



HAUGHTON HALL HOTEL  
& Leisure Club - Shifnal, Shropshire  
[www.haughtonhall.com](http://www.haughtonhall.com)



## Conference, Banqueting & Events Brochure

1st edition



# TIMELESS

## CHAIR COVER HIRE



Established in 2007, we are a Telford based business who pride ourselves on great customer service when providing bespoke venue decor for any occasion. From balloons & centre pieces to mood lights & LED letters, we can help make any event special! Starlight Dance floors due spring 2017 along with more exciting items

Contact Sian with any questions

All prices available via website

[www.timelesschaircoverhire.co.uk](http://www.timelesschaircoverhire.co.uk)

email: [timelesshire@gmail.com](mailto:timelesshire@gmail.com)

tel: 07545 177 724





# Welcome to Haughton Hall Hotel & Leisure Club

**T**hank you for your recent enquiry with Haughton Hall Hotel & Leisure Club for our Conference, Banqueting & Events details.

Haughton Hall Hotel has an enviable reputation for its warm hospitality, professional service and attention to detail, along with a great location just 1 mile from the M54 and close to Telford. Set amid its 35 acres of natural wood and parkland it is the ultimate escape. We can tailor a package to suit your individual requirements and with its high ceilings and imposing facade combined with the contemporary facilities, Haughton Hall can add a touch of old world charm to any event.

We offer a choice of two Banqueting Suites, many smaller rooms for meetings and private dining and the new Summer Marquee. The Manor Suite is the largest permanent room, and can accommodate up to 180 people in air conditioned comfort, and the smaller Dining Room which has seating for 70 and natural day light. The Summer Marquee is located at the back of the hotel and joins straight on to the building with amazing views over the Gazebo and rear grounds and has a capacity for 300 guests or delegates.

Whether you are planning a small intimate gathering, Christening or School Prom, a large formal Event or just an evening reception, Haughton Hall Hotel is the perfect venue with some great menu options and packages available to suit all budgets. We run our own Tribute Nights and theme events like Hollywood Parties and regular Murder Mystery Events throughout the year and are happy to help plan your own similar event, so please email our Conference & Events department on [events@haughtonhall.com](mailto:events@haughtonhall.com) or call us on 01952 468300 should you wish us to show you round the facilities we have to offer, and to discuss your individual requirements.

Please also see our terms & conditions on page 18 for details of our deposit and payment schedules along with some important booking conditions.

We look forward to hosting your event, so please feel free to contact the Hotel if we can help in any way.

Yours sincerely,

**Events Team**





# A very warm welcome from Staff and Management at Houghton Hall Hotel.

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**W**e hope that many of your guests will decide to stay with us on the day of your event, and so we offer guests attending meetings and functions at the Hotel, reduced rates (these may vary throughout the year), but which are always lower than our published rates to the general public on the same dates.

Please call reservations on 01952 468300 to enquire for your specific dates and please mention that you are attending an event at the Hotel to receive the lowest rates available.

To help with your decisions, we have provided a summary below of our facilities at Houghton Hall to help you and your guests plan their stay with us more easily.

- 37 bedrooms including family rooms, Manor rooms, Four Poster rooms & Suites
- All bedrooms are en-suite and offer tea and coffee making facilities, freeview televisions and free wifi.
- Manor, Four Poster & Suites also offer Sky & BT Sport plus all Sky Entertainment channels.
- All room rates include breakfast which is available from 7am to 9.30am during the week and 8am to 10am.
- 1 Restaurant - Oliver's is open Monday to Sunday evenings and Sunday lunchtime at weekends and bank holidays.
- The Lounge Bar is open daily from mid morning to late, and offers bar meals until 9.30pm and now also serves Lavazza coffee.



- Leisure facilities include a 15m indoor swimming pool, jacuzzi, gymnasium, sauna, steam room, a fishing lake and tennis court with complimentary use by hotel guests. The Club also offers a beauty suite which is available for treatments by prior appointment at an additional cost along with a 9 hole FootGolf course open daily for a small fee.
- Local shopping in Telford's indoor Shopping Centre is around 10 minutes drive away from the Hotel and features well known brands and department stores.
- The Hotel is just 1 mile from J4 of the M54.
- Birmingham Airport is about a 40 minute taxi ride from the Hotel.
- The hotel does have plenty of free parking on site.
- 24 hour reception

**We hope you decide to stay with us, and very much look forward to welcoming you to Houghton Hall Hotel.**

# The House, its Rooms and Grounds

## THE GARDEN SUITE

With fantastic views overlooking the hotel grounds, this suite is ideal for the smaller more intimate events, dinners or meetings, and provides the facilities to accommodate up to 40 guests for a sit down meal. The suite is ideal for theatre style events up to 60 guests.



## THE BROOKE SUITE

The Brooke Suite is situated between the Manor and Garden Suites and is perfect for around 40 guests for a sit down meal or can be used as the area for evening buffets for guests using the Manor Suite or even as the location for a photobooth and may be available for a small room hire charge as part of the main event or as an office area for the organiser on larger events.

## THE DINING ROOM

Located at the east wing of the main house, the warm and welcoming ambience of The Dining Room with the adjoining lounge and oak panelled bar, makes a beautiful and memorable setting for private lunches, dinners or parties and accommodates a maximum of 70 guests for the sit down meal. The Dining Room can also hold 90 guests theatre style for meetings.



## THE CHARLTON ROOM

The smallest room but ideal for private dining on one table or small meetings up to 14 guests.



## THE MANOR SUITE

Situated on the ground floor, this suite has its own private bar and entrance, and can accommodate up to a maximum of 120 guests for a sit down meal and 180 guests for an evening finger buffet party. The Manor Suite can accommodate up to 180 guests theatre style for presentations.



## MARQUEE

The Marquee is erected over looking the South facing lawn & Civil Ceremony Gazebo and is available from May to September each year, and is available to hire for an additional fee in addition to your chosen meal or buffet. It can accommodate up to 280 guests for sit down meals or 300 for finger buffet receptions, along with a disco or live music and a dance floor and has its own built in bar. It can hold 300 delegates theatre style with a stage and back projection if required.



# Accommodation

All accommodation is ensuite and many bedrooms provide scenic views across the 35 acres that make up Houghton Hall and its grand estate. Guests have complimentary access to our leisure club whilst staying at the hotel, including swimming pool, Jacuzzi, sauna, gym and steam room.

The function bars are licensed until midnight. Hotel residents are able to enjoy further drinks in the residents lounge until late and charge to their rooms as no cash is taken over night.



## Classic Family Rooms

These rooms offer 1 double bed & 2 single beds and can sleep 4 guests and are usually in high demand, so we recommend to book them as early as possible.



## Classic Rooms

The Classic Rooms are modern and well situated with everything that a guest requires during their stay away from home. Most Classic rooms have shower cubicles.



## Manor Rooms

Each of the five Manor rooms are unique and are based in the original Houghton Hall Manor House, with these rooms being reached by the Oak Staircase and most offer views across the front grounds of the hotel. Each Manor room has Sky & BT Sports and all Entertainment channels along with bottled water and homemade biscuits.



#### Four Poster Rooms

Four of our largest rooms are the Four Poster bedrooms all of which are individually decorated, and have a comfortable sofa in the bedroom. You can relax and watch all of the Sky & BT Sport channels, along with the full Sky Entertainment pack, in comfort and most of these rooms have great views over the hotel gardens. Bottled water and homemade biscuits are also provided.



#### The Telford Suite

The Telford Suite boasts a large feature bed and raised platform with an LED lit rolltop bathtub in the room, along with a modern shower and ensuite. SKY & BT Sport channels along with the full Entertainment pack from Sky are provided on a large LED television in addition to bottled water, homemade shortbread, slippers and bathrobes within the room for that luxurious stay.



#### The Boardroom Suite

The Boardroom Suite is very different from the Telford Suite and is made up of an oak panelled Four Poster bedroom, along with a large lounge and bathroom. SKY & BT Sport channels along with the full Entertainment pack from Sky are provided on a large LED television in addition to bottled water, homemade shortbread, slippers and bathrobes within the room for that luxurious stay.



# Events & Menus

On the following pages are a selection of events and menu's that we are able to cater for at Houghton Hall Hotel. We are happy to work with your theme, plans and budget to try to accommodate your event, so please contact us to discuss your exact requirements and to obtain a written quote. Some events may be charged a room hire cost in addition to the menu costs, but this depends on the time of year, minimum numbers attending and our availability. Please ask for more details and a firm quote.

- Dinner Dances
- Children's Birthday Parties with a bouncy castle
- Christenings
- School Proms
- Anniversary Breaks & Re-Unions
- Family Celebrations
- Charity Balls & Auctions
- Private Parties for Seasonal Events like Christmas Parties

- Traditional Weddings & Civil Ceremonies
- Asian Wedding Celebrations
- Sports Dinners & Guest Speakers
- Corporate Functions or Away Days
- Fashion Shows
- Ladies Lunch or Afternoon Teas
- Theme Evenings like Hollywood or Murder Mystery Dinners & Weekend Breaks
- Large Projector Screen Viewing of Major Sporting Events
- Conferences & Meetings
- Seminars, Product Launches & Car Shows
- Exhibitions, Craft & Antique Fairs
- A huge Walled Garden suitable for Concerts, Festivals and any outdoor event
- 18 hole FootGolf course suitable for corporate players or groups of friends
- Team building or Activity Day within our 35 acres of grounds
- Sporting & Spa Pamper Days (footgolf or beauty treatments can be built into a bespoke package)





# Buffet Menus

Home Made Cream of Tomato and Basil Soup served with Herb Crouton  
Or  
Chicken Liver and Mushroom Terrine served with French Leaves, Fruit Chutney and Toasted Ciabatta  
\*\*\*\*\*

Followed by -

## Sit Down Cold Buffet

Cold Honey & Mustard Glazed Ham  
Cold Sliced Turkey with Cranberry  
Dressed Salmon

Selection of Quiche

Classic Greek Salad

Mixed French Leaves

Coleslaw

Pasta Salad with Tomato & Pesto Dressing  
Hot Minted New Potatoes

\*\*\*\*\*

Choux Buns filled with Cream  
& Covered with a Chocolate Sauce

Or

Fresh Fruit Salad

\*\*\*\*\*

Coffee & Mints

2017 - **£26.95** | 2018 - **£27.95**  
2019 - **£28.95**

## Sit Down Hot Buffet

Beef Stroganoff  
Thai Green Chicken Curry  
Roasted Vegetable Chilli

Selection of Quiche

Classic Greek Salad

Mixed French Leaves

Coleslaw

Pasta Salad with Tomato & Pesto Dressing  
Turmeric and Coriander Rice

\*\*\*\*\*

Apple and Mixed Berry Crumble  
served Warm with Custard

Or

Fresh Fruit Salad

\*\*\*\*\*

Coffee & Mints

2017 - **£29.95** | 2018 - **£30.95**  
2019 - **£31.95**

## Finger Buffet Menu

A Selection of Quarter Cut Sandwiches  
Chicken Drumsticks marinated in Garlic and Chili  
Barbeque Pork Ribs  
Sausage Rolls  
Thai Vegetable Spring Rolls  
Vegetarian Quiche  
Spicy Potato Wedges  
Tortilla Chips with a selection of dips  
Homemade Coleslaw and Dressed Leaves  
Indian Vegetable Samosas  
Scotch Eggs  
Ciabatta Pizza

Potato skins (*filled with bacon & spring onion, topped with cheese*)  
Mini Fish & Chips  
A Selection of Mini Desserts  
Fruit Kebabs

Please choose 7 items from the above selection.

2017 - **£14.50** per person | 2018 - **£15.00** per person  
2019 - **£15.50** per person

Additional items available for **£1.50** extra each



# Barbeque or Hog Roasts

Why not take advantage of 35 acres of land and have a barbeque or hog roast on our grounds.

## Barbeque

**(Minimum of 80 guests)**

Homemade Beef Burgers  
 Cumberland Sausages  
 Chicken Drumsticks  
 4oz Rib-Eye Steak,  
 optionally seasoned with Cracked Pepper  
 Field Mushrooms stuffed with Goats Cheese  
 served with Fresh Pesto (v)

\*\*\*\*\*

A Selection of Breads  
 Potato Skins  
 Corn on the Cob  
 Coleslaw  
 Green Salad

\*\*\*\*\*

A selection of Dips, Relish, Barbeque Sauce

2017 - **£22.95** per person  
 2018 - **£23.95** per person  
 2019 - **£24.95** per person

## Optional Extras

Dessert of the Day - £4.95 per person  
 Cheese & Biscuits - £6.95 per person  
 Coffee/Tea & Mints - £2.25 per person

## Hog Roast

**(Minimum of 80 guests)**

**(3 Meat Roast Available)**

A delicious and juicy whole spit roasted pig,  
 served with the following:

Baps  
 Stuffing  
 Apple Sauce  
 Crackling

\*\*\*\*\*

**Plus 3 Salads of your choice,**  
 choose from the following:

Coleslaw  
 Penne Pasta with Tomato  
 Red Onion, Basil and Tomato Salad  
 Cucumber and Fennel Salad  
 Potato Salad  
 Mixed Salad

Add an extra Salad for £1 per person  
 Add Jacket Potatoes for £1.50 per person

2017 - **£17.50** per person  
 2018 - **£18.50** per person  
 2019 - **£19.50** per person

# Set Banqueting Menus

Prices shown include one starter, main and dessert for all guests, however you may offer a choice menu of up to three dishes for each course if ordered in advance, for an additional £3.00 per person on top of these prices.

## Menu A

Farmhouse Cream of Vegetable Soup  
Served with Crispy Croutons  
Or  
Pan of Sweet Melon  
Served with a Fruit Coulis and a Sharp Lemon Sorbet

\*\*\*\*\*

Chicken Supreme  
Pan-fried & finished with a bacon & forest mushroom jus  
Or  
Grilled Salmon Fillet  
Served with Hollandaise sauce and a twist of fresh lemon  
Or  
Mushroom Stroganoff  
Served with tarragon rice

All main courses are served with  
fresh market vegetables & potatoes

\*\*\*\*\*

Choux Buns filled with Cream  
& covered in a Chocolate Sauce  
Or  
Fresh Fruit Salad with Cream

\*\*\*\*\*

Coffee & Mints

2017 - **£22.95** | 2018 - **£23.95** | 2019 - **£24.95**

## Menu B

Cream of Mushroom and Thyme Soup  
Served with Crispy Croutons  
Or  
Beef Tomato, Red Onion & Mozzarella Salad  
Drizzled with pesto and finished with black olives

\*\*\*\*\*

Roast Sirloin of Beef  
Served Yorkshire pudding and pan gravy  
Or  
Plaice Fillet  
Served with a caper and herb butter  
Or  
Roasted Mediterranean Vegetables  
Served on a bed of Moroccan spiced couscous & spicy  
tomato coulis

All main courses are served  
with fresh market vegetables & potatoes

\*\*\*\*\*

Lemon Cheesecake served with a Raspberry coulis  
Or  
Apple and mixed berry crumble served warm with custard

\*\*\*\*\*

Coffee & Mints

2017 - **£24.95** | 2018 - **£25.95** | 2019 - **£26.95**

## Menu C

Cream of Tomato & Basil Soup  
Served with herb croutons  
Or  
Chicken Liver and Mushroom Terrine  
Served with French leaves, fruit Chutney and toasted Ciabatta

\*\*\*\*\*

Oven Roasted Duck Breast  
Served with a classic orange sauce  
Or  
Cajun Roasted Fillet of Salmon  
Served on wilted spinach with a red pepper coulis  
Or  
Mediterranean Vegetable & Cheese Wellington  
Served with a white wine, cream and chive sauce

All main courses are served  
with fresh market vegetables & potatoes

\*\*\*\*\*

Strawberry Bakewell Tart served warm with Custard  
Or  
Tart au Citron  
served with crème fraîche and strawberry coulis

\*\*\*\*\*

Coffee & Mints

2017 - **£26.95** | 2018 - **£27.95** | 2019 - **£28.95**

## Menu D

Cream of Carrot & Coriander Soup  
Topped with a Cheese Crouton  
Or  
Grilled Mackerel Fillet  
With a tomato salad and black olive tapenade

\*\*\*\*\*

Roast Leg of Lamb  
Served with a rosemary and redcurrant jus and mint sauce  
Or  
Grilled Loin of Tuna  
With a tomato & coriander salsa served with a twist of lime  
Or  
Oven-baked Field Mushroom  
Stuffed with plum tomato and goats cheese  
served with a lemon and garlic olive oil

All main courses are served  
with fresh market vegetables & potatoes

\*\*\*\*\*

Lemon Posset topped with Caramelised Figs  
Or  
Rich Chocolate Torte served with Crème Anglaise

\*\*\*\*\*

Coffee & Mints

2017 - **£28.95** | 2018 - **£29.95** | 2019 - **£30.95**

# Afternoon Tea Package

A new trend is to offer your guests Afternoon Tea rather than a formal 3 course meal for daytime events like fashion shows and charity lunches, and our selection of sandwiches, cakes and treats is great value and can be served at each table individually or from a buffet station.



## Afternoon Tea

(minimum of 15 guests)

Smoked Salmon Pin Wheels  
Roast Ham with English Mustard  
Prawn Marie Rose  
Egg Mayonnaise  
Chicken Mayonnaise  
Smoked Salmon & Cucumber  
Cheddar Cheese and Homemade Chutney  
On White or Brown Bread

\* \* \* \* \*

Warm Homemade Scones  
with Clotted Cream & Strawberry Jam  
Plus a Selection of Delicious Cakes & Sweet Treats

**£15.00** per person

## Drinks

### **Sparkling Prosecco, Italy: £3.75**

Clean, dry and crisp, with a creamy nish

### **Louis Dornier Champagne, France: £7.50**

A light and refreshing Champagne  
of consistently high standard

### **Kir Royale: £4.95**

A small amount of fruity Crème de Cassis  
topped up with Prosecco

### **Bucks Fizz: £3.95**

A refreshing mix of orange juice and Prosecco

### **Galanti Pinot Grigio Rose Spumante, Italy: £3.25**

Light, carnation-pink coloured rose  
with generous raspberry & strawberry fruit

### **Pimms Cocktail: £4.25**

A British Classic Summer favourite



# Children's Parties

**Packages from £250 for up to 20 children  
with additional children at £9.95.**

2 hours use of a suitable size function room.

Set meal of chicken nuggets, chips and beans  
or a selection of sandwiches with chips,  
followed by vanilla ice cream

Jugs of fruit cordial throughout

Upgrade to a children's afternoon tea  
available for £5 extra per child.

A game of Footgolf (weather permitting)  
or use of a bouncy castle (inside use only).

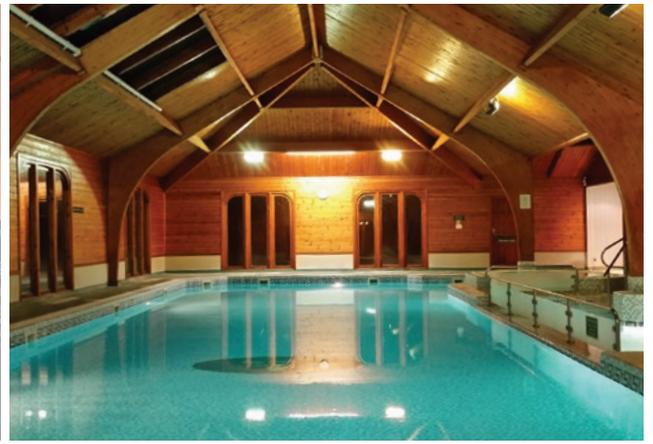
**Also now includes a 25-30 minute visit from  
either a Star Wars or Princess character.**

Additional characters or a longer time period, a disco  
or other children's entertainer or even our resident  
magician, Jack Dent may also be added for an additional  
cost (you can also provide your own entertainment).

A Platter of sandwiches with tea/coffee for parents  
can also be arranged - please ask for further details.

A £100 non-refundable deposit is required  
on booking to confirm the party.

*Please note: Parents must be in attendance to  
supervise the party throughout.*



# Haughton Hall Leisure Club

All hotel guests have the use of the Leisure Club during their stay and opening hours are displayed on the website.

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Facilities include a 15m indoor swimming pool, jacuzzi, sauna, steam room, tennis court and fishing lake. A beauty treatment room and 18 hole footgolf course are also available for additional charges by booking in advance. Footgolf is now popular as part of Stag weekend events and, as long as the group are well behaved, can be great fun as part of your stay at Haughton Hall.



## Spa Pamper Packages & Celebration or Anniversary Breaks

A great way to relax before your event, is to enjoy a day with friends on a Pamper Day at the Leisure Club. They are also popular as part of Hen weekend celebrations. You could enjoy a selection of treatments from our Therapist along with a Deluxe Afternoon Tea and spend the day in the pool, jacuzzi, sauna or steam room. Please ask reception for more details or view on the website for our latest prices and packages.

Our new Celebration Breaks are ideal for a Birthday or Anniversary Gift with an overnight stay at Haughton Hall and more information is available on the website or from reception.

Leisure Club membership is also available and great for getting in shape and staying healthy. Our membership categories and prices are also available on the website or call 01952 468309 for full details.



## Conferences at Haughton Hall

With five meeting rooms to choose from plus many breakout areas, we can offer comfortable meeting space to suit all your needs. Our Manor Suite can hold up to 180 delegates in air conditioned comfort, while the smaller Brooke Suite, Charlton & Garden Rooms are alternative spaces for up to 40 delegates each. Each room can be accessed via the main hotel reception although the Manor Suite also has its own entrance from the front drive, and each offer nearby space for breakout areas and refreshment service. Lunch can be served in the meeting room or in Oliver's Restaurant depending on the menu chosen and preferred timing and layout.

The hotel offers comprehensive delegate packages, which have been created to provide a complete organisers solution for your event, or alternatively the conference and meeting facilities are available on a room hire basis. These facilities are complemented by excellent accommodation and food and beverage service.

Your conference co-coordinator will look after your event from your initial enquiry right through to meeting you on the day to reconfirm your requirements and will also be delighted to quote for any additional equipment or services you may require.

For every event, a detailed schedule indicating timings, the layout of the room, delegate numbers and costings, including your billing requirements will be provided.

Your meeting room together with any pre-ordered additional equipment will be checked and ready prior to your scheduled conference start time.

We are used to unusual requests; please do feel free to ask – even if you are working to a tight budget!

For further information on this package or any other enquiries, please contact our meetings & events team on 01952 468300 or email [events@haughtonhall.com](mailto:events@haughtonhall.com) and we will come back to you as soon as possible.



## **Day Delegates Packages**

Rates start from £29.00 per delegate for large events over 40 delegates and from £35.00 per delegate for smaller numbers (minimum of 8 delegates) and include:

- Breakfast baps on arrival (£3.00 extra pp)
- Unlimited tea and coffee throughout the day
- Mid-morning pastries
- A choice of lunch options:- Finger buffet lunch, restaurant hot and cold buffet lunch or working lunch in the meeting room.
- Afternoon treat, such as homemade scones or smoothies
- Still & sparkling mineral water & fruit basket
- FREE High Speed WiFi Internet access
- Hire of main meeting room
- LCD projector, flipchart & screen
- Organisers stationary kit
- Delegate pencils & pads

## **24 Hour Delegate Packages**

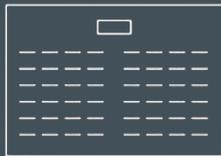
Rates start from £110.00 per delegate and include:

- Day delegate package plus:-
- A choice three course dinner menu in Oliver's Restaurant
- Overnight accommodation in an en suite bedroom
- Use of on site leisure facilities

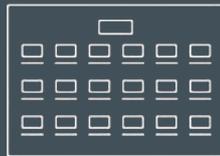
Our Events team are available on 01952 468300 or [events@haughtonhall.com](mailto:events@haughtonhall.com) for enquiries and pricing options every day and we will try to arrange a package to suit your requirements and budget if we have the availability. We are very flexible and hope we can be of help.

# Layouts and Seating Numbers

Room	Boardroom	Theatre	U-Shape	Classroom	Cabaret	Dinner
<b>Manor Suite</b> <i>23.6m x 11m x 3m</i> Air conditioned Natural daylight Ground Floor	50	180	60	50	120	120
<b>Garden Room</b> <i>9.5m x 6m x 3.6m</i> Natural Daylight Ground Floor	25	60	25	20	40	40
<b>Brooke Suite</b> <i>9.2m x 5.8m x 3.7m</i> Natural Daylight Ground Floor	25	60	25	20	40	40
<b>The Charlton</b> <i>5m x 4.6m x 3.6m</i> Natural Daylight Ground Floor	14	14	NA	NA	NA	14
<b>Dining Room</b> <i>9m x 6.6m x 3.3m</i> Natural Daylight Ground Floor	30	90	40	30	40	70
<b>Garden Marquee</b> <i>33m x 12m x 3m</i> Ground Floor with disabled access Natural Daylight	100	300	100	160	200	280



Theatre



Classroom



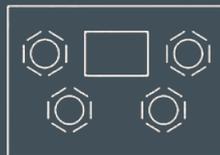
Banquet



Cabaret



Boardroom



Dinner Dance



U-Shape



Hollow Square



# Directions

## By Road

Haughton Hall Hotel and Leisure Club is situated in Shifnal, on Haughton Lane. It is just 1 mile from junction 4 of the M54, which links to Britain's motorway network.

### From M6 South

Leave the M6 at junction 10a onto the M54. At junction 4 take first left signposted Shifnal. Before Shifnal town, on the A464 Priorslee Road you will approach a small roundabout where you will see a brown signpost for Haughton Hall Hotel where you turn left into Haughton Lane. Haughton Hall Hotel is situated approximately ¼ mile up on Haughton Lane on the left hand side.

### From M6 North

Leave the M6 at junction 12, follow the North signs for Telford and the M54, off at junction 4. Take first left signposted Shifnal. Before Shifnal town, on the A464 Priorslee Road you will approach a small roundabout where you will see a brown signpost for Haughton Hall Hotel where you turn left into Haughton Lane. Haughton Hall Hotel is situated approximately ¼ mile up on Haughton Lane on the left hand side.

## By Rail

Nearest Railway Station is Shifnal (regional). The station is approximately ½ mile away from the Hotel.

Shropshire is linked by a regular main line rail service. For rail timetables please call 08457 48 49 50 or alternatively please use National Rail website link for route planner  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

## By Air

The nearest airports to Shropshire are located in Birmingham (approx time 40 minutes), Liverpool (approx time 120 minutes) and Manchester (approx time 90 minutes) and East Midlands (approx 90 minutes). Birmingham and Manchester airports also connect to a mainline rail network. By Bus and Coach



Shropshire is linked by a regular main coach service. For the National Express timetables please call 08705 80 80 80 Express or alternatively please use National website link for route planner.  
[www.nationalexpress.com](http://www.nationalexpress.com)

For details of Bus routes and times within the county, please call the Shropshire Traveline on 0870 6082608 or alternatively please use Shropshire Traveline website link for route planner.  
[www.travelinemidlands.co.uk/JourneyPlanner](http://www.travelinemidlands.co.uk/JourneyPlanner)

Haughton Hall Hotel and Leisure Club, Haughton Lane, Shifnal, Shropshire, TF11 8HG  
 T: 01952 468300 | F: 01952 468313 | E: [events@haughtonhall.com](mailto:events@haughtonhall.com) | [www.haughtonhall.com](http://www.haughtonhall.com)



# Terms & Conditions

The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to holding the function.

1. All deposits and subsequent payments are non-refundable and are non-transferable. We require a £600 deposit for events in the Manor Suite and £1,000 for the marquee. These deposits are due within 14 days of holding a date provisionally. An amount equal to 75% of the balance is due three months prior to your event. Final numbers and remaining balance are due 14 days prior to event.
2. All rates and charges must be agreed prior to paying deposit and signing terms and conditions. Rates are non negotiable after this point.
3. All rates quoted include the current rate of VAT, rates are subject to change accordingly.
4. Any additional charges on the day must be settled prior to checking out of the hotel, unless otherwise agreed with the Hotel Manager in advance.
5. In the event of cancellation of any confirmed booking or non arrival by the customer, the customer shall pay to the Hotel a cancellation or non arrival fee. However, the Hotel shall do its utmost to re-let the space, but if having used their best endeavours, the Hotel is unable to do so, the following cancellation charges will apply:

Event:

- a. Prior to 12 months - loss of deposits only
- b. 6-12 months - 50% of the expected total revenue
- c. 3-6 months - 75% of the expected total revenue
- d. 1-2 months - 90% of the expected total revenue
- e. 1 month or less - 100% of the expected total revenue

**Please note that once a booking is confirmed, changes of date are not permitted and would be subject to the cancellation policy.**

The Hotel recommend that organisers obtain cancellation insurance to protect themselves against accidents, ill health and other unforeseen circumstances including the failure of suppliers prior to booking the event.

Hotel bedrooms:

- a. Unsold bedrooms will be released six weeks prior to event without notice.
  - b. Reservation lists must be provided no later than **six** weeks prior to the event.
  - c. All bookings must be guaranteed with a credit card.
  - d. Discounted room rate only applies to the first ten bedrooms unless otherwise agreed.
  - e. Individual bedrooms can be cancelled up until 12 o'clock the day prior to arrival.
  - f. Check in time is 14.00 hours or later. Guests arriving prior to 14.00 hours may leave luggage in reception if their room is not ready. Check out time is 11.00 hours on the morning of departure.
6. All cancellations must be made in writing otherwise 100% charge will be made for the total business lost.
  7. The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food suppliers, strikes, walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another similar hotel of equal standard.

8. If the numbers of persons attending is reduced by 10% or more from the original number guaranteed, the Hotel reserves the right to change the booking to a different suite, or room (as best fits the numbers involved) and increase the rates quoted to cover for the subsequent loss in revenue.
9. The Hotel cannot accept responsibility for the property of customers or guests left in the Hotel. We refer to the Hotel Proprietors Act 1956, of which a copy is available for inspection at the reception desk.
10. The Client shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer and shall pay to the Hotel on demand the amount required to make good or remedy such damage.
11. The Client shall be responsible for the orderly and safe conduct of the function/stay and shall have regard to any regulations imposed by any competent authority, and shall ensure that nothing shall be done which will constitute a breach of the law or anyway cause a nuisance or possible forfeiture of the Licenses for the sale of wine, beer, spirits or for music and dancing or other permissions attaching to the Hired Premises. In particular the Client shall ensure that there is no illegal betting or gaming. The Client shall fully indemnify the Company against any claims or loss or damage arising as a result of a breach of this clause.
12. The Client shall not store or place in the Hotel or the other buildings on the site or in the grounds any inflammable, combustible or objectionable substances or liquids. Chinese lanterns are Prohibited.
13. The affixing of signs, displays or wall decoration is prohibited.
14. We cannot allow food or drink other than that purchased on the premises to be consumed within the Hotel by the Client or guests of the Client. However, for Asian Weddings, where the Hotel has hired out the Marquee or function Suite for an outside caterer to attend, then our hire fee often covers the corkage fee. Please ask for more details at the time of booking.
15. Haughton Hall reserves the right to refuse the use of its name in any form of advertising or publicity.
16. The use of confetti canons, foil confetti or other non biodegradable confetti is forbidden inside the Hotel or in the outside grounds and car parks at Haughton Hall Hotel. Limited biodegradable confetti may be used but not where it will be unsightly for subsequent guests.
17. Choice menus will incur an additional charge and must be ordered in advance.
18. Allergy information on each dish is available on request.
19. Fireworks will only be occasionally permitted and always prior to 10pm at the Hotel's discretion via our preferred supplier.
20. Public liability is required for all external services along with Health and Safety procedures plus any other documentation required by the Law.
21. Any external suppliers requiring power in the grounds will need to provide their own generator.
22. The Hotel shall not be responsible for the music played by DJ's and suggest customers discuss their preferred style of music prior to the day with the DJ directly.
23. The hotel accepts no liability for non attendance of third party suppliers, their equipment or quality of services provided.
24. Cakes should be delivered on the day of the function, no food storage is available.

25. All items belonging to the bridal party must be collected within 48 hours or will be subject to a storage charge of £50 per day.
26. The Hotel accepts no liability for any goods left on the premises before, during or after the event.
27. Inclement Weather can affect outside events and so for the avoidance of doubt, the fee we may charge for an outside event is not refundable if the event is unable to operate due to the inclement weather or other environmental issues. The Duty Manager will have the final say to decide if the event can go ahead outside in those circumstances.
28. Access to the Hotel for preparation and decoration of the function room is normally available on the morning of the event. If the space is not in use on the evening prior, it may be possible to have access the night before, but this cannot be confirmed until a few days before the date as bookings change at short notice. If guaranteed access is required the night prior, then a hire charge will be made to cover our loss in revenue from such an event. Please ask for details before booking.
29. Hotel staff can only provide limited assistance in decorating the function room which will be limited to putting name cards and table centre pieces on tables, but these must be made ready in advance and in the correct order against the seating plan. Additional room decorations prior to or during the day and evening should be carried out by friends or family of the organiser and the Hotel reserve the right to charge an additional fee if Hotel staff are required to assist.
30. These Terms and Conditions are non-negotiable at all times and stand as a legal binding document.
31. The Hotel does not allow alcoholic favours on wedding tables. However, the Hotel reserves the right to charge £3 per alcoholic favour if found to have been brought into the hotel to cover our potential loss of bar revenue.
32. It is our intention to provide an enjoyable stay for all our guests and to allow our neighbours the peaceful enjoyment of our rural environment. We therefore expect guests to be quiet and discreet in the accommodation wing and in the outside areas of the Hotel. Noise in the function rooms and bar will be controlled to prevent disturbance and guests are expected to co-operate with this noise control. Discos, live musical entertainment and other sources of noise must be managed sensibly by the provider who must obey the instructions of the Duty Manger. Music and entertainment must cease at the time agreed. This will be 12:00 midnight unless agreed in writing by the Hotel. The windows and fire doors in function rooms are not to be used for ventilation during functions where there is musical entertainment as this compromises part of the building's sound proofing. Guests are asked to be considerate when leaving functions and events at night avoiding noisy farewells in the car park, slamming of car doors and revving of engines.
33. Children under the age of 16 should not run around the Hotel corridors or grounds and must be properly supervised throughout their stay at the Hotel. They may not at any time sit at the bar and may not consume alcohol on the premises. Parents must keep a close eye on their children, and the Hotel cannot accept any responsibility for accidents caused by bad behaviour.

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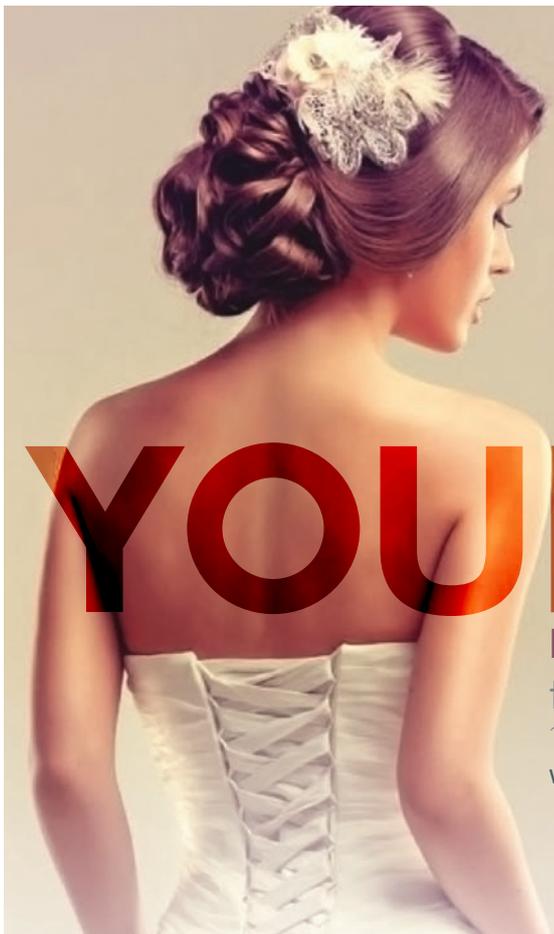
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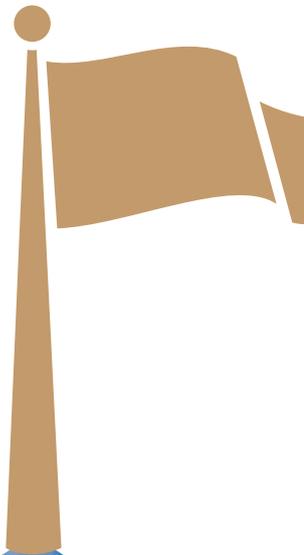
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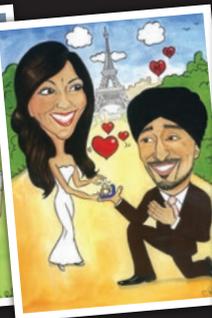
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