



Sherbourne House Conference Brochure 2016





Sherbourne House is a beautiful 18th century building with 8 ensuite bedrooms, three function rooms and bar. With our quiet garden and stunning conservatory, we offer unique surroundings and a warm welcome – only 12 miles from Norwich.

Our function rooms can be customised for your business needs and are all conveniently located on the ground floor, with wifi and projectors/whiteboards as standard. We can offer competitive rates for hourly, daily or residential hire – all bespoke to your needs.

We also offer breakfasts, light lunches or buffets – plus refreshments throughout.

To find out more or make a booking, please call 01953 454363 or email stay@sherbourne-house.co.uk.





The Main Room

Ground floor room, with direct access to the gardens and conservatory.

CAPACITY

Up to 35 guests theatre style.



The Middle Room

Ground floor, cosy room at the front of the Hotel.

CAPACITY

Up to 8 guests boardroom style.

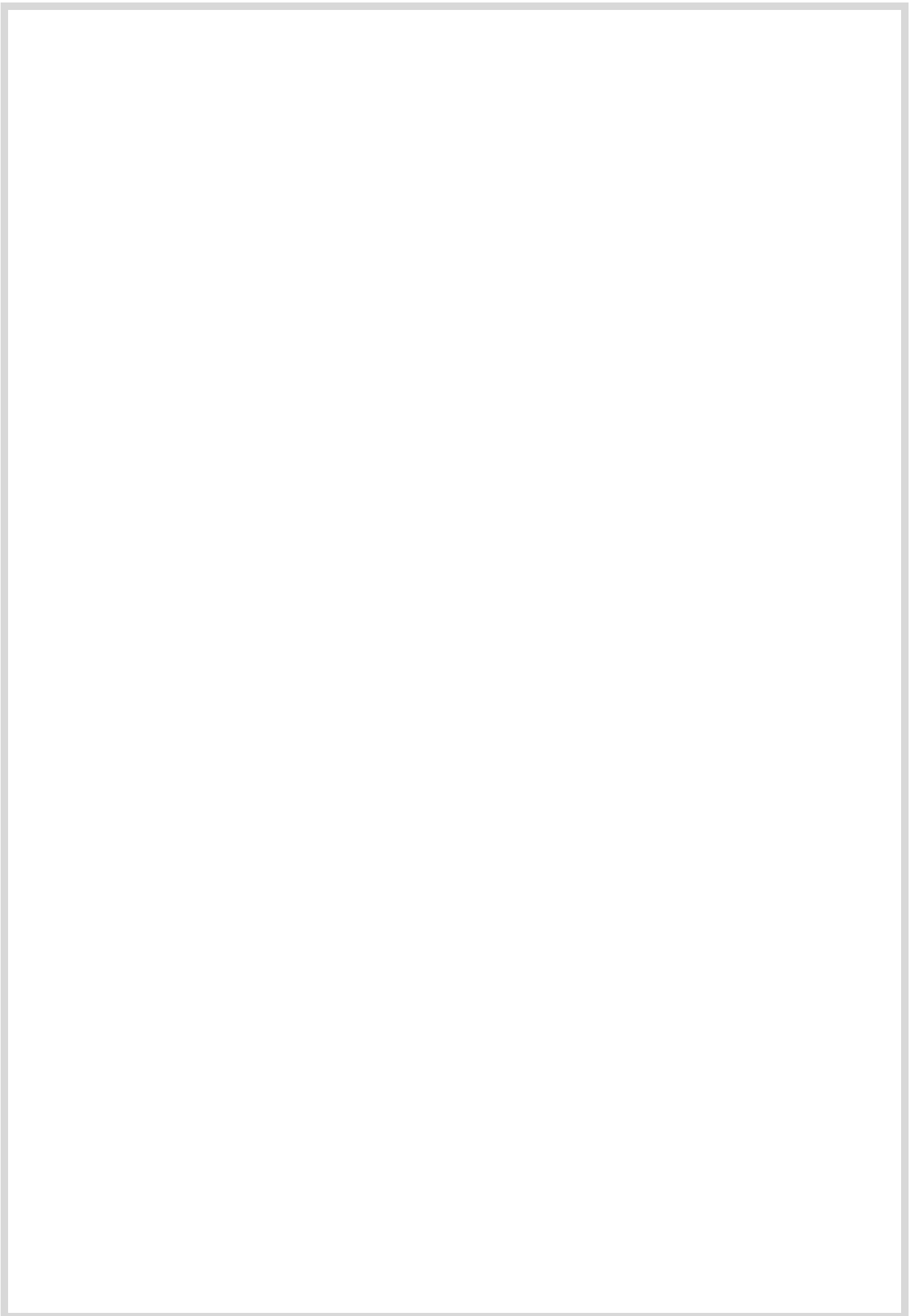


The “Library”

A lovely room filled with period features and tucked away at the side of the Hotel.

CAPACITY

Up to 6 guests boardroom style.



TERMS & CONDITIONS

Set out below are our Terms and Conditions
Please sign ONE copy and return it to us

FINAL NUMBERS

Final number of delegates is required 7 days prior to the event.
This will be the number that is charged for on the final invoice.

PAYMENT

Accounts are subject to payment on departure, unless prior arrangements have been agreed.
Settlement must be within 28 days of the event.

USE OF FUNCTION ROOM

Nothing may be fixed to the walls etc. without consent from the manager on duty. The function hirer will be held responsible for any damage caused in the meeting room, and will be charged accordingly.

CANCELLATION CHARGES

In the unfortunate situation that you have to cancel your booking, the following charges will be incurred;

8 weeks or less.....	25% of the estimated value of the booking
4 weeks or less.....	50% of the estimated value of the booking
2 weeks or less.....	100% of the estimated value of the booking

DISCLAIMER

Users of this establishment do so at their own risk.
The management cannot accept responsibility for any loss or damage caused.

PLEASE SIGN AND RETURN ONE COPY:

Date of
Conference: _____

Name: _____

Company: _____

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Signature: _____

Position: _____

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