



THE CARRIAGE HALL

INTRODUCTION

We understand that in order to get the most out of a day away from the office, people need an environment that will boost creativity. You also need to feel confident, as host, that the venue and service will not let you down.

The Carriage Hall is the perfect setting for meetings of 10 to 120.

Naturally, The Carriage Hall has all the latest telecommunications and audio visual facilities, but each meeting space will be unique, have high quality furnishings and benefit from the surrounding countryside views.

We provide a professional service where nothing is too much trouble

KEY FACTS

Facility: Purpose designed private meeting space for 10 – 120 delegates, with stunning surroundings, award winning food and service.

Location: Plumtree, just off the A606 Melton Road. 6.5 miles from Nottingham centre & train station. 30 minutes from Leicester and Derby. A detailed location map, with directions can be downloaded from our website www.thecarriagehall.co.uk.

Car Parking: We have approximately 80 car parking spaces on site. We would be happy to assist in arranging transport.

Accommodation: Although there is no accommodation on site we can arrange accommodation and transport in our delegate packages.

The Carriage Hall, nr Perkins Restaurant
Old Station Road, Plumtree
Nottingham NG12 5NA
T 0115 937 5300
E enquire@thecarriagehall.co.uk
www.thecarriagehall.co.uk

Good Table & Cheer Ltd. Directors: JC, DJ, RA & WE Perkins
Registered in England No.1853006. Registered office:
Old Railway Station, Plumtree, Nottingham NG12 5NA



THE CARRIAGE HALL

ROOMS & TABLE LAYOUTS

THE SAUNDERS ROOM

Situated on the first floor: stylish and comfortable furniture with double doors and balconies overlooking the lawn providing 180° views.

| | |
|------------|----------|
| BOARD ROOM | up to 16 |
| THEATRE | up to 35 |

A hire charge will be incurred for groups less than 10 delegates of £40 per person absent.

THE MEZZANINE

Situated on the first floor overlooking the main hall.

| | |
|------------|----------|
| BOARD ROOM | up to 24 |
| THEATRE | up to 44 |

Lunch and refreshments can be taken in The Saunders Room or The Main Hall.

THE MAIN HALL

The main hall is a striking conversion of the old railway goods shed, with double height ceilings, large glazed openings with inside and outside break out areas for refreshments.

| | |
|-----------|-----------|
| BOARDROOM | >24 |
| DESK | up to 60 |
| THEATRE | up to 120 |

Lunch and refreshments can be taken in The Main Hall or The Mezzanine for smaller groups.

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DAY DELEGATE RATE

£45 including VAT per person

(Minimum 10 delegates)

Includes:

Hire of the room from 8.45am- 5.15pm

Refreshments:

3 servings of tea & coffee (2 with biscuits)

Iced water

Working lunch

Fruit bowl

Facilities included

Wi-Fi throughout

Pad & pens

Flipchart

CD / audio

Screen and projector

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ADDITIONAL FACILITIES

Additional flipchart in room £10 per pad & pens
Additional flipchart pad £3
Video Conferencing Price TBA
Conference phone £50 (calls charged separately)
LCD Projectors & screen £100
Hi spec laptop £75
Smart board £70
OHP £30
Cordless micro phone £30
Lapel micro phone £40

Fax & photocopying available at reception

Fax 1st page national £1.00
2nd page and each additional £0.50
Fax 1st page international £2.50
2nd page and each additional £1.50
Photocopier per copy £0.25

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DELEGATE BREAKFASTS

Tea or coffee on arrival is included as part of your delegate rate.

Extras are priced per delegate.

Breakfast rolls £5.50

Bacon/Blackberry farm sausage
Fresh orange juice

Healthy start £6

Selection of muesli & cereals
Grapefruit, orange, pineapple & lime
Yoghurts
Fresh orange juice

Continental £6

Freshly baked pastries, preserves
Fresh orange juice

Smoked salmon bagels £6.50

Home smoked salmon & crème fraîche
Fresh orange juice

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DELEGATE LUNCHES

A seated lunch or finger buffet is Included as part of the delegate rate.

2-course SEATED LUNCH

(max 30 delegates)

Smaller parties may be accommodated at Perkins Restaurant 100 m from The Carriage Hall.

Leek potato & local stilton soup

Or

Ham hock & parsley terrine
with toasted ciabatta & plum chutney

—————

Roast suprême of local chicken
with mashed potato, fine beans & grain mustard cream sauce

Or

Seared fillet of sea bream
with sauté potatoes, courgettes Provençale & hollandaise sauce

ADDITIONAL DRINKS IF REQUIRED

Jug of fresh orange juice (litre) £12

Mineral water (litre) £3.50

A full bar can be made available if required

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FINGER BUFFET

30-120 delegates

Sandwiches

Choose 4

Poached salmon, crème fraîche and dill Panini
Free range egg mayonnaise & watercress Panini (v)
Ham, tomato & mustard Panini
Cheddar cheese & homemade chutney sandwich
Coronation chicken wrap
Tuna salad wrap

Served with potato wedges and dip

Treats

Choose 2

Local pork pie
Vegetable spring roll
Lemon chicken goujons with tartare sauce
Plaice goujons with tartare sauce
Blackberry farm sausage 'hot dog' with onion marmalade
Miniature Carriage Hall burger with tomato relish

Something sweet

Carriage Hall scones with clotted cream & strawberry jam
served on tea stands

Tea, coffee, iced water

Note: If required, The Carriage Hall can provide lighter options in the form of individual salads. These can be added as an extra or substituted for sandwiches- a fork will be required for salads.

Tuna Niçoise (£3 per serving)
Mixed bean, couscous and coriander (£3 per serving)
Pasta, rocket, crème fraîche & sun blush tomato pesto (£3 per serving)

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TERMS & CONDITIONS

For bookings at THE CARRIAGE HALL, Plumtree, Nottingham, NG12 5NA

- **Please read carefully before booking The Carriage Hall for your event.**
- The following information relates to all weddings and events at The Carriage Hall, and will be strictly adhered to without exception. The Carriage Hall is a trading name for Good Table & Cheer Ltd.
- Bookings at the Carriage Hall are not confirmed until a fully completed confirmation sheet and **non-refundable** deposit are received.
- VAT at 20 % is included in all charges made by the Carriage Hall from Jan 2011. Any VAT increases, occurring from the time of booking until your event day, will result in price increases on your quotation in line with the VAT percentage increase.
- Provisional booking: The Carriage Hall will hold a provisional date for 14 days. Contact from the client must be made within these 14 days to make an appointment to complete the necessary booking forms and pay the deposit. If, by the 15th day, contact has not been made the provisional booking will be automatically withdrawn without notification.
- All fees quoted by The Carriage Hall are subject to possible change. This includes bookings when deposits have been received the previous year to the event.

Payment for an event.

At the Booking stage.
30 weeks before the event.
4 weeks before the event.

A non-refundable deposit of £10 per expected guest.
50% of the estimated final invoice.
100% of the estimated final invoice less initial deposit.

- The final balance of the total estimated cost must be paid in full at least one month prior to the event date.
- If you require the bar to be open after 12 Midnight a charge of £100 will be levied every 30 minutes, by prior arrangement only.
-

Cancellation Charges:

- If a booking is cancelled, a charge will be made in relation to the total estimated invoice value of the event. All cancellations must be made in writing. The following scale will be used:

Notice period

| | |
|------------------------------------------|-----------------------------|
| 0-8 weeks prior to the confirmed date. | 100% of the estimated total |
| 8-20 weeks prior to the confirmed date. | 50% of the estimated total |
| 20-30 weeks prior to the confirmed date. | 25% of the estimated total |
| 30 weeks and over. | Loss of deposit |

- We advise clients to consider taking out insurance to cover the unlikely event of cancellation.
- Entertainment can only be played in the main hall and not the connecting marquee.
- The Carriage Hall shall not be obliged to credit a forfeited deposit against a future booking.
- The Carriage Hall reserves the right to make alternative arrangement regarding any agreed details should any unforeseen problems arise.
- The Carriage Hall will not be held responsible of any loss, damage or theft of any items belonging to any person attending a function.
- You should be aware that for the majority of the year The Carriage Hall erects a connecting marquee- this maybe up for your event even if you are not paying to use its facility.
- The Carriage Hall reserves the right to evict any person attending a function who behaves abusively or unreasonably. The Carriage Hall kindly asks that confetti is NOT used anywhere in the building or grounds

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BOOKING CONFIRMATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS WHERE APPROPRIATE, SIGN BELOW AND RETURN WITH A DEPOSIT TO SECURE YOUR BOOKING.

| | |
|-------------------------------------|--|
| name: | |
| address: | |
| telephone: | |
| mobile: | |
| email: | |
| date of booking: | |
| people attending: | |
| time of arrival: | |
| time of departure: | |
| estimated total cost: | |
| deposit amount (£10 per person): | |

I have read the terms & conditions of the Carriage Hall and am willing to go ahead with my booking and abide by those terms & conditions.

Signed.....

Date.....

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