

# PelhamHouse Meeting, Incentive, Conference & Events



Pelham House is a four star 16<sup>th</sup> century town house hotel situated in the centre of the historic county town of Lewes, East Sussex. The house is situated within a 3 minute walk of the mainline railway station in Lewes with direct lines to Victoria, London, taking just over 1 hour, Brighton taking 15 minutes and Gatwick in just 30 minutes.

We can offer up to 5 contemporary style meeting rooms ideal for conferences, meetings or events holding anything from 2 delegates up to 180. Pelham House also boasts of 31 boutique style bedrooms, each of which have been individually designed for the maximum comfort whilst preserving many original historic features of the building.

There is complimentary Wifi throughout the hotel.

Pelham House has a variety of packages available but also offers bespoke events.

Our team of experienced hotel and event professionals will aim to ensure that your stay is a memorable and relaxing experience.

Pelham House is available to book for exclusive hire & has large gardens which are suitable for team building events.

If I can be of any further help, or you would like to arrange to visit Pelham House with a view to using our venue please do not hesitate to give me a call on 01273 488600 or email [sales@pelhamhouse.com](mailto:sales@pelhamhouse.com). In the meantime please take a look at our website on **[www.pelhamhouse.com](http://www.pelhamhouse.com)**.

I look forward to speaking to you and welcoming you to Pelham House in the near future.

Steve Hullock  
Sales, Meetings & Events Coordinator

# PelhamHouse Conferences Packages

## Something Special

When you need to arrange an event with the WOW factor, choose one of our 'Something Special' packages to ensure your delegates attend a conference to remember.

### Day Delegate Rate is £70.00 + vat

- Arrival tea, coffee & Danish
- Mid morning tea, coffee & biscuits
- 2 course seasonal buffet lunch, chef's choice
- Afternoon tea, coffee & cake in the winter
- Afternoon tea, coffee & mini ice cream tubs or frozen yoghurt in the summer
- Mineral water & sweets
- Complimentary wifi
- Room hire for up to 9 hours
- Flipcharts & pens or screen
- Delegate pencils & pads
- Stationary Box

### Breakfast Meeting Package is £35.00 + vat

- Full English breakfast
- Arrival tea, coffee & Danish
- Mid morning tea, coffee & biscuits
- Mineral water & sweets
- Complimentary wifi
- Room hire for up to 4 hours from 6am
- Flipcharts & pens or screen
- Delegate pencils & pads
- Stationary Box

### 24 Hour Rate is £180.00 + vat

- Arrival tea, coffee & Danish
- Mid morning tea, coffee & biscuits
- 2 course seasonal buffet lunch, chef's choice
- Afternoon tea, coffee & cake in the winter
- Afternoon tea, coffee & mini ice cream tubs or frozen yoghurt in the summer
- 3 course dinner from our table d'hôte menu
- Overnight accommodation, upgrades where possible
- Full English breakfast
- Mineral water & sweets
- Complimentary wifi
- Room hire for up to 24 hours
- Flipcharts & pens or screen
- Delegate pencils & pads
- Stationary Box

### 1/2 Day Delegate Rate is £35.00 + vat

- Arrival tea, coffee & Danish
- Mid morning tea, coffee & biscuits
- 2 course seasonal buffet lunch
- Mineral water & sweet
- Complimentary wifi
- Room Hire for up to 4 hours from 9am or 1.30pm
- Flipcharts & pens or screen
- Delegate pencils & pads

# PelhamHouse Conferences Packages

## Pulling the Purse Strings

Times are tight and if you need to arrange an important meeting, but on a budget, choose from one of our 'Purse Strings' packages. The service will be of the usual high quality but the price will be lower, with a few less treats for your delegates.

### Day Delegate Rate is £45.00 + vat

- Arrival tea, coffee & biscuits
- 2 course sandwich lunch with salads, crisps & fruit
- Afternoon tea, coffee & biscuits
- Iced water & sweets
- Complimentary wifi
- Room hire for up to 9 hours
- Delegate pencils & pads

### 24 Hour Rate is £145.00 + vat

- Arrival tea, coffee & biscuits
- 2 course sandwich lunch with salads, crisps & fruit
- Afternoon tea, coffee & biscuits
- 2 course dinner from our table d'hôte menu
- Overnight accommodation
- Full English breakfast
- Iced water & sweets
- Complimentary wifi
- Room hire for up to 24 hours
- Delegate pencils & pads

### Breakfast Meeting Package is £25.00 + vat

- Breakfast Butties
- Mid morning tea, coffee & biscuits
- Iced water & sweets
- Complimentary wifi
- Room hire for up to 4 hours from 6am
- Delegate pencils & pads

### 1/2 Day Delegate Rate is £25.00 + vat

- Arrival tea, coffee & biscuits
- 2 course sandwich lunch with salads, crisps & fruit
- Iced water & sweets
- Complimentary wifi
- Room Hire for up to 4 hours from 9am or 1.30pm
- Delegate pencils & pads

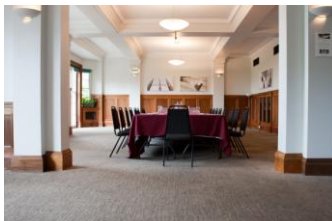
# PelhamHouse Meeting Rooms

## The Chamber Room



The Chamber Room is our largest meeting room. This room was designed to be the chamber of East Sussex County Council- the previous occupiers of the house, and was designed for theatre style lectures. It is a great venue for dinners and social events with its polished dance floor and private bar. We have also hosted product launches, theatre productions and films previews in this room.

## The Terrace Room



The Terrace Room is our most popular space; it opens directly onto the garden and has a private terraced area, with spectacular views to the South Downs. This room is perfect for training events and meetings. The room also benefits from an adjoining area ideal for serving catering and having breaks. For social events in conjunction with the Chamber it is also an ideal reception area.

## The Library



The Library offers a great location for boardroom meetings. With its warm colours and lovely views it is the best for private senior management meetings as it is located on the first floor away from the buzz of the house. It offers a comfortable seating area for breakout sessions. It is also a great room for private dining and small parties.

## The Thomas Paine Room



The Thomas Paine Room is recommended for smaller meetings or dinners and can also be used as a syndicate room for the Terrace Room or the Chamber. This room benefits from natural daylight and views across the gardens.

## The Boardroom



The Boardroom is a newly converted room located on the second floor, this room is light and versatile and has two adjoining syndicate rooms which are included in the hire of this room and can be used as break out spaces or to serve breaks and refreshments.

# PelhamHouse Capacities and Measurements

	Theatre	Board room	U-Shape	Classroom	Cabaret (5ft rounds)	Banqueting (5ft rounds)
Chamber	180	40	40	48 (none on dance floor)	120	160
Terrace 1	40	18	18	18 (2 rows of 9)	18	24
Terrace 2	60	40	31	27 (3 rows of 9)	42	60
Library	24	20	15	12	18	24
Thomas Paine Room	12	8	6	8 (2 rows of 4)	6	8
Boardroom	30	18	18	15	25	
Syndicate 1 & 2		6		3		

ROOM	LENGTH	WIDTH	HEIGHT
Chamber	16.88	13.1	4.05/4.50
Terrace Room 1	4.51	7.88	3.42
Terrace Room 2	8.58	6.82	3.42
Library	5	4.64	3.65
Thomas Paine Room	5.08	3.1	3.35
Boardroom	8.19	4.56	2.63
Syndicate 1	4.33	3.27	2.63
Syndicate 2	4.17	3.27	2.63

# PelhamHouseConference Sample Buffet

This is the buffet served with the Something Special Package. Menu selection will be made on the day by the chef, please advise in advance of any special dietary needs and we will endeavor to cater for them.

All buffets are accompanied by Juice, Water & Dessert

## Summer

### Day One

Lamb steaks rubbed with rosemary lemon and garlic  
Goat cheese tart (v)  
Roasted herb new potatoes (v)  
Tomato red onion salad (v)  
Rocket salad (v)  
Selection of breads  
Dessert

### Day Two

Sliced honey glazed ham  
Beef with horseradish  
Cheeses and pickles (v)  
Kitchens daily baked quiche (v)  
Mix leaf salad balsamic dressing (v)  
Potato salad (v)  
Selection of breads  
Dessert

### Day Three

Freshly filled bagels with vegetarian options  
Anti pasti salad with pesto (v)  
Cold poached salmon and pasta salad crème fraiche and chives  
Potato feta pea and mint salad (v)  
Crispy coz vinaigrette (v)  
Selection of breads  
Dessert

## Winter

### Day One

Marinated spicy chicken quarters  
Big ratatouille warm pasta salad (v)  
Marinated goats cheese on focaccia (v)  
Hot potato salad (v)  
Mixed leave salad (v)  
Selection of breads  
Dessert

### Day Two

Smoked haddock fish pies cheesy mash  
Onion tarts with pickled vegetables (v)  
Wild mushroom mascarpone pasta salad (v)  
New potatoes in rosemary (v)  
Dressed rocket salad (v)  
Selection of breads  
Dessert

### Day Three

Roasted pork loin apple sauce  
Hot potato salad grain mustard vinaigrette (v)  
Kitchens daily baked quiche (v)  
Tomato onion salad (v)  
Char grilled vegetables basil and rocket (v)  
Selection of breads  
Dessert

# PelhamHouse Additional Information

## Equipment

Pelham House has equipment kept on site which can be hired for your event. Please contact us to confirm which items can be included in your package

- LCD Projector
- Screen
- Flip Charts
- LCD Screen
- DVD Player
- Spider conference phone
- High speed exclusive wireless connection
- Laptop
- Stationary box

## Alternative catering

If you wish to offer your delegates alternative catering we can offer the following optional catering packages (prices on application)

- BBQ lunches or dinners
- Picnic Hampers which can be taken to Pelham House gardens, or packed up to take on a day out
- Cream Tea
- Canapes
- Private dining

## Payment Terms

Payment must be made 2 weeks in advance of all events. However after the first event held with us you may complete a credit application form to request to be invoiced on departure and settle the bill within 30 days. This is subject to approval by the accounts department.

## Commission Terms

Pelham House pays as standard 8% on all bookings made via an agency however for longer term arrangements and repeat booking Pelham House is willing to negotiate these fees.

## Car Parking

Car Parking is limited at Pelham House and must be pre-booked. There is a daily charge of £3.50 and nightly charge of £6.50.

# PelhamHouse Team Packages

Pelham House has very good relationships with several local businesses in the area. We have arranged some packages that you may wish to book in conjunction with your event, to give your team a real taste of East Sussex. We are able to add these events directly to your invoice so no additional payment terms will have to be arranged. If required we can also arrange transport to and from these locations and add the cost directly to your invoice.

Please see details below however if you are interested in any of these packages please feel free to contact us direct to chat about these in more detail.

<b>Name of company</b>	<b>Minimum Numbers</b>	<b>Approximate Cost</b>
Adventure Unlimited	8	From £75 ½ day - £110 for full day
Lewes Golf Club	No minimum	£20 per person per round
Corti Coaching	4 – max of 15	From £75 per person
Breaky Bottom Vineyard	No minimum	From £10 per person
Qleisure corporate entertainment	Clay pigeon shooting is minimum of 10. All other activities have no minimum.	From £20 - £120 depending on activity and numbers involved. Bespoke quote on request



Are you looking for new, fun and effective ways to develop your team or entertain your clients?

Adventure Unlimited Corporate Packages combine proven team-building techniques with challenging and enjoyable outdoor activities:

- Race your colleagues round the obstacle course and feel the thrill of whizzing down the zip wire, before relaxing at our beautiful woodland activity site.
- Ignore the rain and dare yourself to reach the top of the indoor climbing wall, the Rock Court.
- Let us come to you at Pelham House and see if you can *Get Out Of That!* by working as a team to complete our fun challenges.

All members of your team, whatever their confidence level, fitness level, or ability, will be fully supported as they take personal risks, solve interesting problems, enhance their communication skills, and find new ways of working together. All instruction and equipment is included, and all activities are undertaken with the utmost attention to safety.

Adventure Unlimited is a local charity which enriches the lives of children and young people through outdoor activities. By booking a team-building event via Pelham House Hotel, you will be helping to fund our charitable work.

'Minimum numbers are 8 delegates prices start from £110 per person for a full day or £75 for half day



You are assured of gorgeous scenery and top class golf if you play at Lewes. Built in 1896 atop chalk cliffs in the heart of Sussex, the elevated course winds its way through rolling south coast countryside, boasting picturesque views of the South Downs and the historic town from which it gets its name. On a clear day it is possible to pick out landmarks in the Sussex Weald and on the North Downs too.

The complex is also home to an impressive teaching academy, including a large driving range and handy short-game area.

This downland track is very much a traditional test and as it is built on chalk soil it is playable throughout the year without need for temporary greens or tees. At over 6200 yards it is by no means a pushover with its sloping lies, especially if the wind gets up.

All guests at the Pelham House can take advantage of a preferential green fee rate of £20 per round per individual whether in a small group or larger society. Tee times should be booked through the hotel to get this special rate.



You might want to choose one-to-one coaching to help with confidence, direction, decision making, self-limiting beliefs, moving forward, taking control of stress, controlling the impact of phobias

Do you need to source workshops and bespoke programmes in Communication, Sales, Customer Service, Rapport, Management and Leadership including Time Management, People Management, Operational Management and Project Management Essentials?

Do you have staff that are responsible for training or assessing others? We offer the new Assessor's Award Level 3, Preparing to Teach in the Lifelong Learning Sector (PTLLS) Level 3

Do you need help with learning and development needs analysis for your business? Perhaps your staff induction design needs reviewing? Do you have training material that needs writing or performance appraisals designing in line with company goals? Could your business benefit if you had Change Management or Diversity skills?

- Standard – 1 x hour = £75
- Silver – 2 x 1 hours = £140
- Gold - 4 x 1 hours = £275
- Platinum – 6 x 1 hours = £410
- Half and Full Day Workshops cost **from** £75 per person based on minimum of 4
- Maximum per workshop 15

Breaky Bottom



Breaky Bottom Vineyard lies in a fold in the South Downs, about 5 miles from Lewes in East Sussex. Peter Hall planted his vineyard in 1974 at a time when there were only a dozen or so growers in the whole country. He had come to realise that there was a good potential for grape growing and winemaking in the UK where the climate is very similar to that of the near continent (The Loire, Champagne and much of Germany). Modern plant breeding and selection meant that early ripening varieties were becoming available and the demand for clean, elegant cool-climate wines was growing. Peter had other links with good wine and food which encouraged him to take the undoubted risk of making wine in the UK. He had a French mother who was a fine cook and his grandfather had been a famous restaurateur in Soho with a fabulous cellar. Wine had always been part of family life.

Seyval Blanc is still the main grape variety grown at Breaky Bottom and the Loire-style still wines that Peter produced in the early years established the vineyard's reputation and led to a Gold Medal awarded by the International Wine Challenge in 1993 for the 1990 Seyval Blanc.

Seyval Blanc is still the principal variety but now the vineyard produces 100% Sparkling Brut. More recently Chardonnay, Pinot Noir and Pinot Meunier vines have been planted and wines made from these classic Champagne varieties are about to be released.

Breaky Bottom wines can be bought from a number of outlets across Sussex, including local Waitrose stores, Butler's Wine Cellar in Brighton, The English Wine Centre near Alfriston, and Cooden Cellars, in Eastbourne. They can also be ordered direct via the website or by telephone.

Peter welcomes Group visits but access can be difficult so must be pre-arranged. (No visits during October available)



Qleisure is host to a state of the art 800m outdoor kart track that caters for up to 50 drivers in a grand prix format. The kart track was purpose built for fast fun racing and is the largest kart track in the south.

You can now also play fast and furious paintball games on our brand new state of the art Speedball Paintball Arena. The UK's first and only purpose built outdoor paintball tournament arena.

The Arena is set on artificial grass so you won't get covered in mud and the field is set out with inflatable bunkers so the layout can be changed making sure each time you play it feels like a brand new exciting experience. The best part is that you get twice the amount of action in a couple of hours than you would in a day of traditional paintball.

The other activities at Qleisure include quad bikes, team building, clay pigeon, archery and target shooting. Each of these activities has a purpose built area to make your experience safe and truly unforgettable.

Activities can be arranged for an afternoon's incentive or a full day's hospitality. We feel the key to a successful event is to choose a variety of activities and to keep everyone fully occupied. We are happy to advise you on suitable combinations to maximise enjoyment within your budget.

# PelhamHouse Bedroom Rates

## Normal rate

Executive Bedroom En-suite	£245.00
Single Occupancy	£235.00
Superior Double/Twin Bedroom En-suite	£200.00
Single Occupancy	£194.00
Standard Double/Twin Bedroom En-suite	£150.00
Single Occupancy	£145.00
Small Double Bedroom En-suite	£140.00
Single Occupancy	£135.00
Single Bedroom En-suite	£125.00
Z-bed	£10.00
Cot	Free

## Corporate rate

Executive Bedroom En-suite Single Occupancy	£130.00
Superior Double/Twin Bedroom En-suite Single Occupancy	£110.00
Standard Double/Twin Bedroom En-suite Single Occupancy	£95.00
Single Bedroom En-suite	£85.00
Extra person in bedroom	£20.00

## Dinner Bed and Breakfast rate

2 Course Meal	plus	£17.95 per person
3 Course Meal	plus	£22.95 per person
Car parking		£6.50 per night

## Conditions

These rates are available Sunday to Thursday

Weekend rates on application

These Terms & Conditions only apply to bookings made direct with Pelham House

Rates are based on single occupancy

This Rate is only available to your companies employees, any permanent sub contractors must sign a separate agreement; we do not guarantee this rate to temporary employees/guests/sub contractors, unless specifically requested by your companies above.

# PelhamHouseTerms & Conditions

## Terms and Conditions

The Conditions detailed below apply to the booking of any event at Pelham House. We have tried to keep them as simple as possible, but if any point is unclear please do not hesitate to contact us.

## Confirmation

All bookings are provisional until confirmed in writing. You may be asked to guarantee your booking with a credit card or deposit.

Confirmation constitutes a valid contract between Pelham House and yourselves. Once a booking is accepted, you will remain liable to Pelham House for the agreed price, but if you cancel any part of the booking then cancellation charges apply as detailed below.

## Deposits

For all bookings of private functions a deposit of 20% is required and payable together with written confirmation. The deposit is nonrefundable in the event of cancellation.

## Payments

Residents are requested to settle their accounts on departure. Organisers of functions are requested to pay the balance of their accounts in full two weeks prior to the function date, unless alternative arrangements have been agreed.

Credit or charge cards may be used to guarantee a booking, confirm a booking or settle the balance of an account.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## Cancellations

The following cancellation conditions apply based on the estimated total cost of the function, Conferences, Banqueting, Exhibitions and Events.

1 - 30 Days 100%  
31 - 90 Days 50%

Bedrooms - The first night's charge will be incurred for bookings cancelled within 48 hours of arrival. For groups of 5 rooms or more, 7 days notice is required or the first night's charge will be incurred.

Pelham House reserves the right to cancel bookings, or change the function room, if any part of the property is rendered unavailable due to circumstances outside its control.

## Final Numbers

Final numbers for conference and catering must be received two weeks before the function date, together with the balance of payment for this number.

## Damage and Insurance

Any damage caused to Pelham House Property will be charged to the company or person concerned.

Pelham House cannot accept responsibility for loss or damage to guests belongings.

Pelham House operates a noise management plan to ensure guests and neighbors are not disturbed. This allows Pelham House to reduce/limit music provided by external contactors in line with acceptable levels in compliance with EHO recommendations

Please sign below to show that you agree with the terms and condition

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_