

CONFERENCES

At LEWTRENCHARD MANOR

Lewtrenchard Manor is a grade two listed Jacobean Manor house, close to Dartmoor National park and only 45 minutes drive from Exeter and Plymouth. The house is steeped in history, has magnificent open fire places with 14 spacious bedrooms each with their own unique character. We have four very distinctive ground floor rooms that are perfect for your conference, meeting or event needs.

The Manor is itself unique. It has splendid views over our lovingly tended and peaceful gardens and grounds. All our meeting rooms boast large windows, creating amazing light and airy spaces for your comfort. Allow us to focus your mind away from the hustle and bustle of the office environment!



Lewtrenchard Manor

Lewdown,

Okehampton,

Devon,

EX20 4PN

Telephone: 01566 783222

Email: info@lewtrenchard.co.uk

www.lewtrenchard.co.uk

Our Conference Rooms

All our rooms are very versatile; each can be used as a private dining room and/or syndicate room. Lewtrenchard also provides two lounge areas for break out along with our grounds, courtyard and front terrace area. All our rooms are suitable for wheel chair access.

The Ballroom

The Ballroom is our largest room and extremely versatile accommodating most conference needs. It is a stunning room incorporating many baroque and rococo features; it is truly Lewtrenchard's showpiece. It is situated in the West Wing of the manor, which has huge double aspect windows with lovely views over the front of the house. Suitable for delegate numbers between 15-65.

The Oak Room

This Oak room is our smallest room which has wonderful character and charm with its floor to ceiling oak panelled walls, ornate ceiling, hand painted virtues, fireplace and large windows with plenty of natural sunlight and fireplace. This room is perfect for a small business meeting or for interviewing. Suitable for delegate numbers between 2-16.

The Courtyard

Situated next door to the Oak room is the courtyard room which is very spacious and has traditional and antique furnishings along with lots of oak panelling on the walls. The decorative stained glass windows lead along one side of the room and it has views overlooking our pretty courtyard, which makes a perfect break out area in the summer months. Suitable for delegate numbers between 10-24

The Library

The Library is a semi-private room located in the East Wing of the Manor. Bookcases line nearly every wall and the room boasts lovely views from triple aspect windows at the far end of the room of the fountain and gardens. This room is perfect as a break-out room but cannot give complete privacy.



Room Hire

When a delegate rate is not appropriate, we can offer our conference rooms for a hire charge only. These rates also apply if additional syndicate rooms are required.

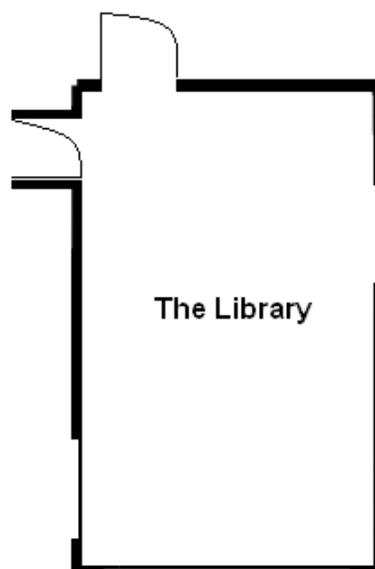
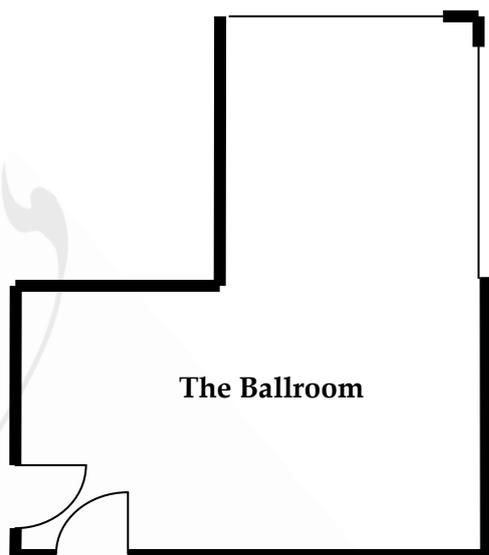
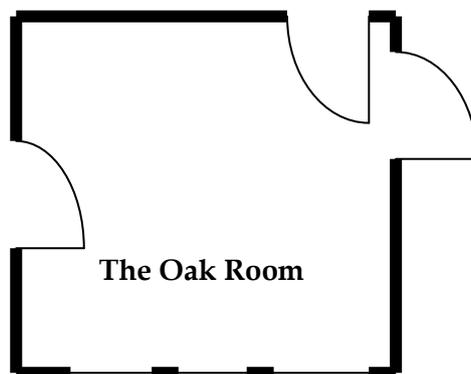
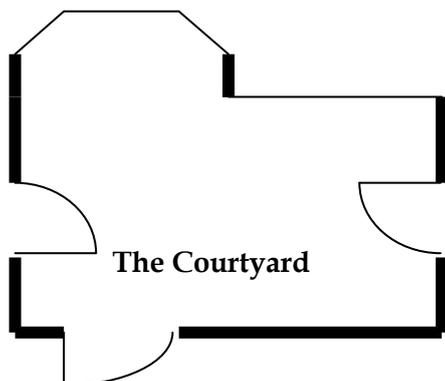
ROOM	HIRE CHARGE	
	Full Day	Half Day
The Oak Room	£75.00 per day	£50.00 per day
The Courtyard Room	£75.00 per day	£50.00 per day
The Ballroom	£100.00 per day	£50.00 per day
The Library	£50.00 per day	£25.00 per day



Exclusive Use

We are happy to arrange exclusive use of Lewtrenchard Manor hotel. This is suitable on occasions when privacy and seclusion are of important to you. This allows you and the delegates' sole use of the hotel's facilities and amenities.

Rates are subject to negotiation and available on request.



ROOM	BOARDROOM	U-SHAPE	THEATRE	DINING	DIMENSIONS
The Oak Room	16	N/A	30	16	21' x 18'6/4m x 5.5m
The Courtyard Room	24	N/A	30	24	16' x 28'/5m x 9m
The Ballroom	30	25	45	65	34' x 26'/25m x 8m

Day Delegate Package

For those who do not wish to use Lewtrenchard Manor as an overnight base, our day delegate package offers a flexible and excellent environment for a business meeting and conference facilities. Our day delegate programme offers the following:

- Conference room hire
- Flip Chart, Paper and Pens
- Tea/coffee on arrival
- Mineral Water
- Midmorning tea/coffee with homemade Lewtrenchard biscuits
- Buffet Lunch
- Afternoon Cream tea
- Projector and Screen
- Complimentary WiFi

Our day delegate rate package is from **£42.00** per person per day inclusive of VAT. Should you require something different, we would be delighted to tailor our package to your specific needs. Upgrade to a 3 course restaurant lunch for only **£5.00** per person.

Corporate 24 hour Delegate Package

It is important to us that we understand your particular needs so that we can ensure the right level of service and support to you personally. Our professional attention to detail and service characterise Lewtrenchard's approach to our corporate business.

To help you organise your conference, we offer a special inclusive 24 hour delegate rate which includes the following:

- Single overnight accommodation in a classic room
- Full English or continental breakfast
- Three course dinner with coffee and petit fours
- Flip Chart, Paper and Pens
- Conference room hire
- Mineral Water
- Tea/coffee on arrival
- Midmorning tea/coffee with homemade Lewtrenchard biscuits
- Buffet Lunch served in the conference room
- Afternoon Cream tea
- Projector and Screen
- Complimentary WiFi

Our 24 hour delegate rate package starts from **£195.00** per person per night based on single occupancy inclusive of VAT. Should you require something different, we would be delighted to tailor our package to your specific needs. Upgrade to our 6 course taster menu for only **£15.00** per person.

Partners Sharing

For those who would like to mix business and pleasure we are happy to welcome delegates' partners to Lewtrenchard Manor for the special rate of:

£99.00 for accommodation, full English breakfast and a gourmet three course dinner.

Group Activities & Entertainment at Lewtrenchard

We are delighted to be able to offer a range of different team building activities and entertainment both on site and in the surrounding area. These can include clay pigeon shooting, falconry, treasure hunts and history tours with guides.

Our Menus:

Here at Lewtrenchard Manor, we take great pride in your culinary experience. As such, we have a wide range of menus to suit any need or event, which range from:

Breakfast menus: Our Breakfast menu is perfect for those morning meetings. Your choice of toast and pastries, fresh fruit, a traditional full English and a selection of hot dishes such as kippers and haddock as well as the mandatory morning Tea, Coffee and fruit juices.

Lunch menus: We are able to offer either a buffet lunch or a sit down two or three course meal in the dining room or a working buffet lunch served in the conference room. Please enquire for menu choices.

Dinner menus: We are able to offer either a buffet dinner or a sit down two or three course evening meal in the dining room or a working buffet dinner served in the conference room. We can also arrange for you to have our tasting menu. Please enquire for menu choices.

Festive menus: When that special time of year comes around what better way to reward your team than with one of our traditional festive meals. Please enquire for menu choices.

Afternoon Tea: A selection of teas is served such as cream teas with jam and clotted cream, full afternoon tea and cakes.

Contact Information

If you have any further enquiries or require any detailed information on any of the above mentioned services and facilities, please don't hesitate to contact us.

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