



CALCOT

MEETINGS  
AND  
CORPORATE EVENTS

2016

## At a glance

### Hotel and Spa facilities

- 35 Bedrooms
- Private dining rooms for up to 100 guests
- Calcot Spa – a 16 metre indoor pool, sauna, steam room, outdoor hot-tub, 7 beauty treatment rooms, exercise studio, a relaxation area and two “all weather” tennis courts
- Car Parking for 100 Cars
- Helicopter Landing
- Special arrangements for team building activities on site and golf nearby

### Complimentary Conference Equipment Available

- 72" Presentation screen with rear projection and multiple data input points for PC's in the Thomas Suite
- 42" Plasma screens in ground floor rooms
- Overhead projector and slide screen
- Apple TV
- Flip chart stands
- CD Audio System
- Infra red pointer

*Conference-Call facilities are also available  
(call charges will apply)*

## Our Location

Calcot is located on the southern edge of the Cotswolds within the M4/M5 corridor

### Road

20 minutes from Junction 17 or 18 of the M4 and Junction 13 or 14 of the M5

Heathrow 90 minutes

### Airport Links

Bristol (Lulsgate)	40 minutes
London Heathrow	90 minutes
London Gatwick	150 minutes
Birmingham	60 minutes

### British Rail

Kemble	15 minutes
<i>direct line to London Paddington 90 minutes</i>	
Stroud	20 minutes
<i>direct lines to London Paddington 90 minutes</i>	

### Other Travel

Facilities for helicopter landing  
Chauffeur driven cars can be arranged

### Cities

Bath	30 minutes
Bristol	30 minutes
Cheltenham	30 minutes
Swindon	40 minutes
Oxford	50 minutes
London	90 minutes

## Traditional Delegate Rates

### Traditional 12hr Delegate Rate

Conference Room  
 Tea, coffee, and Danish pastries upon arrival  
 Mid-morning tea, coffee and biscuits  
 Smoothies, sweets, soft drinks bar  
 Coffee machine, and Joe's tea  
 Two course lunch or working buffet  
 Mid-afternoon tea, coffee and cake  
 Mineral water and mints in the meeting room  
 Use of our in-house audio-visual equipment as listed previously

### Traditional 24hr Delegate Rate

As above, plus best available accommodation on the day

Dinner – three course (*reduced menu*)

Full English breakfast

Use of Calcot Spa's health and leisure facilities

## Executive Delegate Rates

These are designed for the Executive who likes to add that extra touch to their meeting, to promote discussion and bring the meeting to a successful conclusion.

### Executive 12hr Delegate Rate

As listed in the traditional 12hr delegate rate plus a syndicate room (subject to availability)  
 Three course lunch prepared to your specification  
 Champagne reception either before lunch or at the end of the meeting  
 Fresh fruit in the Conference Room

### Executive 24hr Delegate Rate

As listed above plus accommodation in a deluxe room.  
 Champagne reception before your four course gourmet dinner

## Meeting Room Capacities

*These are the maximum capacities of our meeting rooms. Numbers may vary subject to equipment requirements.*

	THOMAS SUITE (First floor)	ABBHEY SUITE (Ground floor)	HENRY ROOM (Ground floor)	STONE ROOM (Ground floor)
SIZE (M)	11.6 x 10.5	10.6 x 7.9	5.3 x 7.9	5.3 x 7.9
SIZE (SQ.M)	123	84	42	42
HEIGHT (M)	2.4 (max 7.6)	2.4	2.4	2.4
NATURAL DAYLIGHT	YES	YES	YES	YES
AIR CONDITIONING	YES	YES	YES	YES
BOARDROOM	35	28	18	18
CLASSROOM	72	48	24	24
HOLLOW SQUARE	52	38	18	18
U SHAPE	40	32	15	15
THEATRE	120	90	35	35
CABARET	50	30	15	15
BANQUET (ROUNDS)	100	60	30	30
BANQUET (ROUNDS WITH DANCE FLOOR)	80	50	NA	NA
BANQUET (TRESTLES)	80	60	20	20

## Light Entertainment

We are delighted to offer private dining facilities for up to 100 guests. Themed dinner parties available – an excellent way to build team spirit!

The Cotswolds are renowned for their natural beauty and outdoor sports. Recreations are plentiful as listed. Please do ask for more information.

Golf: Cotswold Edge (18 hole)

Minchinhampton New Course (Two 18 hole)

Minchinhampton Old Course (18 hole)

Painswick (18 hole), Stinchcombe (18 hole)

Bowood (18 hole), Westonbirt (9 hole)

Golfing competitions can be arranged

Go-karting

\* Clay pigeon shooting

\* Outdoor heated swimming pool (available May – Sept)

\* Indoor heated swimming pool

\* Exercise studio, sauna, steam room, outdoor hot tub and two all-weather tennis courts

A range of water sports, such as water skiing, jet skiing, windsurfing etc

Gliding

\* Horse riding

\* Cycling

\* Segways

\* Disc Golf

\* Health and beauty treatments ***\*on site***

*We are happy to offer tours of the area and these might include:*

*Tetbury, Burford, Bibury or Bath, Westonbirt Arboretum or Slimbridge Wildfowl Trust or visit some of the stately homes of England.*

## Team Building Activities

Here at Calcot, we are fortunate enough to have 220 acres of land on which we can arrange activities such as clay pigeon shooting, segways and archery amongst others. We have developed very good working relationships with Event Management Companies that have been highly-praised by each and every one of our clients that have enlisted their expertise.

If you would like to explore the idea of running an event during your time at Calcot, we are happy to discuss your requirements with you. We will then discuss your needs with the events company and suggest suitable activities to you, also giving an indication of cost. Alternatively if you wish to use your own event company, we are happy for you to do this.

We have found the companies we use to be very competitively priced and in addition they offer a first-class service. The events are organised by professional, innovative staff that have an inspirational approach to the activities they run. Bespoke events/activities are also available.

## Staying at Calcot

### Accommodation is arranged as follows:

8 Large Standard Bedrooms

3 Standard Bedrooms

2 Small Standard Bedrooms

9 Deluxe Bedrooms

13 Suites

Most rooms are available with either double or twin beds and can all be allocated for single occupancy where required.

### Each individually decorated bedroom has:

Private bathroom

Direct dial telephone

Remote control colour television

Ipod dock/blue tooth

Tea and coffee making facilities

Mini bars

## The Spa at Calcot

### Inviting, Welcoming, Reassuring

This is what "well-being" means at Calcot Spa.

There are no gimmicks, just wonderful facilities and classic treatments, delivered to the highest standards. If time permits, why not visit the spa to unwind for an hour or two. Booking is essential for treatments to avoid disappointment.

## Dining at Calcot

### The Conservatory Restaurant

Our main restaurant, complete with stylish Gin bar and a kitchen boasting a wood-burning oven (partially viewable by our diners) offers dining in elegant surroundings. With a reputation for serving exceptionally good food and a wide selection of wines from around the world, the atmosphere of The Conservatory is relaxed and informal. The Conservatory may also be used for private dining dependent on numbers.

### The Gumstool Inn

A traditional English country pub cosy, cheerful, friendly and warm! With cask ales available and a selection of wines served by the glass, there's something to suit all palates. Our pub provides a cosy contrast to the main restaurant where you are able to watch our chefs prepare delicious meals from our fireside grill. In the Summer you can also enjoy leisurely alfresco dining on the terrace.

### The Bars

Choose from the Gin bar in The Conservatory, the relaxed lounges in the main house with big easy chairs, sofas and log fires or the Gumstool Bar which has a more "Traditional Inn" atmosphere where real ales are available. The Lounge Bar remains open until the last resident guest leaves.

# Terms and Conditions

## Making a Reservation

Calcot will hold a booking provisionally for a period of 2 weeks. After which time, we will endeavour to contact you but if unable to do so we reserve the right to release the booking if confirmation has not been received. A booking remains provisional until the hotel is in receipt of written confirmation and signed Terms and Conditions. A deposit of 50% of the pre-booked business is required at time of confirmation with the balance and any extras to be settled on departure or invoiced to the company (subject to credit check). This will be agreed in advance between the hotel and the client.

## Booking Amendments

Should it be necessary to amend the date of a booking the cancellation policy will apply and should the booking be re-scheduled for a future date the cancellation charge will be credited against the final invoice after the event has taken place.

## Cancellation Policy

Cancellation Point	Booking under £2000 net	Booking over £2000 net
	Cancellation Charge*	
12 weeks or more before event	Nil	25%
8-12 weeks before event	25%	50%
4-8 weeks before event	25%	75%
22-28 days before event	50%	100%
15-21 days before event	75%	100%
14 days or less before event	100%	100%

\* Percentage of pre-booked business

The charge levied will be minus the VAT at the current rate