

# Meetings and Conferences

2013

## Three Lakes Restaurant & Function Rooms at Westmill Farm

### Old Tack Room (2-50 people)

The Old Tack room is ideal for smaller meetings of 2-50 delegates (depending on required layout)

- 50 delegates theatre style
- 25 class room style
- 25 u shape
- 25 Conference style
- 40 banquet style
- 40 banquet rounds

### Arched Barn (30-250 people)

The Arched Barn is a much larger room with a maximum capacity of 250 (depending on required layout)

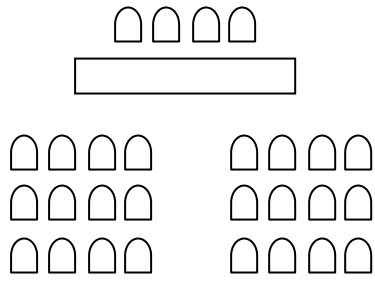
- 250 delegates theatre style
- 80 class room style
- 50 u shape
- 80 conference style
- 160 banquet style
- 160 banquet rounds
- 80 cabaret

Both our rooms are equipped with their own toilet facilities, small outside courtyard, white walls for projection, electrical points and extension leads. Both rooms also have the use of a stereo system (however this is located behind the bar area so not connectable via presentation point), other equipment may be available on request. If maximum numbers are not reached extra tables are available for break off/group work (must be pre arranged)

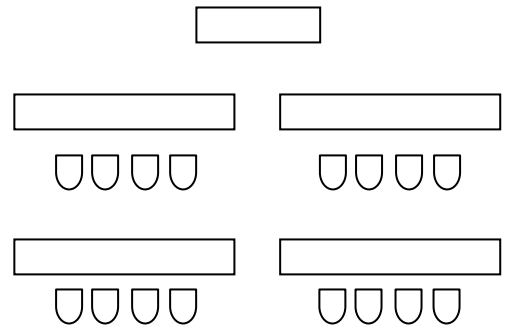
The room is available to you from 8am- 6pm please see additional extras pg. 4 for extensions.

# Room Layout Options

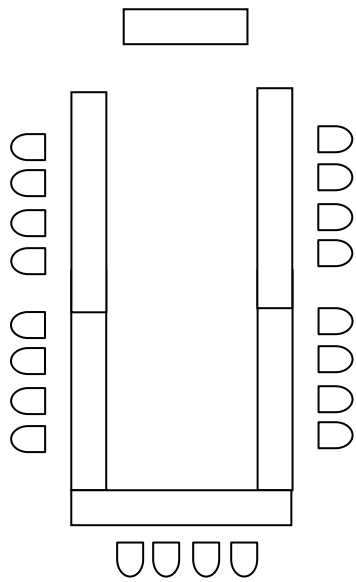
Theatre Style -



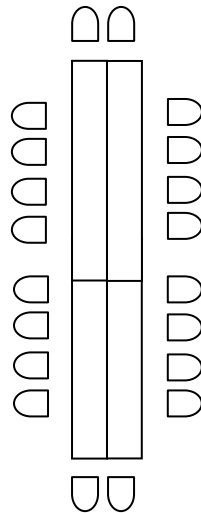
Classroom Style -



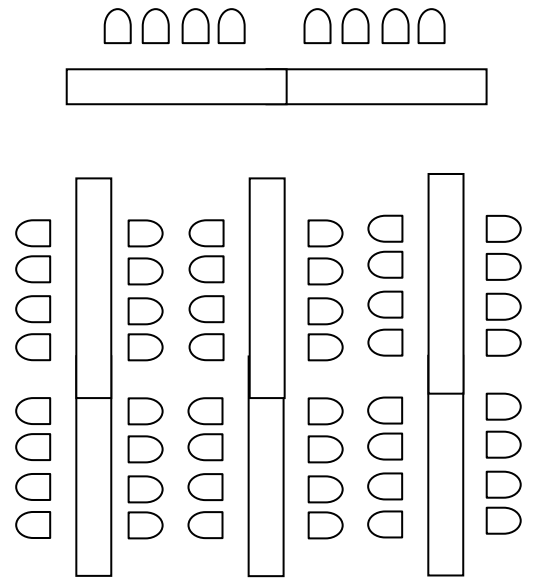
U-Shape -



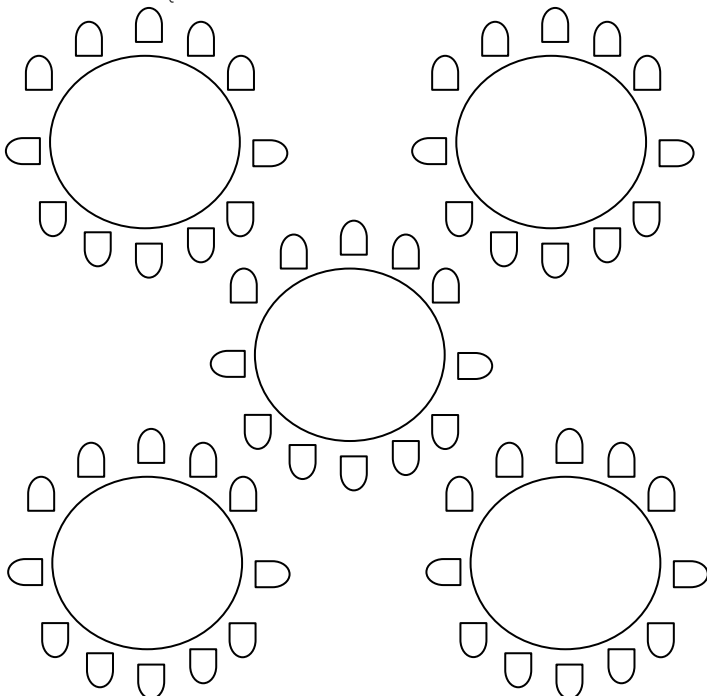
Conference -



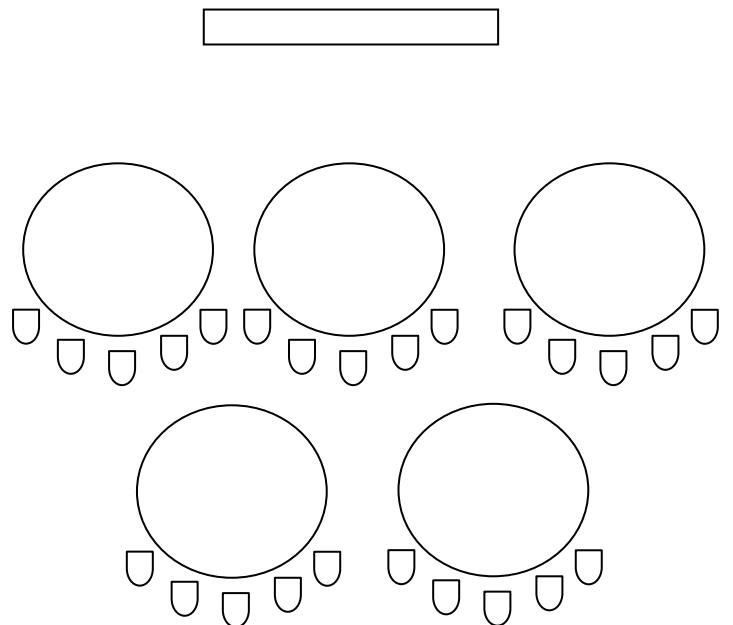
Banquet -



Banquet Rounds -



Cabaret Style -



# Meeting and Conference Packages

Bronze Package  
£55 per delegate

Room hire  
Tea, coffee & biscuits on arrival  
Mid-morning tea, coffee and biscuits  
Finger buffet (opt 1.) lunch  
Orange juice with lunch  
Mid-afternoon tea, coffee and biscuits  
Water  
LCD projector (no screen white walls used)  
Flip chart pads and pens  
Delegate stationary  
Sweets and mints  
Free WIFI access  
Free parking

Finger buffet option 1 lunch

Tortilla Wraps:  
Egg & Tomato (v)  
Cheese & Red Onion Mayonnaise (v)  
Chicken Caesar  
Tuna & Sweet Corn  
  
Sausage Rolls  
Potato Wedges with Sour Cream & Chive Dip (v)  
Kettle Crisps (v)  
  
Mini Homemade Cake Selection  
and Fresh Fruit Platter (v)

Silver Package  
£66 per delegate

Room hire  
Tea, coffee & biscuits on arrival  
Mid-morning tea, coffee and biscuits  
Create your own finger buffet lunch  
Orange juice with lunch  
Mid-afternoon tea, coffee and homemade  
cakes  
Water  
LCD projector (no screen white walls used)  
Flip chart pads and pens  
Delegate stationary  
Sweets and mints  
Free WIFI access  
Free parking

Create your own finger buffet lunch  
(please choose 7 items from the list below)

Tortilla wraps (various fillings)  
Sandwiches (various fillings)  
Breaded Mushrooms with a Stilton & Mayonnaise Dip (v)  
Turkey Goujons with a Cranberry & Mayonnaise Dip  
Plaice Goujons with Tartare Sauce  
Carrot & Coriander Goujons in Sesame Seed Breadcrumbs  
Sausage Rolls  
Crudités with a selection of dips (v)  
Chipolatas in Honey  
Potato Wedges with Sour Cream & Chive Dip (v)  
Kettle Crisps (v)  
Feta & mint filo parcels  
Mini Homemade Cakes  
Fresh Fruit Platter (v)

Gold Package  
£77 per delegate

Room hire  
Tea, coffee & bacon rolls on arrival  
Mid-morning tea, coffee and biscuits  
Two course fork buffet lunch  
Orange juice with lunch  
Mid-afternoon tea, coffee and homemade  
cakes  
Water  
LCD projector (no screen white walls used)  
Flip chart pads and pens  
Delegate stationary  
Sweets and mints  
Free WIFI access  
Free parking

Two course fork buffet lunch  
(please select 1 main course and 1 dessert)

Honey & Oregano Chicken

Or

Beouf Bourguignon

served with  
herb roasted potatoes and roasted mediterranean vegetables

followed by

Chocolate Pot

Or

St Clements Cheesecake

## Additional Extras

- Room hire extension 6pm - 12am (last orders called at 11.30pm, bar is closed at 11.40pm, event finishes at 12am and half an hour is allowed for all guests to vacate the site) - £55.00
- Late afternoon or Evening BBQ £25.00 per person (requires room hire extension)
- Large range of onsite activities ranging from par 3 golf course to high ropes course, please contact Top Events on 07801 711 701 for more information on corporate / activity inclusive days.

Please ensure all delegates are aware which room their meeting is taking place in, we recommend addressing the invites as follows:

The Arched Barn / The Old Tack Room  
Three Lakes Restaurant and Function Rooms  
at  
Westmill Farm  
Ware  
Hertfordshire  
SG12 0ES

# Meeting Booking Form

Please complete this form for **all** meeting bookings and return to [maxine@threelakesrestaurant.co.uk](mailto:maxine@threelakesrestaurant.co.uk) no later than 10 days prior to the meeting, if you have any queries then you can contact us via email or on 01920 469290

Three lakes contact: Maxine/Chloe

Meeting date	Meeting start time	Meeting finish time

Number of delegates	
Contact on the day	
Name of meeting (for sign outside the room)	

Function room required (tick)	Arched barn		Old tack room	
Preferred room layout				
Extra tables for break off?				
Please tick chosen package (use overleaf to list Silver lunch items)	Bronze		Silver	Gold

## Refreshment details

Refreshment	Required time
Arrival	
Mid- Morning	
Lunch	
Mid - Afternoon	

## Payment details

Company name	
Payment method (credit card/ invoice)	
Invoice name/address	
Booking contact	
Purchase order number	
E-mail address	
Contact number	
Fax number	

