



Meet with Mercure Hatfield Oak Hotel

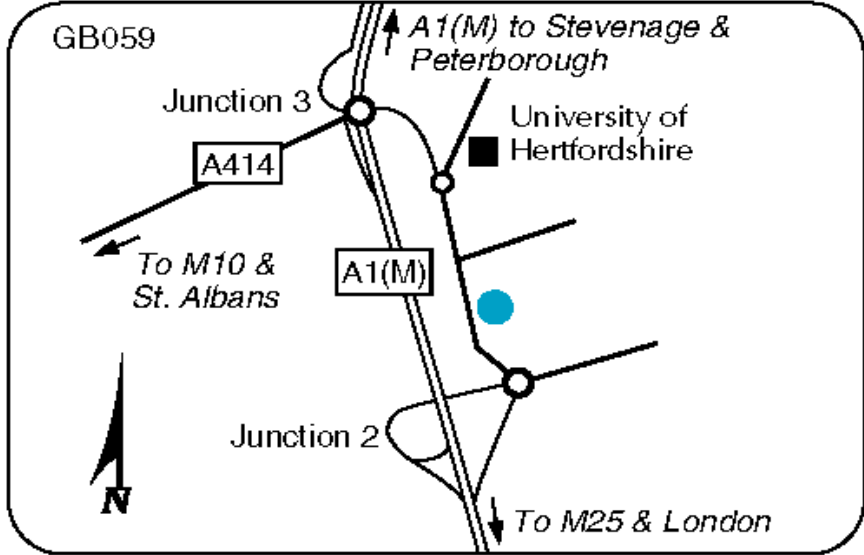
Mercure Hatfield Oak Hotel

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THINGS
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How to find us

The Mercure Hatfield Oak Hotel is ideal for the business or leisure traveller.

By Road – We are close to three major motorways, A1(M), M1 and M25

Rail - Hatfield Station is 3 miles from the hotel. Taxis and buses are available at the station

Air - The nearest airport to the hotel is Luton. Heathrow and Stansted are also within easy reach





What's it all about?

It's a simple theory but it works: give your meeting or conference delegates everything they want in terms of both venue and services and they'll perform better and get more out of the event.

Welcome to a new definition of Meeting success.

**The result is a welcome mix of pleasure and productivity
Which will surprise your delegates as much as it inspires them.**

Talk to our event sales team so they understand what your meeting is about and can tailor your event precisely to your needs.



Meet with Mercure

Hatfield Oak Hotel

76 en suite bedrooms

Disabled, Family and executive rooms available

A la carte restaurant and bar

Comprehensive conference and banqueting facilities

Easy access to major motorways

Free car parking with designated disabled and ladies' spaces

7 conference and banqueting rooms, all designed specially for the modern business meeting

Air conditioning

Controllable lighting levels

Professional training walls, with integral flip charts and screens

LCD projector

WIFI – broadband internet access

Sparkling and Still mineral water, cordials, mints and extra stationery supplies

8 hour, black leather cantilever chairs





All-inclusive day delegate package £35.00

- . Greeted by your meeting host
- . A comfortable and appropriate meeting room
- . Inclusive refreshments from morning break through to afternoon, together with constant replenishment of bottled water
- . A quality, varied and healthy lunch option, tailored to meet delegates' requirements. Served in room, breakout or restaurant
- . WiFi connectivity for delegates
- . Flipchart, A4 pad and pencil and name cards for each of your delegates plus a stationery box to help facilitate your meeting
- . LCD projector and screen



All-inclusive 24-hour package £130.00

All the benefits of the day delegate rate plus

- . Group check-in for larger parties if required
- . Three course restaurant dinner or private dining in our function room
- . Overnight accommodation
- . Full breakfast available from 6.30am to 9.30am



Orchard Suite

Natural Daylight * Disabled access * Air conditioned * Private bar

Maximum capacity	
Cabaret	70
Theatre	100
Boardroom	60
U shape	50
Dinner	80
Classroom	60

Dimensions	
Length	14.5m
Height	3.9m
Width	9.25m
Area	134m

Room Hire Rate	
£350	Day
£250	Half day/ Evening





Beech

Air conditioned * Natural Daylight

Maximum capacity	
Theatre	30
Boardroom	20
U shape	16

Dimensions	
Length	7m
Height	2.30m
Width	5.5m
Area	38m

Room Hire Rate	
£250	Day
£200	Half day/ Evening



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Cedar

Air conditioned * Natural Daylight

Maximum capacity

Theatre	30
Boardroom	20
U shape	16

Dimensions

Length	6.8m
Height	2.30m
Width	6.0m
Area	41m

Room Hire Rate

£250	Day
£200	Half Day/ Evening





Maple

Air conditioned * Natural Daylight

Maximum capacity	
Boardroom	8

Dimensions	
Length	6m
Height	2.30m
Width	3.8m
Area	23m

Room Hire Rate	
£200	Day
£150	Half Day





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Willow

Air conditioned * Natural Daylight

Maximum capacity
Boardroom 4

Dimensions

Length	4m
Height	2.30m
Width	2.7m
Area	12m

Room Hire Rate
£125 Day
£ 100 Half Day





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Fuel your mind and revitalise: Well considered breaks with equally well thought out food and drinks are vital for your meeting performance.

Break away from your meeting space to escape the routine of your event completely

....with inspiring refreshment breaks

Arrival Break

- Standard break offer plus
- Egg, bacon or sausage rolls £4.50
- Croissant with butter & jam £2.00
- Danish pastry £1.50

Mid Morning Break

- Standard break offer plus
- Healthy Options £3.00
- Energize your mind with a delicious fruit smoothie, fruit & nut cereal bar, & a platter of cut fruit
- Chocoholics Break £3.50
- Hot chocolate & chocolate muffin
- Chocolate milkshake & a chocolate bar

Afternoon Break

- Standard break offer plus
- Energy Break £3.00
- Revitalize your senses with a can of Red Bull & an energy bar
- Cream Tea £3.50
- Home made scones smothered in butter, jam & clotted cream



The food and refreshments we supply during your meeting are tailored to your requests and based on quality, varied and exciting options with healthy choices and traditional favourites

Food for thought – fresh and varied

- . We offer quality, varied food and refreshment experiences and are flexible in our approach to your requirements - simply tell us when and where you want and, if it's possible, we'll meet your need
- . Our menus reflect the seasons
- . Our delivery of food and beverage is always efficient and on time
- . We offer a range of lunch options including our Mercure Meeting Lunch, Mercure Breakout Lunch and Mercure Working Plate Lunch
- . We offer a range of dining options for evening meals from the restaurant to private dining in our function room
- . Les Grands Vins Mercure offers a range of specially selected premium vintage wines chosen by experts and offered by the glass at reasonable prices



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Mercure Meeting Lunch

Traditional and popular choice of hot and cold buffet offering three courses

MENU 1

Selection of freshly baked bread rolls

Greek salad
European potato salad
Mixed salad

Braised top side of beef in a rich red wine & mushroom jus
Grilled cod gratin on a bed of wilted spinach & roquette
Oven roasted stuffed peppers filled with vegetables & cous cous

Selection of potatoes & seasonal vegetables

Fruit Platter
Chocolate Fudge Cake

MENU 2

Selection of freshly baked bread rolls

Pasta salad
Coleslaw
Mixed salad

Stuffed chicken breast with onions, cherry tomatoes & cheese in a creamy sauce
Grilled salmon served with hollandaise sauce
Pan fried gnocchi with sun dried tomatoes & wild mushrooms
Selection of potatoes & seasonal vegetables

Fruit Platter
Chef's creamy citrus cheesecake

MENU 2

Selection of freshly baked bread rolls

Cous Cous salad
Potato & chives salad
Mixed salad

Roasted loin of pork with a rich red currant sauce
Traditional English fish pie
Roasted vegetable penne pasta in a rich tomato & basil sauce

Selection of potatoes & seasonal vegetables

Fruit Platter
Apple pie & custard



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Mercure Breakout Lunch

Three different menus offered throughout the week offering a selection of finger food, sandwiches, and small individual bowl food

MENU 1

Selection of Sandwiches

Honey roast ham, tomato & onion
Goat's cheese & roquette
BLT
Egg mayonnaise with mustard cress

Finger Food

Tempura chicken Goujons
Tomato, basil & mozzarella bruschetta
Mini beef burgers
Chicken wings marinated in BBQ sauce

Fork Food

Sweet chilli chicken salad
Pan fried gnocchi with mushrooms and cherry tomatoes

Desserts

Fresh seasonal fruit platter
Selection of chef's mini desserts

MENU 2

Selection of Sandwiches

Cajun chicken
Mature cheddar cheese & pickle
Roast beef & horseradish
Tuna mayonnaise with cucumber

Finger Food

Vegetable tempura
Smoked salmon & cream cheese bruschetta
Mini steak & mushroom pie
Chicken & peppers skewers

Fork Food

Chicken Caesar salad
Penne pasta with pesto & roasted cherry tomatoes

Desserts

Fresh seasonal fruit platter
Selection of chef's mini desserts

MENU 3

Selection of Sandwiches

Chicken tikka
Tomato, mozzarella & basil
Honey roasted gammon & Dijon mustard
Prawns & tomato mayonnaise

Finger Food

Tempura tiger prawns
Tomato & feta cheese tart
Mini cottage pie
BBQ spare ribs

Fork Food

Cajun chicken salad
Pan fried gnocchi with spinach & butternut squash

Desserts

Fresh seasonal fruit platter
Selection of chef's mini desserts

The logo for Mercure, featuring a stylized 'M' in a dark red color behind the word 'Mercure' in white text on a dark red rectangular background.

Mercure

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Mercure Working Lunch

One plate with everything on it, all individually laid out in small portions served in or close to the meeting room

MENU 1

Italian

Antipasto selection of
pastrami, Parma ham & olives

Homemade Italian style beef
lasagne

Selection of Italian breads

Balsamic vinegar & olive oil

Tiramisu

Fruit platter

MENU 2

British

Tomato soup

Mini cottage pie

Selection of British cheese & breads

Coleslaw

Apple pie

Fruit platter

MENU 3

European

Chicken, vegetables & noodles soup

Mini chicken schnitzel

Deep fried bread crumbed cauliflower

European potato salad

Apple & cinnamon strudel

Fruit platter



From industry research and listening to what our customers say, we have developed an understanding of what both meeting planners and delegates truly demand which has helped us draw up ...

Our promise to you

- . We promise to understand the objective of your meeting
- . We promise to be flexible and responsive
- . We promise to do everything to ensure your day runs smoothly
- . We promise to keep you refreshed and refuelled
- . We promise more than just a meeting room

... **Delivered with a passion for service**



Terms and Conditions

1 Numbers booked

(a) Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. This is set out in the attached document. Final numbers must be confirmed 5 working days prior to the event (not including the day of the event) and, subject to a minimum number; this will be the number that the final account will be based upon.

(b) The hotel reserves the right to change a designated room after the appropriate consultation with the client, if the agreed minimum numbers are not to attend the event. This does not affect any minimum charge.

2 Payment

(a) The outstanding balance of the account is payable 7 days prior to arrival. Credit will be given for the deposit paid.

(b) Completed credit application forms are required at least 21 days prior to the event for all customers requesting credit arrangements. The hotel is under no obligation to grant credit. If the credit is granted then settlement must be made in full on receipt of the appropriate invoice. Credit agreements are not offered to private individuals.

(c) If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only recognised cards will be accepted. The card must be produced by the signatory prior to the event.

(d) Events costing less than £250 must be paid by credit / charge card prior to the event.

(e) Weddings and private functions must be fully prepaid at least 7 days prior to the event.

(f) Cheques will only be accepted as a form of payment if there is sufficient time for funds to clear before the event. Normally 7 days prior



3 Cancellation by the Customer

(a) Should you cancel your confirmed booking a charge must be made equivalent to any loss suffered by the hotel. Costs incurred for any equipment hired by the hotel on your behalf will be added to any cancellation fee.

(b) The following percentages of the total amount pre-booked will be charged:

If cancellation occurs 8 – 16 weeks before an event, a cancellation charge of 25% is made of total pre-booked charges

If cancellation occurs 4 - 8 weeks before an event, a cancellation charge of 50% is made of total pre-booked charges

If cancellation occurs 2 - 4 weeks before an event, a cancellation charge of 75% is made of total pre-booked charges

If cancellation occurs 2 weeks or less before an event, a cancellation charge of 100% is made of total pre-booked charges

(c) NO CHARGE will be made if the venue can be resold for the same date(s) at a similar fee

When calculating the above periods, the actual day(s) of the event will not be taken into account.

d) All cancellations and amendments must be requested in writing (even if discussed by phone) - either by e-mail, fax or letter. Any cancellations or amendments requests must be confirmed as received and accepted by the hotel - in writing - before your requests can be accepted.



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4 Cancellation by the Hotel

The hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

- (a) If the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the hotel’s control.
- (b) If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part of your assets.
- (c) If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.
- (d) If the event may, in the Hotel Manager’s reasonable opinion, prejudice the reputation of the hotel.

5 Liabilities

- (a) Please safeguard your property. The hotel will not accept any liability loss or damage to property of death or illness of or injury to persons unless caused by the hotel’s negligence.
- (b) Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event.
- (c) You are advised to consider your insurance cover in respect of (b) above

6 General

- (a) Goods and services may not be bought or sold on the premises without the hotel Manager’s prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event.
- (b) No signs, displays, posters or other material may be fixed to the walls of hotel rooms without the prior authorisation of the hotel Manager.

Terms Accepted by:(print name)

Signature: Date: