint Crème fraîche & Crisp Pancetta

Tempura Fried King Prawns with Coriander Noodles

Pan Seared Sea Scallops with Puy Lentils & Sun Blushed Tomato

Smoked Duck Breast with Warm Potato Salad & Blackberry Vinaigrette

Pressed Ham Hock & Foie Gras Terrine with Plum & Thyme Chutney

INTERMEDIATE COURSE

Escabeche of Red Mullet

Salmon Cerviche with Citrus Dressing

Water Melon & Vodka Sorbet

Cassis Sorbet

MAIN COURSE

Fillet of Beef Wellington with Guinness Jus

Sage Stuffed Rack of Pork with Honey & Mustard Sauce

Roast Garlic & Rosemary Studded Leg of Lamb with Redcurrent Jus

Roast Fore-rib of Beef with Yorkshire Pudding

Lemon Grass & Coriander Roast Turkey Crown with Lemon Jus

Fillet of Salmon & Sole En Croûte with Dill & Lime Butter Sauce

DESSERTS

Passion Fruit Soufflé with Mango Sorbet

Warm Chocolate Tart with Peanut Butter Ice Cream

Baked Blood Orange Tart with Ruby Grapefruit Sorbet

Strawberry Delice with Balsamic Granita

Pear and Amarreto Cheesecake

Cheese Board with Home Made Chutney

COFFEE

Coffee & Truffles

Please choose a set menu for all your guests and note that your main course will be carved from our Gueridon trolley by one of our chefs.

(For up to a maximum of 30 guests)

3 course £40.00 per person or 4 course £44.95 per person.

We would like to advise you of the following Terms and Conditions that apply to all bookings and must be agreed to in advance of any confirmation.

1. This set of terms and conditions forms part of the contract signed between "the Hotel" (Matfen Hall LLP, Trading as Matfen Hall) and you, "the Client". No member of staff has the authority to vary these arrangements verbally and only changes authorised in writing by the Golf or Hotel Operations Manager will be accepted as valid.

2. All bookings will be treated as provisional until the Hotel receives the booking form signed by the Client. Once received and accepted by the Hotel the booking is under contract and subject to deposit requirements in clause 3. The Hotel does not accept proof of posting as proof of receipt.

3. DEPOSITS AND PAYMENT. The Hotel reserves the right to request a non-refundable deposit for all bookings. For the purposes of calculating a percentage deposit, the total cost of the booking is taken from all pre-booked accommodation, function room hire, green fees, food and beverage and equipment hire.

Weddings: £750 on confirmation of booking. 75% of the balance is then due 30 days prior to the event with the remaining balance due 10 days prior to the function. We reserve the right to charge the minimum numbers and menu prices as stated in the wedding pack.

Functions: 20% of total cost on confirmation of booking. Final accounts must be settled prior to leaving.

Groups: £50 Per room deposit on confirmation of booking. Full payment is due 30 days prior to the event.

Golf: 20% of total cost on confirmation of booking. A further 30% is due 30 days prior to the event. Final accounts must be settled prior to leaving Matfen Hall, unless a credit account has been approved, in which case payment is due within 7 days of the date of the invoice.

Credit Accounts - Credit facilities may be obtained on application to the Hotel at least four weeks prior to the event. All charges incurred against this account are due for payment within 21 days of the event. The client as organiser must sign and agree all items before departure and will be responsible for the payment of any outstanding accounts which are not allocated to individuals or are left unpaid prior to departure by any person or persons accompanying or connected to the organiser.

4. CANCELLATION charges will be made as a percentage of the total booking value.

CANCELLATION NOTICE PRIOR TO THE EVENT PERCENTAGE CHARGE

6-2 MONTHS 35%

2-1 MONTH 50%

29-15 DAYS 75%

14 DAYS 100%

All cancellations must be made in writing.

5. REDUCTION IN NUMBERS.

Final numbers must be given to the Hotel 7 days prior to the event. The amount payable by the client will be calculated on these numbers.

6. CORKAGE.

The Client or guests may bring no wines, spirits or food into the hotel for consumption on the premises. This includes any such items which are given away as prizes.

7. DAMAGE.

The Client is responsible to the Hotel for any damage caused to the Hotel by any act or neglect of the Client, subcontractor, employee or guests of the Client and shall pay the amount required to make good this damage. The hotel is not responsible for any loss or damage to client or their guest's property.

8. FINISHING TIMES.

Are agreed at the booking stage. Extensions to these times will not be possible without prior arrangement with the hotel manager. The client is responsible for the cost of any late licences.

9. CHANGES BY THE HOTEL.

Due to circumstances beyond the control of the Hotel it may be necessary to change or cancel your booking. Where the change is considered major, as decided by the Hotel, you will have the option of to accept the change or receive a full refund of any monies paid. The hotel is not responsible for any other costs, expenses or damages incurred by the Client as a result of the changes.

10. Matfen Hall will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to fire, storm, explosion, flood, act of God, action of any Government of Government Agency, shortage of goods, strike or lock-out.

11. HEALTH AND SAFETY.

All clients running events are responsible and must ensure full compliance with the Hotel's Health and Safety policy, a copy of which is available on request. We reserve the right to refuse connection of water, gas/electricity to the clients equipment if we consider it unsafe or a hazard.

BUSINESS AT MATFEN HALL

Matfen Hall is the perfect country setting for conferences and corporate events in Northumberland. The Hall retains much of its original character and provides a unique venue for meetings, product launches, corporate entertaining and much more.

DAY DELEGATE PACKAGE

HALF DAY DELEGATE:	£36 Per person
DAY DELEGATE RATE:	£50 Per person
24 HR SINGLE DELEGATE RATE:	£185

Our 24 hour rate includes overnight accommodation and everything within the day delegate package. All packages require a minimum of eight delegates.

SYNDICATE ROOMS	£60.00 Per room
GOLF	£20.00 Per round

ADDITIONAL REFRESHMENTS	
ADDITIONAL TEA / COFFEE	£2.25 Per person
ADDITIONAL TEA / COFFEE / BISCUITS	£2.50 Per person
BACON ROLLS	£2.50 Per person
DANISH PASTRIES	£1.75 Per person
SCONES WITH JAM AND CLOTTED CREAM	£2.50 Per person
FRESH ORANGE JUICE	£5.95 Per jug
STILL / SPARKLING MINERAL WATER	£3.50 Per bottle

ADDITIONAL EQUIPMENT	
DATA PROJECTOR AND SCREEN	£120.00 Per day
OHP AND SCREEN	£40.00 Per day
VIDEO AND MONITOR	£60.00 Per day

ADDITIONAL SERVICES	
FAXES	£1.00
(1st Sheet, National Rate thereafter. International rates apply.)	
ACETATE PHOTOCOPIES	£1.00 Each
FLIPCHART	£15.00 Per day
PHOTOCOPIES	£0.25 Each
INTERNET ACCESS	FREE

Please contact the Sales Office for any additional equipment required, items will be charged as taken. Transport and secretarial services can be arranged by prior notice. A laptop connection is available in all hotel bedrooms.

CORPORATE PURSUITS

Matfen Hall Hotel provides the perfect location for any event or conference. In addition to the excellent hotel, leisure and conference facilities we also have 200 acres of land, which can be utilised for a whole host of adrenaline filled team based outdoor activities, for further information please contact our Event Co-ordinator.

Prices contained within this document are valid until 31st December 2009

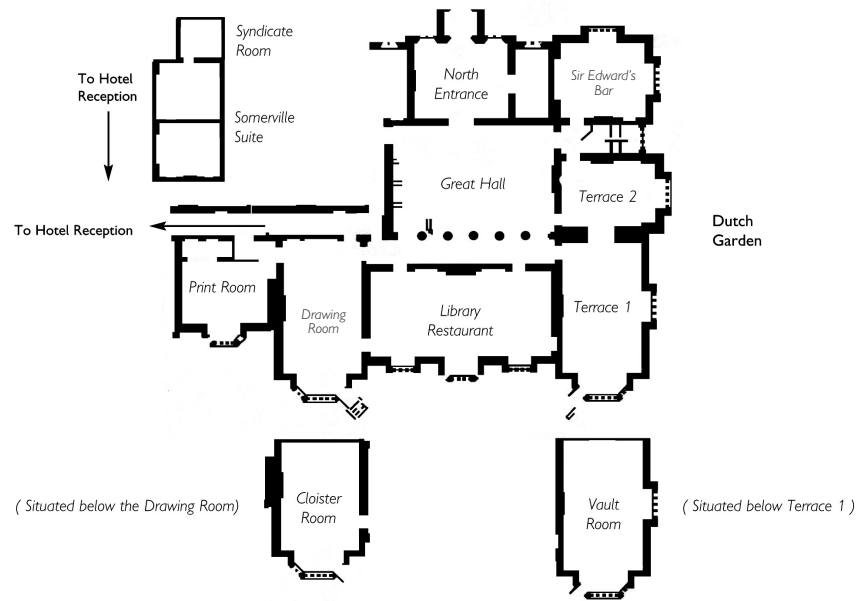

HOTEL · GOLF · SPA

Matfen Hall, Matfen, Newcastle upon Tyne, NE20 ORH.

Email info@matfenhall.com www.matfenhall.com

Hotel: 01661 886 500, Events: 01661 855 712 E-mail events@matfenhall.com

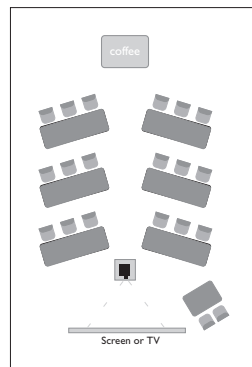
FLOOR PLAN



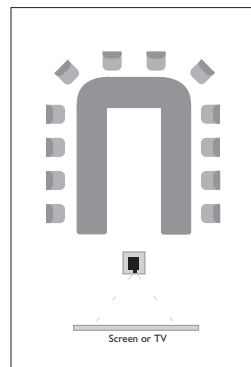
Room Name	Theatre Style	Banquet Style	Cabaret Style	Boardroom Style	U-Shape Style	Classroom Style	Length (mts)	Width (mts)	Ceiling (mts)	Full Day	Half Day
Great Hall	120	60	30	20	30	40	11.79	9.08	15.00	£500	£350
Terrace 1	100	84	48	30	30	40	10.46	6.65	4.80	£400	£250
Terrace 2	30	36	18	16	12	12	5.43	7.83	4.80	£250	£150
Terraces	n/a	120	n/a	n/a	n/a	n/a	15.89	6.65	4.80	£650	£500
Sir Edward's Room	30	24	12	20	15	18	6.96	6.01	3.70	£250	£150
Cloister	60	60	30	20	16	16	10.46	6.47	2.50	£200	£150
Boardroom	n/a	n/a	n/a	6	n/a	n/a	3.20	3.10	2.50	£100	£60
Somerville 1	25	n/a	n/a	20	16	16	8.50	4.80	2.50	£300	£200
Somerville 2	25	n/a	n/a	20	16	16	8.40	4.80	2.50	£300	£200
Somerville Suite	75	n/a	n/a	44	25	46	16.90	4.80	2.50	£500	£350
Somerville 3	20	n/a	n/a	8	8	10	5.20	4.10	2.50	£100	£60
The Vault	n/a	n/a	n/a	20	16	16				£350	£200

EXAMPLE ROOM STYLES

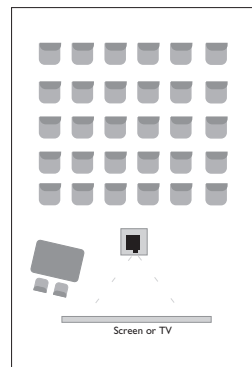
All of Matfen Hall's conference and banqueting rooms are different with something for all occasions. Catering from 2 to 250 people, our rooms can either be used alone or in conjunction with other rooms, depending upon your selection.



Classroom Style



U-Shape Style



Theatre Style

PRIVATE LUNCH MENU

Choice of three items per course for parties up to 30 delegates, over 30 set menu.
At £25.00 per person. Residential guests can up-grade at £10 per person.

- Roasted Red Pepper Soup with Rosemary Cream
Leek, Potato & Thyme Soup
Baked Plum Tomato & Parmesan Galette with Basil Pesto
Twice Baked Cheddar Cheese & Spinach Soufflé (£1.50 supplement)
Cray Fish Risotto with Parmesan Tuille (£1.00 supplement)
Pink Ginger & Coriander Cured 'Loch Dual' Scottish Salmon, Red Onion & Fennel Salad
Pressed Smoked Duck & Artichoke Terrine with Cumberland Jelly (£1.95 supplement)
Beef Fillet Carpaccio with Shaved Parmesan & Truffle Dressing (£1.00 supplement)
Chicken & Tarragon Roulade with Tomato Chutney
- ****
- Blue Cheese Stuffed Chicken Supreme with Leek Veloute
Char Grilled Sirloin Steak, Hand Cut Chips & Sauce Bernaise (£2.95 supplement)
Grilled Seabass with Warm Potato & Pak Choi Salad with Roasted Cherry Tomatoes (£2.95 supplement)
Mediterranean Vegetable & Cous Cous Timbale with Vine Tomato Coulis
Confit Barbury Duck Leg with Pancetta & Puy Lentil Cassolette, White Truffle Oil (£1.00 supplement)
Wild Mushroom & Blue Cheese Tagliatelle
Braised Ham Hock with Peas Pudding Mash, Honey & Balsamic Jus
Roasted Lamb Chump with Bubble & Squeak, Redcurrant Jus (£1.95 supplement)
Whole Baked Rainbow Trout with Caper Beurre Noisette
- ****
- Intermediate Cheese & Biscuits with Homemade Chutney (£3.50 supplement)
- ****
- Caramelised Apple Tart Tatin with Ginger Ice Cream
Dark Chocolate & Orange Torte (£1.00 supplement)
Iced Coconut & Raspberry Parfait with Malibu Syrup
Warm Liquid Centred Chocolate Cake with Blood Orange Sorbet (£1.50 supplement)
Toffee & Banana Cheesecake
Lemon Curd Mousse with Lemongrass Essence
Vanilla Panacotta with Blueberry Compote
Steamed Sticky Toffee Pudding with Butterscotch Sauce (£1.00 supplement)
Apricot & Ginger Cheesecake with Ginger Syrup
- Coffee & Mints (Coffee & Chocolates £1.50 supplement)

As a Matfen Hall policy, our Head Chef only uses British Beef and Lamb

BANQUETING WINE LIST

SPARKING WINES		
1	Cava Brut Reserve, René Barbier.....N.V.	£21.00
2	Michel Torino Brut.....2007	£21.95
3	Rotari Brut 'Metodo Classico' - ItalyN.V.	£25.50

CHAMPAGNE		
4	V. Testulat, Blanc de Noirs.....N.V.	£39.00
5	Taittinger BrutN.V.	£41.00
6	Moutard Prestige RoseN.V.	£41.50
7	Pol Roger Brut ReserveN.V.	£42.50
8	Taittinger Prestige Brut Rose.....N.V.	£44.50
9	Veuve Cliquot Brut.....N.V.	£47.00
10	Taittinger Brut.....2000	£57.00
11	Pol Roger Vintage Rose.....1999	£67.00
12	Perrier Jouet, Belle Epoque1999	£102.00

WHITE WINES		
300	Cuvee Prestigue de NoirsNV	£16.50
14	Sauvignon Blanc VdP Georges DuBoeuf2006	£17.95
15	Chardonnay, Santa Rita - Chile2006	£19.95
39	Pinot Grigio Porta Italica ITG2006	£19.95
61	Chenin Blanc Kanu - Stellenbosch.....2006	£19.50
70	Sauvignon Blanc - Sr Clair.....2007	£24.50
20	Sancerre 'Les Boffants' Charles Dupuy.....2006	£27.50
31	Chablis, Domaine Jean Marc Brocard.....2006	£28.95

RED WINES		
300	Cuvee Prestigue de NoirsNV	£16.50
101	Syrah Vdp Georges Duboeuf.....2006	£17.95
102	Merlot, Santa Rita - Chile.....2006	£19.95
159	Tempranillo Martinez Bujanda - Unoaked.....2007	£19.95
151	Sabazio Rosso di Montepulciano.....2004	£23.50
186	Barossa Shiraz - Berton Reserve.....2004	£24.50
131	Fleurie la Madone.....2005	£27.00
110	Chateau Montaguillon, Saint Emilion2002	£30.50

PRIVATE DINING MENU

Choice of three items per course for parties up to 30 delegates, over 30 set menu.
At £35.00 per person. Residential guests can up-grade at £5 per person.

- Home Cured Salmon Gravavlax with Lemongrass Essence
Pressed Chicken & Roasted Artichoke Terrine with Tomato Chutney
Cray Fish Risotto with Parmesan Tuille (£1.50 supplement)
Roasted Plum Tomato & Basil Soup
Cream of Celery Soup with Blue Cheese Sipper
Smoked Duck Breast with Warm Potato Salad, Crisp Pancetta & Blackberry Vinaigrette (£1.50 supplement)
Smooth Chicken Liver Parfait with Red Onion Marmalade & Warm Brioche
Tiger Prawn & Baby Gem Salad with Marie Rose & Sweet Pepper Coulis (£1.50 supplement)
Roast Pepper, Plum Tomato and Parmesan Galette
Timbale of Crab with Chive Crème Fraiche, Cucumber & Dill Salsa (£1.00 supplement)
Pressed Terrine of Sweet Potato, Artichoke & Asparagus with Honey & Balsamic Reduction
Carrot & Orange Soup with Coriander Cream
Baked Gruyere & Spring Onion Soufflé with Parmesan Cream (£1.50 supplement)
- ****
- Intermediate Escabeche of Red Mullet (£4.50 supplement)
Intermediate Salmon Cerviche with Citrus Dressing (£4.50 supplement)
Intermediate Watermelon & Vodka Sorbet (£3.25 supplement)
Intermediate Cassis Sorbet (£3.25 supplement)
- ****

- Roast Sirloin of Beef with Yorkshire Pudding (£1.00 supplement)
Steamed Seabass en Pappiotte (£1.50 supplement)
Baked Breast of Chicken Stuffed with Sunblushed Tomato, Vine Tomato Butter Sauce
Confit Duck Leg with Sweet Red Cabbage & Red Current Jus
Char Grilled Fillet Steak with Oyster Mushrooms & Red Wine Jus (£3.50 supplement)
Steamed Scottish Salmon with Mussel & Saffron Chowder
Caramelised Shallot & Artichoke Tarte Tatin with Glazed Goats Cheese
Baked Breast of Chicken with Wild Mushroom & Thyme Jus
Roast Pork Tenderloin with Sage Mash, Honey & Mustard Sauce (£1.00 supplement)
Lamb Wellington with Rosemary & Red Wine Jus (£2.50 supplement)
Smoked Applewood & Green Pea Risotto with Roquette Salad
Grilled Red Snapper with Thyme Roast Baby Gem, Sweet Pepper Salsa

Intermediate Cheese & Biscuits with Homemade Chutney (£3.50 supplement)

- Banoffee Pie
Warm Liquid Centred Chocolate Cake with Coconut Ice Cream (£1.50 supplement)
Blood Orange Tart with Lemon Syrup
Strawberry and White Chocolate Crumble with Clotted Cream
Dark Chocolate Torte with Fresh Raspberries (£1.00 supplement)
White Chocolate & Blueberry Cheesecake (£1.00 supplement)
Plum & Almond Tart with Honey Ice Cream
Iced Mango Parfait with Petit Fruit Salad
Steamed Sticky Toffee Pudding with Butterscotch Sauce (£1.00 supplement)
Raspberry Delice with Mint Syrup
Blackcurrant Cheesecake with Cassis Syrup
Vanilla Poached Pear with Mascarpone Cream
Selection of Cheese & Biscuits with Homemade Chutney (£1.50 supplement)

Coffee & Mints, (Coffee & Truffles £1.50 supplement)

As a Matfen Hall policy, our Head Chef only uses British beef and lamb.