

INFORMATION ABOUT HOLDING YOUR EVENT  
AT FIVE LAKES HOTEL, GOLF, COUNTRY CLUB & SPA

## THANK YOU FOR YOUR INTEREST IN HOLDING YOUR EVENT AT FIVE LAKES

Tucked away in acres of beautiful landscape and character, Five Lakes offers a quiet, distraction-free environment within the Essex countryside. A stylish modern resort hotel offering the highest standards of accommodation and service, Five Lake's location (just over one hour from the City of London and 40 minutes from Stansted airport) makes it a popular choice for business and conferencing events.

### THE COMPLETE SERVICE

Five Lakes has a highly professional and experienced team to help you organise your event. From small meetings or interviews, to full blown product launches, the flexibility of our facilities provides a solution for all your needs. Coupled with complimentary wireless broadband internet, a dedicated Conference Host, 3500m<sup>2</sup> Exhibition Arena and a five acre activity field for teambuilding, the success of your event is guaranteed.

### A WIDE CHOICE OF COMFORTABLE, FLEXIBLE ROOMS FOR UP TO 550 DELEGATES

Five Lakes has 11 flexible conference and function rooms that can cater to an interview for two, to a meeting for 550. Located in close proximity to the Atrium, the hotel's main meeting and conference facilities all benefit from natural daylight and air conditioning. Some rooms even have terraces that overlook the hotel's stunning grounds and golf courses.

### ACTIVITY FIELD AND TEAMBUILDING EVENTS

Five Lakes offers endless possibilities for a variety of teambuilding events. Outdoor activities can easily be organised in the hotel's five acre activity field. Five Lakes' works together with selected and highly specialised teambuilding companies to ensure an unforgettable and extraordinary corporate event.

### RELAX AFTER A HARD DAY'S WORK

After your meeting, take a break. With our compliments, relax and refresh yourself with a swim. Or find a quiet moment inside our steam room or get fit in our state of the art gym. Then unwind in one of our two restaurants, or at the bar. After a busy day, find time to rest in any of our 194 bedrooms, all designed to give you a restful night and prepare yourself for another day's work.

### A SELECTION OF TEMPTING MENUS TO CHOOSE FROM

The following pages detail the food and drink menus from which you can put together your day. We hope that the enclosed information gives you a guideline of the service we can offer and we very much hope that we will have the opportunity of welcoming you and your guests to the hotel in the near future. In the meantime, should you require any further information, please feel free to contact the Conference and Events team on **01621 862330** or email [conference@fivelakes.co.uk](mailto:conference@fivelakes.co.uk). We look forward to planning your next event.

### THE CONFERENCE AND EVENTS TEAM, FIVE LAKES

### DAILY DELEGATE RATE

£65 PER PERSON + VAT, INCLUDES:

- Tea, coffee and Danish pastries on arrival
  - Mid morning tea, coffee and biscuits
    - Hot and cold buffet lunch
- Afternoon tea, coffee and miniature pastries
  - Mineral water and mints
- Complimentary wireless internet access
  - Conference note pads and pens
  - Flipchart with marker pens
  - Organisers stationery kit
- Meeting/conference room hire

### 24 HOUR RATE

£195 PER PERSON + VAT, INCLUDES:

- Tea, coffee and Danish pastries on arrival
  - Mid morning tea, coffee and biscuits
    - Hot and cold buffet lunch
- Afternoon tea, coffee and miniature pastries
  - Mineral water and mints
- Complimentary wireless internet access
  - Conference note pads and pens
  - Flipchart with marker pens
  - Organisers stationery kit
- Meeting/conference room hire
  - Three course set dinner
- Overnight accommodation in a standard bedroom
  - Full English breakfast
  - Full use of the Country Club facilities

The above rates are based on a minimum guarantee of 8 delegates in attendance.

All prices exclude VAT where applicable.

**DELEGATE FORK BUFFET MENUS**  
INCLUDED IN DELEGATES PACKAGE OR CHARGED AT £24.50 PER PERSON

**MONDAY**

Chef's selection of Seasonal Salads

\*\*\*\*

Cajun Baked Chicken, Beef Tomatoes  
and Coriander  
Classic Steak and Kidney Pie  
Grilled Trout, Roasted Vegetables,  
Lemon and Almond Butter  
Vegetable Lasagne (v)  
New Potatoes, Carrots, Sugar Snap Peas  
Rice

\*\*\*\*

Butterscotch Bombe  
Kiwi Charlotte  
Fresh Fruit Salad

**TUESDAY**

Chef's selection of Seasonal Salads

\*\*\*\*

Traditional Lasagne  
Sweet and Sour Pork  
Classic Fisherman's Pie  
Mushroom Stroganoff (v)  
Saffron Rice  
Chips  
Petit Pois a la Francaise

\*\*\*\*

Lemon Tart  
Crème Brulee  
Fresh Fruit Salad

**WEDNESDAY**

Chef's selection of Seasonal Salads

\*\*\*\*

Chicken Stir Fry, Egg Fried Rice  
Navarin of Lamb  
Grilled Salmon Steaks  
Butterbean and Vegetable Curry (v)  
Roasted Vegetables  
Spicy Ratatouille  
Sautéed Potatoes

\*\*\*\*

Coconut Cheesecake  
Chocolate Swiss Roll  
Fresh Fruit Salad

**THURSDAY**

Chef's selection of Seasonal Salads

\*\*\*\*

Spicy Meatballs, Rich Tomato Sauce  
Chicken, Sweetcorn and Bacon Fricasse  
Seafood Paella  
Vegetable and Nut Crumble (v)  
Penne Pasta  
Boiled Potatoes  
Seasonal Vegetables

\*\*\*\*

Bakewell Tart  
Tiramisu  
Fresh Fruit Salad

**FRIDAY**

Chef's selection of Seasonal Salads

\*\*\*\*

Cumberland Sausage, Creamed Mash  
and Onion Gravy  
Chilli Con Carne  
Goujons of Cod  
Classic Cheese and Onion Pie (v)  
Chips  
Mushy Peas  
Rice

\*\*\*\*

Passion Fruit Mousse  
Apple and Blackberry Cheesecake  
Fresh Fruit Salad

It is the policy of Five Lakes Hotel, Golf, Country Club & Spa not to knowingly use genetically modified ingredients. Some food items may contain nuts or traces of them.  
Please speak to a member of our staff, if you have any food allergy before ordering.

**DELEGATE FINGER BUFFET MENUS**  
INCLUDED IN DELEGATES PACKAGE OR CHARGED AT £20.50 PER PERSON

**MONDAY**

Chef's selection of Sandwiches

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Lemon and Garlic Chicken Kebabs  
Salmon and Dill Quiche  
Hot Mozzarella Melts  
Crudites and Dips  
Croque Monsieur  
Twister Fries

\*\*\*\*

Mini Brownies  
Bowl of Fresh Fruit

**TUESDAY**

Chef's selection of Filled Rolls

\*\*\*\*

Sausage, Onion and Tomato Quiche  
Sole and Pepper Goujons  
Onion Rings  
Chicken Tikka Pieces  
Herby Potato Wedges  
Tortillas with Guacamole and Salsa

\*\*\*\*

Mini Jam Doughnuts  
Bowl of Fresh Fruit

**WEDNESDAY**

Chef's selection of Filled Bagels

\*\*\*\*

Southern Fried Chicken  
Smoked Salmon Blinis  
Bruschetta Selection  
Battered Scampi  
Fries  
Grilled Pitta and Houmous

\*\*\*\*

Mini Chocolate Eclairs  
Bowl of Fresh Fruit

**THURSDAY**

Chef's selection of Filled Baguettes

\*\*\*\*

Selection of Farmhouse Pies  
Battered Prawn Balls  
Mini Vegetable Pizza  
Garlic Dough Balls  
Potato Wedges  
Cheese Straws, Breadsticks and Dips

\*\*\*\*

Caramel Shortbread  
Bowl of Fresh Fruit

**FRIDAY**

Chef's selection of Filled Panini

\*\*\*\*

Wings of Fire  
Dim Sum  
Mushroom Quiche  
Onion Bhajhees  
Chunky Chips  
Prawn Crackers and Dips

\*\*\*\*

Homemade Cookies  
Bowl of Fresh Fruit

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**DELEGATE LUNCH & DINNER MENUS**  
INCLUDED IN DELEGATES PACKAGE OR CHARGED AT £31 PER PERSON

**MENU ONE**

Chicken Liver Pate,  
Rich Tomato Chutney

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Slow Roasted Sirloin of Beef  
Roast Potatoes, Seasonal Vegetables  
Yorkshire Puddings, Gravy

\*\*\*\*

Raspberry and Almond Fool

**MENU TWO**

Goats Cheese and Caramelised Onion Tart,  
Tomato Salsa

\*\*\*\*

Steamed Supreme of Salmon  
Potato and Chive Cake, Green Beans  
Wild Mushroom Cream Sauce

\*\*\*\*

Coconut Cheesecake,  
Lemon and Lime Syrup

**MENU THREE**

Cream of Tomato Soup

\*\*\*\*

Roast Loin of Pork, Fondant Potato,  
Braised Savoy Cabbage and Apple,  
Stilton Jus

\*\*\*\*

Classic Lemon Tart, Crème Fraiche

**MENU FOUR**

Fan of Melon, Seasonal Berries,  
Blackcurrant Coulis

\*\*\*\*

Breast of Chicken, Tarragon Mash,  
Baton Carrots, Baby Onions, Mushrooms,  
Bacon, Red Wine Sauce

\*\*\*\*

Mandarin and Dark Chocolate Truffle  
Torte, Passion Fruit Coulis

**MENU FIVE**

Salmon and Sole Terrine, Prawns,  
Lemon Mayonnaise

\*\*\*\*

Pan Fried Chicken, Lyonnaise Potatoes,  
Wild Mushroom and Smoked Bacon Sauce

\*\*\*\*

Rhubarb and Ginger Delice,  
Strawberry Coulis

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## CANAPÉS MENU

### COLD

Peppered Smoked Salmon Blinis  
Mini Brioche Selection  
Mini Smoked Salmon and Cream Cheese Bagel  
Mini Tortilla Wrap  
Savoury Choux Puffs  
Mini Crostini Selection

### HOT

Mini Yorkshire Puddings, Roast Beef, Horseradish Cream  
Mini Ham and Cheese Panini  
Smoked Haddock, Spinach, Gruyere Pastry Bites  
Duck and Hoi Sin Spring Rolls  
Mini Pizzas  
Savoury Puff Bites  
Cheese Straws

### DESSERT

Mini Chocolate Eclairs  
Mini Strawberry and Cream Scones  
Fruit Tarts  
Filled Chocolate Cups

Selection of Six Canapés at £9.50 per Person  
Selection of Eight Canapés at £14.50 per Person  
Selection of Ten Canapés at £19.50 per Person

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## BARBEQUE MENU

### MENU ONE

Garlic Grilled Sardines  
Beef Burgers  
Grilled Baby Pork Ribs  
Cajun Chicken Breast  
Marinated Vegetable Kebabs  
Corn on the Cob  
Jacket Potatoes  
Crusty Baguettes



Chef's Selection of Salad  
Dressings and Relishes



Mandarin and Dark Truffle Torte  
Fresh Fruit Salad  
Chef's Selection of Cheese

**£30.50 per person**

### MENU TWO

Smoked Fish Platter  
Monkfish and Salmon Skewers  
Teriyaki Sirloin Steak  
Hickory Smoked Chicken Legs  
Minted Lamb Chops  
Cumberland Sausages  
Corn on the Cob  
Marinated Vegetable Kebabs  
Jacket Potatoes  
Crusty Baguettes



Chef's Selection of Salad  
Dressings and Relishes



Strawberries and Cream  
Coconut Cheesecake,  
Lemon and Lime Syrup  
Sliced Fruit Platters on Ice  
Chef's Selection of Cheese

**£39.00 per person**

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## BANQUETING ALA CARTE MENU

### STARTERS - MEAT

|  |       |
|--|-------|
| Chicken Liver Pate, Rich Tomato Chutney                              | £6.50 |
| Smoked Chicken and Pancetta Salad, Wild Mushrooms                    | £7.00 |
| Confit of Chicken and Garlic Terrine, Smoked Bacon, Chive Mayonnaise | £6.00 |
| Smoked Duck, Orange and Baby Leaf Salad, Beetroot Dressing           | £6.50 |
| Terrine of Game, Mixed Leaves, Morello Syrup                         | £8.00 |
| Fois Gras and Duck Liver Parfait, Sweet Fig Compote                  | £9.00 |
| Terrine of Chicken and Smoked Bacon, Bitter Leaves, Sherry Vinegar   | £5.50 |
| Melon and Parma Ham Salad, Sweet Cracked Pepper Dressing             | £7.00 |

### STARTERS - FISH

|  |       |
|--|-------|
| Salmon and Sole Terrine, Prawns, Lemon Mayonnaise                        | £7.00 |
| Smoked Scottish Salmon Parcel, Smoked Salmon, Chive Mousse               | £7.50 |
| Tiger Prawn, Crab and Pink Grapefruit Salad, Coconut and Chilli Dressing | £8.00 |
| Smoked Salmon, Poached Salmon and Gravavlax, Honey and Dill Dressing     | £8.00 |
| Prawn and Crayfish Cocktail, Baby Gem Lettuce, Marie Rose Sauce          | £7.50 |

### STARTERS - VEGETARIAN

|   |       |
|---|-------|
| Cherry Tomato Tartan, Red Onion Marmalade, Parmesan Shavings (v)                    | £6.00 |
| Goats Cheese and Caramalised Onion Tart, Tomato Salsa (v)                           | £6.00 |
| Beef Tomato, Mozzarella, Dressed Rocket and Pine Kernel Salad (v)                   | £6.00 |
| Roasted Beetroot, Baby Gem and Pear Salad, Caesar Dressing (v)                      | £6.00 |
| Italian Style Salad of Sun-blushed Tomato, Black Olives, Feta Cheese, Basil Oil (v) | £6.00 |
| Fan of Melon, Seasonal Berries, Blackcurrant Coulis (v)                             | £5.50 |

### STARTERS - SOUPS

|  |       |
|--|-------|
| Leek and Potato Soup, Chilli Croutons (v)                | £5.00 |
| Roasted Carrot and Parsnip Soup, Herb Croutons (v)       | £5.00 |
| Cream of Tomato and Basil Soup (v)                       | £5.00 |
| Roast Butternut Squash and Pumpkin Soup, Thyme Cream (v) | £5.00 |
| Cream of Courgette and Mint Soup (v)                     | £5.00 |
| Pea and Ham Soup   | £5.00 |

## BANQUETING ALA CARTE MENU

### MAINS - MEAT

|  |        |
|--|--------|
| Herb Crusted Rack of Lamb, Dauphinoise Potatoes, Roasted Vegetables, Rosemary Jus                  | £18.50 |
| Roast Loin of Pork, Fondant Potatoes, Braised Savoy Cabbage and Apple, Stilton Jus                 | £16.00 |
| Pan-fried Chicken Supreme, Smoked Bacon and Wild Mushroom Sauce,<br>Lyonnais Potatoes              | £15.00 |
| Breast of Chicken, Tarragon Mashed Potatoes, Baton Carrots, Mushrooms,<br>Bacon and Red Wine Sauce | £15.50 |
| Seared Fillet of Beef, Sweet Potato Puree, Medley of Vegetables,<br>Oyster and Port Wine Jus       | £19.00 |
| Roast Sirloin of Beef, Roast Potatoes, Seasonal Vegetables, Yorkshire Pudding, Gravy               | £17.00 |

### MAINS - FISH

|   |        |
|---|--------|
| Baked Cod Fillet, Nut Crust, Potatoes, Pea and Mint Mash, Cherry Tomato and Basil Salsa     | £17.00 |
| Steamed Supreme of Salmon, Potato and Chive Cake, Green Beans,<br>Wild Mushroom Cream Sauce | £16.00 |
| Grilled Sea Bass, Parcel of Straw Vegetables, New Potatoes, Champagne Foam                  | £17.50 |

### MAINS - VEGETARIAN

(CHARGED AT THE SAME PRICE AS THE SELECTED MAIN COURSE)

|   |  |
|---|--|
| Aubergine en Croute, Spiced Duxelle Stuffing, Champagne and Chive Cream (v)                           |  |
| Oriental Vegetable Stir Fry in Filo Pastry, Black Bean Sauce (v)                                      |  |
| Stuffed Portobello Mushrooms, Spinach and Feta Cheese, Red Pepper Sauce (v)                           |  |
| Artichoke and Pepper Strudel, Wild Mushroom and Tarragon Sauce (v)                                    |  |
| Char-grilled Aubergine, Beef Tomato, Goats Cheese Gateaux, Sunflower Seed,<br>Rosemary Pesto (v)      |  |
| Goats Cheese, Mozzarella, Sun Dried Tomato, Black Olive Panzotti, Basil Oil,<br>Parmesan Shavings (v) |  |

## BANQUETING A LA CARTE MENU

### DESSERTS

|   |       |
|---|-------|
| Raspberry and Almond Fool   | £9.00 |
| Mandarin and Dark Chocolate Truffle Torte, Passion Fruit Coulis   | £9.50 |
| Meringue Nest, Chantilly Cream, Strawberries, Chocolate Sauce (v) | £9.50 |
| Summer Pudding, Crème Fraîche                                     | £9.00 |
| Coconut Cheesecake, Lemon and Lime Syrup                          | £9.00 |
| Coffee and Hazelnut Torte, Baileys Cream                          | £9.00 |
| Classic Lemon Tart, Crème Fraîche (v)                             | £9.00 |
| Strawberry Tartlet, White Chocolate Pastry Cream, Coulis          | £9.50 |
| Rhubarb and Ginger Delice, Raspberry Coulis                       | £8.50 |
| Raspberry and Vanilla Crème Brûlée, Homemade Shortbread (v)       | £8.50 |

### COFFEE

|                                    |       |
|------------------------------------|-------|
| Filter Coffee with Chocolate Mints | £3.00 |
| Filter Coffee with Petits Fours    | £3.50 |

## WINE LIST

Just a small sample of old and new world wines from our vast collection. If you would like a more extensive list, please request from your Events Co-ordinator.

### SPARKLING WINE AND CHAMPAGNE

|    |  |        |
|----|--|--------|
| 81 | Prosecco Fantinel, NV                        | £29.00 |
| 90 | Prosecco Fantinel Rose, NV                   | £32.00 |
| 02 | Bisol Prosecco Valdobbiadene Brut Crede      | £35.00 |
| 57 | Bouche Pere et Fils, Cuvee Reserve, Brut, NV | £38.50 |
| 66 | Laurent-Perrier, Cuvee Rose Brut             | £85.00 |

### WHITE WINES

|     |  |        |
|-----|--|--------|
| 06  | Kells Edge Blend Z, Australia, 2007                      | £18.00 |
| 11  | Casa La Joya, Chardonnay, Colchagua Valley 2006/07       | £18.00 |
| 48  | Monte Verde Sauvignon Blanc                              | £18.00 |
| 45  | Pinot Bianco e Grigio, San Floriano, Italy 2007          | £19.00 |
| 50  | Kleine Zalze Bush Vines Chenin Blanc, South Africa, 2007 | £19.50 |
| 28  | Houghton Private Bin Chardonnay-Verdelho                 | £22.50 |
| 83  | Kleine Zalze, Sauvignon Blanc, South Africa, 2007        | £23.50 |
| 390 | Riverstone Sauvignon Blanc, Villa Maria 2007/08          | £23.50 |
| 74  | L'Aristocratico Pino Grigio Ca Montini                   | £27.50 |
| 30  | Chablis, Gloire de Chablis, Moreau, France, 2006         | £28.50 |
| 40  | Sancerre Les Colinettes, Joseph Mellot, France, 2004     | £28.50 |

### ROSE WINES

|    |                                  |        |
|----|----------------------------------|--------|
| 72 | Monte Verde, Merlot Rose 2006/07 | £18.00 |
| 73 | Torres de Casta Rosado 2006/07   | £22.00 |

All prices are quoted in £ Sterling and inclusive of Value Added Tax at the standard rate.

The Hotel reserves the right to increase beverage prices where necessary if specific items undergo a substantial and unforeseen price increase

## WINE LIST

### RED WINES

|     |   |        |
|-----|---|--------|
| 03  | Hardy's Riddle, Shiraz-Cabernet, Australia, 2006                    | £17.00 |
| 08  | Kell's Edge Cabernet-Grenache, Australia, 2006                      | £18.00 |
| 09  | Casa de Joya, Cabernet Sauvignon, Colchagua Valley, Chile, 2005/06  | £18.00 |
| 24  | Château Cazaux, Cabardes, France, 2004                              | £18.00 |
| 25  | Ch. D'Esperite, Costieres de Nimes – Vignobles Gibelin France, 2005 | £22.00 |
| 18  | Torres Coronas Tempranillo Catalunya, Spain, 2006                   | £23.50 |
| 49  | Kleine Zalze Pinotage, South Africa 2006/07                         | £23.50 |
| 10  | Casa la Joya Gran Reserve, Merlot, Chile 2005                       | £25.00 |
| 29  | Château de Camarsac, AC Bordeaux, France, 2005/06                   | £25.00 |
| 27  | Villa Maria PN Cellar Selection, New Zealand 2004                   | £29.00 |
| 347 | Château Viramiere – St Emilion Gran Cru                             | £40.00 |

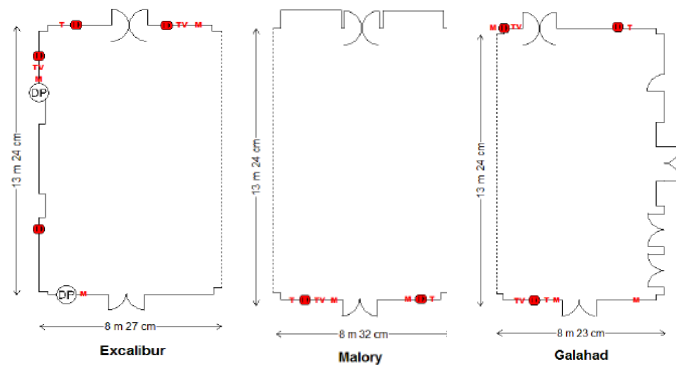
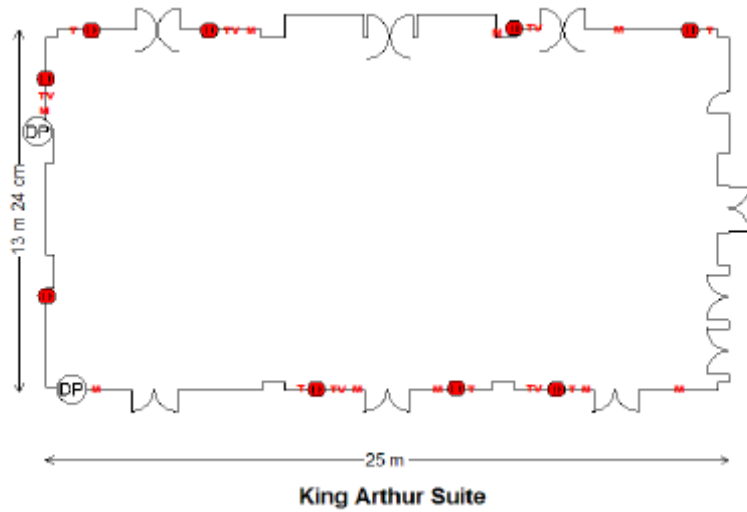
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## BAR TARIFF

|                                | ABV<br>% | PRICE |                                    | ABV<br>% | PRICE |
|--------------------------------|----------|-------|------------------------------------|----------|-------|
| <b>DRAFT BEER &amp; ALES</b>   |          |       | <b>WHISKY 25ML</b>                 |          |       |
| Carling                        | 4.1      | 3.60  | Bells                              | 40.0     | 2.65  |
| Carling Extra Cold             | 4.1      | 3.60  | Johnnie Walker Black               | 40.0     | 3.45  |
| Grolsch                        | 5.0      | 3.60  | Glenlivet 12                       | 40.0     | 3.60  |
| Guinness                       | 4.3      | 3.60  | Glenmorangie                       | 40.0     | 3.60  |
| Broadside                      | 4.7      | 3.60  | Laphroaig 10                       | 40.0     | 3.60  |
| Worthingtons                   | 3.6      | 3.60  | Famous Grouse                      | 40.0     | 3.00  |
| Caffreys                       | 4.2      | 3.60  | Bowmore                            | 40.0     | 4.75  |
| Strongbow Cider                | 5.2      | 3.60  | Jack Daniels                       | 40.0     | 2.75  |
| <b>BOTTLE BEER &amp; CIDER</b> |          |       | Jamesons                           | 40.0     | 2.65  |
| Becks                          | 5.0      | 3.20  | Canadian Club                      | 40.0     | 2.75  |
| Budweiser                      | 5.0      | 3.20  | Jim Beam                           | 40.0     | 2.75  |
| Magners                        | 5.2      | 4.00  | Southern Comfort                   | 40.0     | 3.25  |
| Holsten                        | 0.0      | 2.50  | <b>BRANDY &amp; SPIRITS 25ML</b>   |          |       |
| WKD Blue                       | 5.0      | 3.20  | Courvoisier                        | 40.0     | 3.25  |
| Smirnoff Ice                   | 4.0      | 3.20  | Remy Martin VSOP                   | 40.0     | 3.95  |
| <b>SOFT BEVERAGES</b>          |          |       | Remy XO Special                    | 40.0     | 9.50  |
| Mineral Water                  | 1 ltr    | 3.75  | Davidoff VSOP                      | 40.0     | 12.00 |
| Still or Sparkling             | 330ml    | 1.85  | Remy Extra                         | 40.0     | 36.00 |
| Coca Cola, Diet Coca Cola      | 284ml    | 1.65  | Janneau                            | 40.0     | 4.50  |
| Schweppes Lemonade             | 284ml    | 1.65  | Calvados VSOP                      | 40.0     | 3.25  |
| J20 Apple and Melon            | 275ml    | 2.65  | Peach Schnapps                     | 21.0     | 3.25  |
| J20 Apple and Mango            | 275ml    | 2.65  | Sambuca                            | 38.0     | 3.50  |
| J20 Orange and Passionfruit    | 275ml    | 2.65  | Tequila                            | 38.0     | 3.50  |
| Red Bull                       | 250ml    | 2.60  | <b>PORT 50ML</b>                   |          |       |
| Fresh Orange Juice             |          | 2.25  | Old Masters Ruby                   |          | 3.25  |
| Britvic Cordial Dash           |          | 0.50  | Warres Tawny                       |          | 4.00  |
| <b>GIN &amp; VODKA 25ML</b>    |          |       | Grahams                            |          | 3.60  |
| Gordon's Gin                   | 37.5     | 2.55  | <b>LIQUEURS 25ML</b>               |          |       |
| Bombay Sapphire                | 40.0     | 2.85  | Amaretto                           | 28.0     | 3.50  |
| Smirnoff Vodka                 | 37.5     | 2.55  | Baileys – 50ml                     | 17.0     | 4.25  |
| Smirnoff Flavours              | 37.5     | 3.00  | Cointreau                          | 40.0     | 3.50  |
| Grey Goose Vodka               | 37.5     | 3.25  | Grand Marnier                      | 40.0     | 3.50  |
| Absolut Vodka                  | 40.0     | 3.60  | Kahlua                             | 20.0     | 3.50  |
| <b>RUM 25ML</b>                |          |       | Tia Maria                          | 20.0     | 3.50  |
| Bacardi                        | 37.5     | 2.80  | Galliano                           | 30.0     | 3.50  |
| Captain Morgan                 | 40.0     | 2.80  | <b>APPERITIF &amp; SHERRY 50ML</b> |          |       |
| Malibu                         | 21.0     | 2.80  | Campari                            | 25.0     | 3.25  |
| <b>WHISKY LIQUEURS 25ML</b>    |          |       | Crofts Pale                        | 17.5     | 2.50  |
| Drambuie                       | 40.0     | 3.20  | Dom Ravos                          | 17.5     | 2.50  |
| Glayva                         | 40.0     | 3.00  | Dubonnet                           | 14.8     | 2.50  |
|                                |          |       | Tio Pepe                           | 17.0     | 2.75  |
|                                |          |       | Harveys Bristol Cream              | 17.5     | 2.75  |
|                                |          |       | Martini Extra                      | 15.0     | 2.50  |
|                                |          |       | Pernod                             | 40.0     | 2.50  |
|                                |          |       | Pimms No1 & Lemonade               | 25.0     | 4.50  |
|                                |          |       | Pimms No1 Jug – 1ltr               | 25.0     | 18.50 |

ROOM CAPACITIES AND FLOOR PLANS

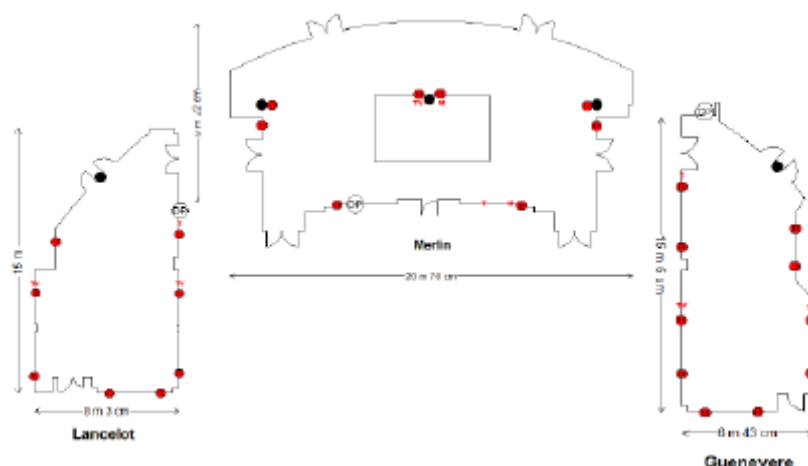
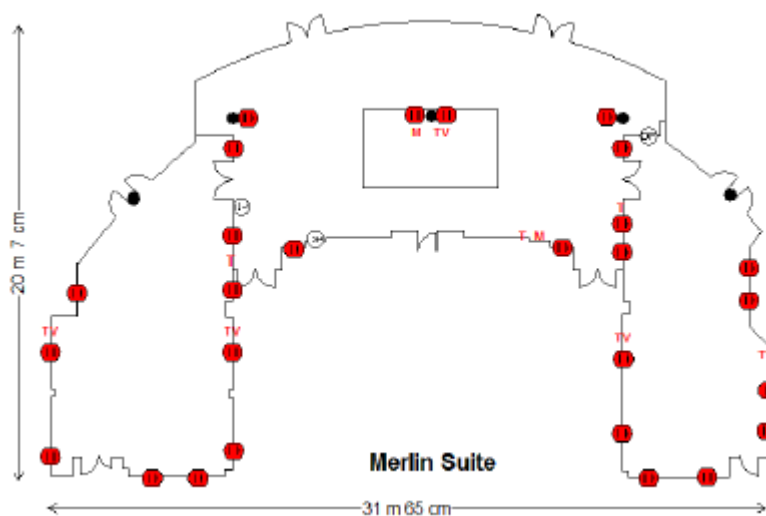
## GROUND FLOOR SUITES



| KING ARTHUR SUITE  | EXCALIBUR, MALORY AND GALAHAD   |
|--|---|
| <p>Located on the ground floor of the hotel with its own terrace and fantastic scenery, this suite caters for up to 250 guests. The King Arthur Suite can be portioned into three areas to suit your conference needs and offers natural daylight, a private bar and a generous dance floor.</p> | <p>Designed for flexibility, the King Arthur Suite can be divided into three rooms, Excalibur, Malory and Galahad. Each can hold a maximum of 100 delegates for a theatre style set up. Elegant and cosy, each suite is ideal as a break-out room, or for syndicates. The flexibility of the King Arthur allows clients to partition off as much or as little as they desire.</p> |

| ROOM SIZES & CAPACITIES (NO. OF DELEGATES) |         |        |       |         |           |         |              |       |               |     |  |                  |                 |  |                  |
|--|---------|--------|-------|---------|-----------|---------|--------------|-------|---------------|-----|--|------------------|-----------------|--|------------------|
| Room Name                                  | Theatre | C'Room | Board | U-Shape | Reception | Banquet | Dinner Dance | Floor | Natural Light | A/C |  | Length<br>ft / m | Width<br>ft / m | Area<br>ft <sup>2</sup> / m <sup>2</sup> | Height<br>ft / m |
| King Arthur                                | 400     | 150    | -     | 75      | 550       | 300     | 240          | G     | Yes           | Yes |  | 81'<br>25.5      | 43'<br>13.2     |  | 12.6'<br>3.9     |
| Excalibur                                  | 100     | 50     | 30    | 40      | 150       | 80      | 150          | G     | Yes           | Yes |  | 27'<br>8.3       | 43'<br>13.2     |  | 12.6'<br>3.9     |
| Malory                                     | 100     | 50     | 30    | 40      | 150       | 80      | -            | G     | Yes           | Yes |  | 27'<br>8.3       | 43'<br>13.2     |  | 12.6'<br>3.9     |
| Galahad                                    | 100     | 50     | 30    | 40      | 150       | 80      | 150          | G     | Yes           | Yes |  | 27'<br>8.3       | 43'<br>13.2     |  | 12.6'<br>3.9     |

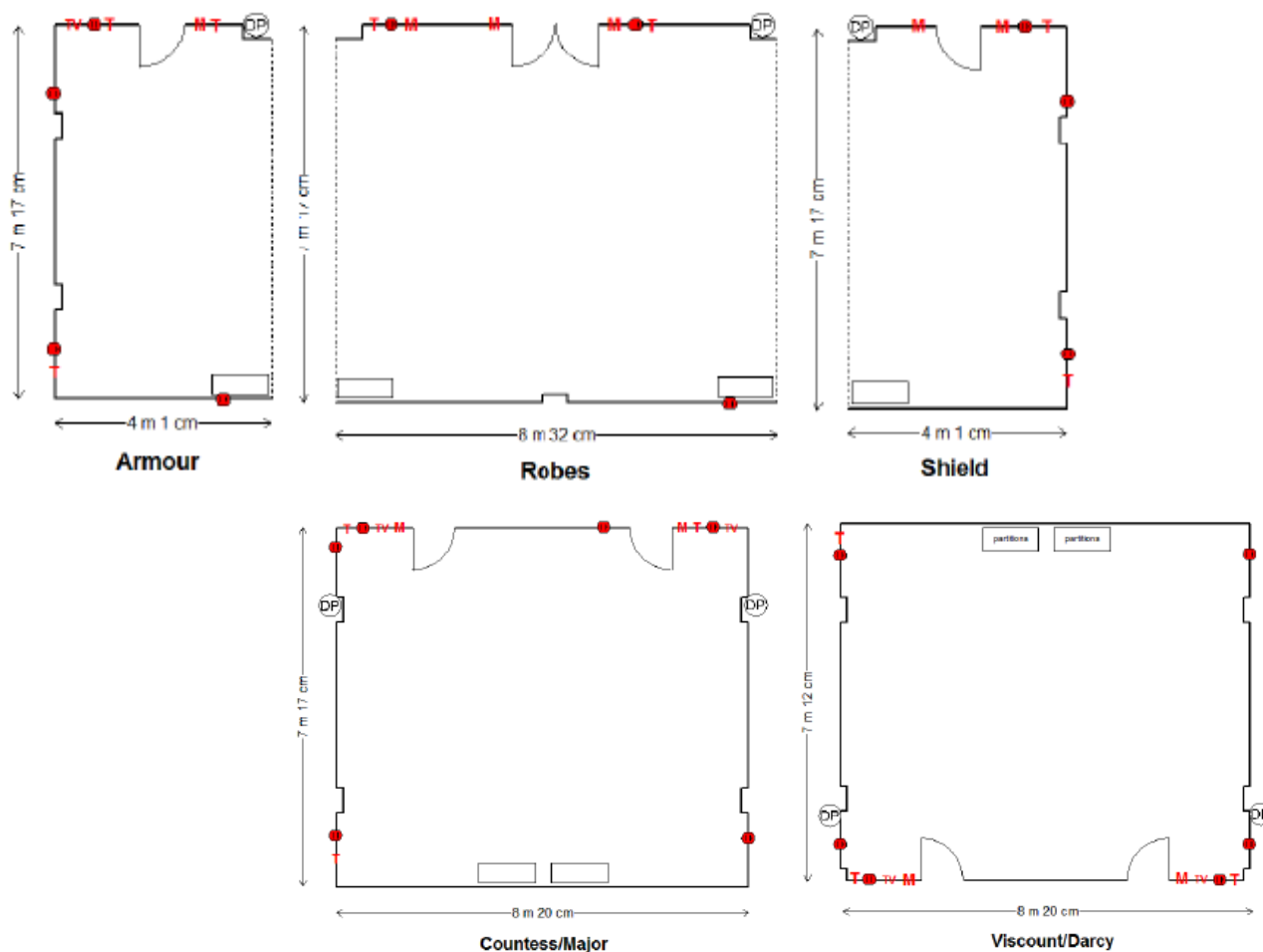
## FIRST FLOOR SUITES



| MERLIN SUITE  | LANCELOT, MERLIN AND GUENEVERE   |
|---|--|
| <p>This light and elegant suite can cater for up to 100 guests and has the Lancelot and Guenevere rooms either side to compliment and provide flexibility. The Merlin Suite has its own balcony overlooking the Lakes Golf Course and gardens, private bar and dance floor.</p> | <p>Designed for flexibility, the Merlin Suite can also be divided into three rooms, Lancelot, Merlin and Guenevere. Lancelot and Guenevere are popular choices in holding meetings for up to 30 delegates with the Merlin itself used as a private dining option. Each room has a number of benefits and is one of the hotel's most popular suite choices.</p> |

| ROOM SIZES & CAPACITIES (NO. OF DELEGATES) |         |        |       |         |           |         |              |                 |               |     |  |                |               |   |                |
|--|---------|--------|-------|---------|-----------|---------|--------------|-----------------|---------------|-----|--|----------------|---------------|---|----------------|
| Room Name                                  | Theatre | C'Room | Board | U-Shape | Reception | Banquet | Dinner Dance | Floor           | Natural Light | A/C |  | Length<br>ft/m | Width<br>ft/m | Area<br>ft <sup>2</sup> /m <sup>2</sup> | Height<br>ft/m |
| Merlin Suite                               | -       | -      | -     | -       | 300       | 220     | 220          | 1 <sup>st</sup> | Yes           | Yes |  | -              | -             |   | -              |
| Lancelot                                   | 80      | 40     | 30    | 28      | 100       | 80      | 60           | 1 <sup>st</sup> | Yes           | Yes |  | 48'<br>14.6    | 23'<br>7.2    |   | 8'<br>2.4      |
| Merlin                                     | 100     | 45     | 40    | 30      | 200       | 100     | 90           | 1 <sup>st</sup> | Yes           | Yes |  | 55'<br>16.7    | 30'<br>9.3    |   | 9'<br>2.7      |
| Guenevere                                  | 60      | 30     | 25    | 22      | 100       | 50      | 40           | 1 <sup>st</sup> | Yes           | Yes |  | 48'<br>14.6    | 18'<br>5.4    |   | 8'<br>2.4      |

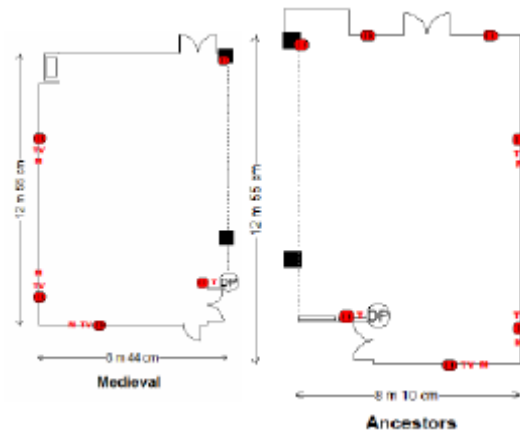
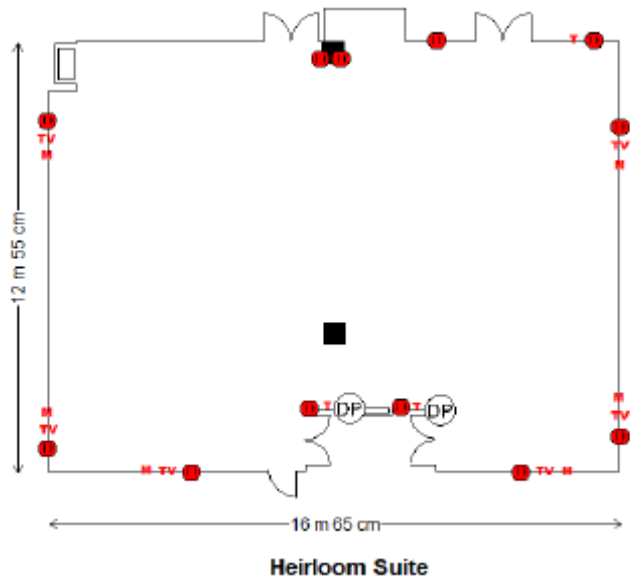
## FIRST FLOOR SUITES



| KNIGHTS SUITE – ARMOUR, ROBES & SHIELD  | COUNTESS, MAJOR, VISCOUNT & D’ARCY SUITES  |
|---|--|
| These rooms are adjacent to the Lancelot and are suitable for small conferences and meetings. All three rooms benefit from natural lighting. Armour, Robes and Shield combined make up the Knights Suite, and can cater for 90 theatre style or a board room of 45. | All these rooms offer a more relaxing and informal environment, ideal for break-out rooms or small meetings.<br><br>The Countess/Major combined and Viscount/D’Arcy combined provide a maximum seating capacity of 40 theatre-style. |

| ROOM SIZES & CAPACITIES (NO. OF DELEGATES) |         |        |       |         |           |         |              |                 |               |     |  |             |            |                                      |             |
|--|---------|--------|-------|---------|-----------|---------|--------------|-----------------|---------------|-----|--|-------------|------------|--------------------------------------|-------------|
| Room Name                                  | Theatre | C’Room | Board | U-Shape | Reception | Banquet | Dinner Dance | Floor           | Natural Light | A/C |  | Length ft/m | Width ft/m | Area ft <sup>2</sup> /m <sup>2</sup> | Height ft/m |
| Knights Suite                              | 90      | 40     | 45    | 40      | 100       | 100     | 80           | 1 <sup>st</sup> | Yes           | Yes |  | 54’<br>16.5 | 23’<br>7.1 |                                      | 9’<br>2.6   |
| Armour                                     | 20      | -      | 12    | 8       | -         | -       | -            | 1 <sup>st</sup> | Yes           | Yes |  | 13’<br>4.0  | 23’<br>7.1 |                                      | 9’<br>2.6   |
| Robes                                      | 40      | 20     | 20    | 20      | -         | -       | -            | 1 <sup>st</sup> | Yes           | Yes |  | 27’<br>8.4  | 23’<br>7.1 |                                      | 9’<br>2.6   |
| Shield                                     | 20      | -      | 12    | 8       | -         | -       | -            | 1 <sup>st</sup> | Yes           | Yes |  | 13’<br>4.0  | 23’<br>7.1 |                                      | 9’<br>2.6   |
| Countess Major                             | 40      | 24     | 18    | 20      | -         | -       | -            | 1 <sup>st</sup> | Yes           | Yes |  | 26’<br>8    | 23’<br>7.1 |                                      | 9’<br>2.6   |
| Viscount D’Arcy                            | 40      | 24     | 18    | 20      | -         | -       | -            | 1 <sup>st</sup> | Yes           | Yes |  | 26’<br>8    | 23’<br>7.1 |                                      | 9’<br>2.6   |

## LOWER GROUND FLOOR SUITES



| HEIRLOOMS SUITE  | MEDIÉVAL & ANCESTORS   |
|--|--|
| Heirlooms is located on the lower ground floor of the hotel and can cater for up to 120 delegates theatre style. This private suite offers a grand size bar and is tucked away conveniently for those clients who do not wish to be disturbed. | Designed for flexibility, the Heirlooms Suite can be divided by a partition wall into two rooms, the Medieval and the Ancestors. Each can hold a maximum of 80 delegates for a theatre-style set-up. |

| ROOM SIZES & CAPACITIES (NO. OF DELEGATES) |         |        |       |         |           |         |              |       |               |     |             |             |                                      |              |  |
|--|---------|--------|-------|---------|-----------|---------|--------------|-------|---------------|-----|-------------|-------------|--------------------------------------|--------------|--|
| Room Name                                  | Theatre | C'Room | Board | U-Shape | Reception | Banquet | Dinner Dance | Floor | Natural Light | A/C | Length ft/m | Width ft/m  | Area ft <sup>2</sup> /m <sup>2</sup> | Height ft/m  |  |
| Heirlooms                                  | 120     | 80     | 50    | 45      | 300       | 150     | 120          | LG    | No            | Yes | 41'<br>12.5 | 41'<br>12.5 |                                      | 10'<br>3.2   |  |
| Medieval                                   | 80      | 40     | 30    | 30      | -         | 80      | -            | LG    | No            | Yes | 27'<br>8.3  | 43'<br>13.2 |                                      | 12.6'<br>3.9 |  |
| Ancestors                                  | 80      | 40     | 30    | 30      | -         | 80      | -            | LG    | No            | Yes | 27'<br>8.3  | 43'<br>13.2 |                                      | 12.6'<br>3.9 |  |

## DIRECTIONS

### FIVE LAKES HOTEL, GOLF, COUNTRY CLUB & SPA

Colchester Road, Tolleshunt Knights, Maldon, Essex CM9 8HX

Telephone +44(0)1621 868888 Fax +44(0)1621 869696

[conference@fivelakes.co.uk](mailto:conference@fivelakes.co.uk)

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

### FROM LONDON – M25 & A12

Leave the M25 at junction 28 and join the A12 northbound for about 25 miles/25 minutes. Exit the A12 at junction 23 onto the B1024 through Kelvedon, then following the brown tourist signs turn right onto the B1023. At the double mini roundabout, turn right then left through Tiptree. Continue on this road out of the village until you reach another mini roundabout; take a left towards Tolleshunt Knights. After about 4 miles, at the T junction at the end of this road, turn right onto the B1026. The hotel is situated on the right hand side.

### FROM THE EAST – A14 & A12

Take the A14 from Ipswich westbound and join the A12 London bound. Exit A12 at junction 24 for Feering/Kelvedon and follow the road through Feering towards Kelvedon. Turn left at the Old Anchor Public House, following the signs towards Tiptree on the B1023. At the double mini roundabout, turn right then left through Tiptree. Continue on this road out of the village until you reach another mini roundabout; take a left towards Tolleshunt Knights. After about 4 miles, at the T junction at the end of this road, turn right onto the B1026. The hotel is situated on the right hand side.

### FROM STANSTED AIRPORT – A120

From Stansted Airport, follow signs for A120 Colchester. Follow the A120 for about 25 miles until you reach the A12 roundabout in Marks Tey; take the third exit for the A12, signposted Chelmsford/London. Exit A12 at junction 24 for Feering/Kelvedon and follow the road through Feering towards Kelvedon. Turn left at the Old Anchor Public House, following the signs towards Tiptree on the B1023. At the double mini roundabout, turn right then left through Tiptree. Continue on this road out of the village until you reach another mini roundabout; take a left towards Tolleshunt Knights. After about 4 miles, at the T junction at the end of this road, turn right onto the B1026. The hotel is situated on the right hand side.

### BY TRAIN

The nearest train station is Kelvedon, which is 15 minutes by taxi and just 50 minutes from London Liverpool Street Station. Taxis, executive cars and mini vans are available by prior arrangement.

For further information about train times and fares, please visit [www.thetrainline.com](http://www.thetrainline.com)

## TERMS & CONDITIONS

### 1. DEFINITION

"The Client" refers to the person or organisation making the booking and "the Hotel" refers to Five Lakes Hotel, Golf, Country Club & Spa

### 2. CONTRACT

When a booking is confirmed by the client in writing, a contract is deemed to exist.

### 3. CONFIRMATION

A provisional booking will be held for 7 days or until another party shows interest in the date/s being held. The Client will then be contacted to advise confirmation or cancellation of the booking. A provisional booking puts neither party under any obligation to confirm the function.

### 4. CHARGES & PAYMENT

(a) A deposit of £500.00 (which is non-refundable) must be paid on confirmation. The balance of the total anticipated charges must be paid 28 working days prior to the event. Any numbers less than specified at this date will be charged for at the full price – no refunds or transfers of monies are possible. Any outstanding balance will be payable prior to departure.

(b) Prices quoted are subject to variation up to 3 months prior to the function after which they may vary due to Chancellor's budget. Value added tax. Excise duty, currency variation, or other reasons which are outside the management's control.

(c) Where a Client requires charges to be invoiced for payment, the Client must submit an 'Account Application Form' at least 28 days prior to the event. Agreement of Account Facilities will be at the Hotel's discretion and will be applicable to the individual event.

(d) Payment is due for credit accounts within 30 days following the date of invoice, after which an interest charge of 2% per month or part thereof will apply.

### 5. AMENDMENTS BY THE CLIENT

(a) Reductions in the duration or contracted value of the booking shall be subject to the Hotel's cancellation policy.

(b) For numbers given over the minimum contracted: No charges will be made for any reductions in these numbers of less than 5%, providing they are received in writing at least 7 days prior to arrival. Any reductions made less than 7 days prior to arrival will be charged for in full regardless of minimum numbers. For reductions over 5% but more than the minimum numbers: These will be charged as per the Hotel's cancellation policy detailed overleaf.

(c) Should numbers fall below the minimum number then the contracted minimum number will be charged in full.

(d) All 'no shows' for accommodation booked will be charged at the full contracted rate regardless of minimum numbers agreed.

(e) The Client will adhere to the timetable agreed with the Hotel and completely vacate the premises at the agreed time. Banquets, where the meal commences over 30 minutes after the agreed time, will be liable for additional charges for staffing costs at the discretion of the Hotel.

(f) Special dietary requirements must be given to the Hotel 7 days prior to arrival. Any increase to this number on the night of the function will be liable for additional charges to cover food costs.

### 6. CANCELLATION BY THE CLIENT

(a) Any cancellation or postponement must be confirmed in writing. The cancellation fees will be based on the noted schedule below:

**The terms are:**

|                           |                                   |
|---------------------------|-----------------------------------|
| 121+ days notice          | -10% of contracted gross revenue  |
| 91 to 120 days notice     | -25% of contracted gross revenue  |
| 61 to 90 days notice      | -50% of contracted gross revenue  |
| 31 to 60 days notice      | -75% of contracted gross revenue  |
| Less than 30 days notice  | -90% of contracted gross revenue  |
| Within 14 days of arrival | -100% of contracted gross revenue |

The above is based on the 'Anticipated Gross Revenue of Facilities' and is not limited to rooms but includes meals, breakfast, drinks to be purchased from the bar and all other services provided to guests.

(b) A schedule of maximum anticipated gross revenue chargeable, as cancellation will be issued at the time of cancellation. An invoice of cancellation charges will be raised after the event date, adjusted for revenues recovered through re-selling.

### 7. ARRIVAL/DEPARTURE

The bedroom accommodation is available from 4.00pm on the day of arrival and must be vacated by 11.00am on the day of departure otherwise guests may be liable to a £40.00 surcharge. Luggage can be stored if so required.

### 8. FOOD AND BEVERAGES

The Client will ensure that no food or beverage of any kind is brought onto the Hotel premises, except wedding cakes, or with the Hotel's written agreement. This will be sampled and kept for 14 days after the event.

## TERMS & CONDITIONS

### 9. AMENDMENTS OR CANCELLATIONS BY THE HOTEL

- (a) Should the Hotel for any reason beyond its control, need to make any amendments to your booking, we reserve the right to offer any alternative choice of facilities
- (b) Should the Client make significant change to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities/function room offered by the Hotel
- (c) The Hotel may cancel the booking due to any of the following:  
If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel  
If the client is more than 30 days in arrears of previous payments.  
If the Hotel becomes aware of any alteration in the client's financial situation.
- (d) The Hotel will not be liable for any failure to provide or delay in providing facilities, service, food and beverages as a result of events or matters outside its control.

### 10. HEALTH AND SAFETY

The client agrees to take "reasonable" precautions to ensure that no damage occurs or injury to any person. He is responsible for the actions of his guests and contractors for the damage or injury caused. Should the Client or any attendees at the event require any assistance in the unlikely event of an evacuation, please advise the Hotel.

### 11. ORDERLY CONDUCT

The Client will conduct the event in an orderly fashion, ensure that no nuisance is caused, comply with any request of the Hotel management and abide by all applicable rules and regulations.

### 12. DAMAGE

- (a) The Client agrees to take reasonable precautions not to damage nor injure the Hotel property, nor
- (b) staff and is responsible for the actions of his guests and contractors for any such damage.
- (c) The Hotel accepts no liability for damage or loss to any goods i.e. wedding presents that are brought into the Hotel.
- (d) At the end of the function. Please clear all personal effects at the hotel cannot accept any responsibility for the safe-keeping of such items

### 13. ADDITIONAL GOODS AND SERVICES

The Client agrees to pay the Hotel charges for any extra goods or services provided at the request of himself or any person purporting to have the requisite.

### 14. EXHIBITIONS AND DISPLAYS

No stands or displays or signs may be erected on the premises, without prior written agreement.

### 15. EQUIPMENT

- (a) The Client must obtain the Hotel's written agreement to the use of all materials brought onto the premises by himself or a third party. Equipment must comply with all current regulations. The Client will be liable for any damage or injury which arises out of the use of his equipment.
- (b) The Client agrees to pay the Hotel charges for all electricity used additional to normal heating and lighting arrangements, telex, computer and fax lines.
- (c) The Hotel cannot accept responsibility for the Client's equipment.
- (d) No incendiary or explosive device may be activated under any circumstances within the Hotel or its grounds.

### 16. CUSTOMER PROPERTY (PART 1)

The Customer acknowledge that any such objects, equipment, furniture, stock or other property of any sort brought onto the premises will remain under the control and care of the customer and that the customer is in the best position to insure the property and accordingly it is reasonable for the company to exclude liability for such property to the extent excluded hereby

### 17. CUSTOMER PROPERTY (PART 2)

Due to the Hotel's limited storage facilities material cannot be accepted/stored prior to 48 hours of the function. The amount stored prior to the function is left to the discretion of the Conference and Events Office. It is critical that the Conference and Events Office are advised as to when material will arrive and that each package is clearly labeled. The label must include the name of the association or company, the name of the event organizer and, if possible, the name of the function room. Please note that the Hotel is not liable for packages or their contents which are damaged or marred.

After the function it is the responsibility of the Client to make all necessary arrangements for the removal of any equipment or material to be returned within 24 hours. Any material not removed within the said time will be removed by the Hotel at the expense of the Client. We suggest that all equipment and material be shipped during normal operating hours to avoid unnecessary inconveniences to all concerned.

### 18. ADVERTISING

Any publicity for functions at the Hotel must be agreed by the management and should be of a standard to reflect the quality of the establishment.

### 19. FORCE MAJEURE

If the Hotel is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control including (without prejudice to the generality the foregoing) government intervention, strikes, labour disputes, accidents, Acts of God, national or local disasters or war, then the Hotel's liability to the Client shall be no greater than the amount paid by the Client to the Hotel in respect of the function. If for any reasons beyond the Hotel's reasonable control the accommodation reserved cannot be made available to the Client the Hotel reserves the right to substitute similar or comparable accommodation for the function and such a substitution shall be accepted by the Client as satisfactory performance by the Hotel of its obligations hereunder to provide the accommodation so reserved.

## TERMS & CONDITIONS

### 19. AGREEMENT NON-ASSIGNABLE

The benefits under this contract are personal to the Client and shall not be assignable or transferred by the Client.

### 20. AGREEMENT GOVERNED BY ENGLISH LAW

English Law shall govern this contract in all respects.

### 21. SERVICES OF NOTICES

Any notice of invoice hereunder shall be duly served on either party if delivered to their address as last notified in writing to the other party hereunder.

### 22. VARIATIONS

No oral representatives or agreements are recognised by the Hotel and by the conditions of this contract can be modified only by a supplementary written contract.

### 23. HEAD NOTES

Any head notes shall not form part of these conditions.