



# HARTWELL HOUSE HOTEL & SPA

## INFORMATION FOR MEETING ORGANISERS 2024



8-hour daily delegate rate (minimum 8 delegates)

from £145.00

24-hour delegate rate (minimum 8 delegates) Monday to Friday

from £360.00

*The 8-hour and 24-hour delegate rates are exclusive of VAT at 20%*

### **8-hour delegate rate**

Complimentary parking  
Welcome bacon rolls, tea and coffee  
Morning coffee, pastries and biscuits  
Luncheon in a private room  
Afternoon tea, cake and biscuits  
Use of meeting room for the day  
A range of meeting equipment  
Free multi device Wi-Fi

### **24-hour delegate rate**

Private dining room  
Overnight luxury accommodation  
Three-course dinner to the value of £70  
Daily newspaper  
Cooked English breakfast  
Morning coffee, pastries and biscuits  
Luncheon including in a private room  
Afternoon tea, cake and biscuits  
Use of meeting room for the day  
A range of meeting equipment  
Unlimited use of the Hartwell Spa  
Complimentary parking  
Free multi device Wi-Fi

## ADDITIONAL COSTS



The Lee Suite, Duc De Berry Suite, four Royal Four Posters and seven Royal superior rooms, all of which are in the Main House will incur a supplement of **£150** each per night.

Hartwell House has a total of **48** bedrooms and suites, **32** are situated in the House with a further **16** in the Hartwell Court which are conveniently close to the meeting rooms and Spa.

Syndicate rooms are available from **£400** for the Henry Keene, **£500** for the Eric Throssell or **£1,000** for either the James Wyatt or James Gibbs rooms.

Delegates accompanied by their spouse - £100.00 room supplement per night, cooked English breakfast and use of the Hartwell Spa.

***Except for the 8hr and 24 hr delegate rates our tariffs are fully inclusive of VAT.  
If they wish guests may leave gratuities at their discretion.***

A range of meeting equipment is available at no extra charge, and please ensure you have discussed your requirements with our Special Events team. High speed multi device Wi-Fi is available free throughout the hotel.

**No reservation may be secured until a copy of our terms of trading have been signed and returned along with deposit requirements.** This incorporates all booking conditions and will be sent to you once a confirmed reservation has been received in writing.



# GENERAL INFORMATION

Dogs are welcome (with a special welcome pack) in designated Hartwell Court Garden Suites only, by prior arrangement, two small dogs or one larger dog, and may be walked in the park. Damage to rooms or injury to livestock will be charged for. We do not allow dogs in the Main House or dining areas (unless guide dogs).

This hotel complies with the No Smoking Regulations in respect of all rooms and bedrooms in this hotel. It is against the law to smoke in these premises.

We welcome children six years and over. Children of residents, between the ages of 6 and 16, may use the Hartwell Spa between the hours of 9am-10am and 4pm-5pm, when accompanied by an adult residential guest.

Ample **free** car parking is available with CCTV security.

## ACCESS FOR ALL

Please advise us of any access needs that individual guests may have in order that we can provide appropriate service.

### DINING AT HARTWELL

Meeting groups will be allocated an appropriate private dining room i.e. the Doric or Octagon (part of the 24 hour delegate rate)

**Dress code** - smart please (although jacket and tie for gentleman are not obligatory): trainers, tracksuits and shorts are not acceptable.

Private lunches or dinners will incur a room hire charge of **£550** for the Octagon and **£650** for the Doric dining rooms.

### ACTIVITIES

A range of outdoor activities such as clay pigeon shooting and archery can be organised using the hotel grounds. For more information and costs please contact Mirella di Bratto.

All residential guests have full use of the Hartwell Spa with indoor pool, spa bath, gymnasium, steam room, sauna and tennis courts, and for those guests wishing to reserve Health and Beauty treatments we would respectfully request that to avoid disappointment, they contact our Spa Manager on 01296 746500

## GIFTS

Delegates may wish to purchase Hartwell House vouchers, health and beauty products or memorabilia as a gift. We have a wide selection of Aromatherapy Associates health and beauty products available for purchase, which make an ideal present and can be gift wrapped ready for departure.



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### HARTWELL HOUSE HOTEL & SPA

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