

# White Hart Hotel

Bocking End  
Braintree, Essex CM7 6AB  
Tel: 01376 321401 Fax: 01376 552628

## Meeting and Conference Guide

Welcome to the 16<sup>th</sup> Century White Hart Hotel in the centre of Braintree, where we offer the traditional welcome of an old coaching inn combined with modern day comforts and facilities.

The Hotel has 31 en-suite bedrooms, with 2 superior double rooms and 2 feature rooms, a restaurant and 2 bars. The Hotel has the facility to hold meetings and events for up to 65 people.

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.

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](http://www.oldenglish.co.uk)

I look forward to hearing from you.

Yours sincerely,

Meetings and Events Co-ordinator  
**White Hart Hotel**

EMAIL: 6530@greeneking.co.uk  
WEBSITE: [www.whitehart-braintree.com](http://www.whitehart-braintree.com)

# White Hart Hotel

## Meeting Facilities

### The Braintree Room

We can accommodate up to 35 guests for a private meeting or dining

### The Retreat Room

We can accommodate up to 24 guests for a private meeting or dining.

White Hart Hotel	Bed rooms	Marquee	Out door Events	Room	Floor	Day Light	Air Con	Theatre	Boardroom	U shape	Classroom
	31	N	N	Braintree Room	Ground	Y	N	35	24		
				The Retreat Room	1 <sup>st</sup>	Y	N	24	16		

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.

# White Hart Hotel

## Planning the meeting

Our commitment to you is that we will take your initial requirements immediately either through our Meeting and Events enquiry line or at the hotel, and within 2 hours and come back to 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 for you to complete and return to our email address: 6530@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

White Hart Hotel  
Braintree

Contact Name .....Date of Meeting .....

Address .....

Company .....

Hotel Contact Name .....

Customer name & address:

Invoice name & address:

Telephone no:

Fax no:

Email address:

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:		
	<b>Approx Cost</b>	<b>£</b>

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.

# White Hart Hotel

## Directions

### Road

Coming from West, North and South M11 J18. Take A120 Gt Dunmow/Colchester. B1256 - Braintree. From East, Colchester A12 – Marks Tey. Then A120 – Braintree. Hotel in town centre

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### Train

- London Liverpool Street Station to Braintree station.
- The Hotel is situated in the town centre, a 5 minute walk from the station

PLEASE SEE MAP ON OUR WEBSITE.