

The Raven Hotel

Station Road, Hook, Hampshire RG27 9HS

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www.theraven-hotel.com

Meeting and Conference Guide

Welcome to the Raven Hotel, in the heart of the village of Hook in Hampshire.

The hotel has 38 en-suite bedrooms, restaurant and bar. There is a choice of two function rooms, The Raven Suite, which can accommodate up to 80 guests cabaret style and we have the Surrey Room, which seats a boardroom of 15.

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**

I look forward to hearing from you.

Yours sincerely,

Meetings and Events Co-ordinator
The Raven Hotel

Email : **9190@greeneking.co.uk**
Website: **www.theraven-hotel.com**

The Raven Hotel

Meeting Facilities

The Raven Suite and Surrey Room

We can accommodate up to 80 guests for a private meeting or dining.

The Raven Hotel	Bed rooms	Marquee	Outdoor Events	Room Name	Floor	Day Light	Air Con	Theatre	Boardroom	U shape	Classroom
	41	N	N	Raven Suite	Ground	Y	N	80	40	30	40
				Surrey Room	Ground	Y	Y	20	15	15	15

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.

The Raven 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: 9190@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

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Station Road
Hook
Hampshire
RG27 9HS

Day Planner

Contact Name..... Date of Meeting.....
Address.....
Company.....
Hotel Contact Name.....

Customer name & address : Invoice name & address :

Telephone no: Telephone no:
Fax no: Fax no:
Email address : 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 Schedule

Time : Service / Suite / no. @ £ Cost :

Equipment Required :

Menu details / special requirements / bar instructions :

Final accommodation requirement :

Additional Information :

Payment Details :

Approx. cost £

Your personal copy for planning; keep on file. The 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 and Conditions overleaf into the contract with 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.

The Raven Hotel

Directions

Road

Leave the M3 at J5, and take the B3349 to Hook (0.5 miles)

Train

Hook train station is a 2 minute walk from the hotel

Please see map on our website - [**www.theraven-hotel.com**](http://www.theraven-hotel.com)
