

# The Red Lion Hotel

East Street  
Fareham, Hampshire PO16 0BP  
Tel: 01329 822640 Fax: 01329 823579

## Meeting and Conference Guide

Welcome to the Grade II listed Red Lion Hotel, a charming former Coaching Inn in the centre of the historic market town of Fareham.

The hotel has 46 ensuite bedrooms, restaurant and bar. The Red Lion Hotel is also the perfect venue for meetings and conferences for up to 100 guests in our Stable function suite.

Our dedicated team believes in personal, efficient and friendly service. Whatever your needs, our Meetings Co-ordinator will ensure that your conference runs smoothly from start to finish.

To ensure your meeting is a success and energy levels are maintained throughout the day, our Chef has put together a varied menu –ranging from tasty snacks to hot and cold buffets - if you prefer, you may order from the bar menu.

Each meeting space is £65 plus VAT for the day or half day – 7 days a week, subject to availability, and includes screen, flipchart and stationery. This is subject to you pre ordering from the menu options enclosed.

I invite you to read through this guide. If you have any queries or would like to view our hotel facilities, please do not hesitate to contact me.

If you are interested in other hotels within our group, please call our central meetings and events enquiry line on **0800 023 40 56** or visit [www.oldenglish.co.uk](http://www.oldenglish.co.uk)

I look forward to hearing from you.

Yours sincerely,

Meetings and Events Co-ordinator  
**The Red Lion Hotel**

EMAIL: 9200@greeneking.co.uk  
WEBSITE: [www.theredlion-hotel.co.uk](http://www.theredlion-hotel.co.uk)

# The Red Lion Hotel

## Meeting Facilities

### Bullivers Restaurant

We can accommodate up to 25 guests for a private meeting or dining

The Stable Suite - heated or air-conditioned.

We can accommodate up to 100 guests for a private meeting or dining.

<b>Red Lion Hotel</b>	Bed rooms	Marquee	Out door Events	Room	Floor	Day Light	Air Con	Theatre	Boardroom	U shape	Classroom
	46	N	N	Stable Suite	Ground	Y	Y	100	40	60	40
		N	N	Bullivers Restaurant	Ground	y	N	25	15	10	15

The meeting room charges are £65 plus VAT for the day or half-day and include:-  
 Old English Inns stationery.  
 Screen  
 1 flip chart and pens

The above rate is only available when you take one of the meeting menu options, per guest or purchase menu items from the bar. Please let us know whether you wish to take your refreshments in the restaurant or the meeting room.

Additional audio visual equipment can be ordered on your behalf, however these will be in addition to the room charge. Data projector £25 hire per day.

# The Red Lion Hotel

## Planning the meeting

Our commitment to you is that we will take your initial requirements immediately either through our Meeting and Events enquiry line or at the hotel, and within 2 hours and come back to you with availability and pricing, so you can start to plan your meeting.

We can arrange for you to visit the hotel to discuss your requirements and complete the booking form. Or if you prefer we can send you the form by email for you to complete and return to our email address: 9200@greeneking.co.uk

Once we have received your booking we will confirm to you by email within 48hrs.

If we are not able to meet your requirements, we are able to offer alternative locations, please contact our Meetings and Events enquiry line on **0800 023 4056** and we will be able to check availability for you at our other hotels in the area.

To complete your booking we will require the following within 7 days of your quote:

1. Day Planner completed and signed.
2. Terms and Conditions of the Contract signed.
3. Menu selector completed and totalled.

All forms in this guide are also on the hotel website

## **Planning your meals**

- Generally allow 30 minutes for breakfast, 45 to 60 minutes for lunch and 20 minutes per course for dinner. For refreshment breaks allow minimum of 15 minutes.
- Plan on 2 cups of tea or coffee per person for a morning break and one cup of tea or coffee or soft drink in the afternoon break.
- Consider a luncheon buffet for small group working session. Buffets offer variety and faster service.
- The day planner is there as a guide and also to help you to budget your event.

- We can arrange evening meals in private dining areas or in the bar- please ask our Meetings Co-ordinator.

### **Meeting room set up**

- Conference, Hollow square or U Shape – appropriate for interactive discussions and note taking sessions for fewer than 20 people.
- Board Room- suitable for small meetings/interviews
- Rounds – generally good for meals and sessions involving small group discussions. A five-foot table seats 8, six-foot table seats 10.
- Theatre – appropriate for large sessions and short lectures that do not require extensive note taking.
- Schoolroom or classroom – most desirable set-up for medium to large size lectures tables provide attendees with space for spreading out materials and taking notes.
- Reception – seating is arranged with chairs set up in various locations in the room with tall/short tables, Food can be served on small buffet tables or by servers.
- Exhibits – booths, conference style tables set up by suppliers / exhibitors to allow guests to move through the room to view information.

**THE RED LION HOTEL - FAREHAM  
BUFFET MENU SELECTION**

	PRICE PER GUEST	TIMINGS	TOTAL COST
<b>BREAKFAST PACKAGE</b>			
Beverages (tea, coffee, juices)	£2.50		
Full English Breakfast	£6.95		
Bacon Rolls or Pastry & Beverage	£3.95		
Bacon Rolls & Pastry & Beverage	£4.95		

<b>BUFFET MENUS - COLD</b>			
<b>Bronze Package</b>		<b>£7.45</b>	
Sandwich Selection			
Quiche Lorraine			
Plaice Goujons			
Green Salad			
Coleslaw			
Crisps			

<b>Silver Package</b>		<b>£8.95</b>	
Sandwich Selection			
Salmon Quiche			
Plaice Goujons			
Coleslaw			
Crisps			
Melton Mowbray Pork Pie			
Greek Salad			
Red Pepper & Chilli Chicken Strips			

<b>Gold Package</b>		<b>£10.45</b>	
Sandwich Selection			
Salmon Quiche			
Plaice Goujons			
Coleslaw			
Green Salad			
Crisps			
Melton Mowbray Pork Pie			
Greek Salad			
Red Pepper & Chilli Chicken Strips			
Garlic & Herb Prawn Skewers			
Cheese Board			

<b>BUFFET MENUS - HOT</b>			
<b>1 Course</b>		<b>£9.95</b>	
Chilli Con Carne			
Lasagne			
Suffolk Sausages & Mash			
Chicken Tikka			
Thai Chicken Curry			
Lamb Kashmir			
Spinach, Chickpea & Lentil Curry			
3 Bean Smokey Chilli			
<b>Accompaniments</b>			
Rice			
Chips			
Mash			
Jacket Potatoes			
New Potatoes			
Garlic Bread			
Vegetables			
Salad			
<b>2 Courses</b>		<b>£12.95</b>	
Apple Pie			
Profiteroles			
Cheese Board			

<b>AFTERNOON</b>			
Beverages (tea, coffee, juices)	£2.50		
Pastry & Beverage	£3.95		

<b>BEVERAGES FOR TABLES</b>			
1 Litre Sparkling Water	Prices differ by hotel		
1 litre Still Water	Prices differ by hotel		

<b>TOTAL</b>			<b>£</b>
<b>N.B. PLEASE COMPLETE WITH YOUR CONTRACT - ADDITIONAL ITEMS CAN BE ORDERED FROM THE BAR</b>			

# Day Planner

Red Lion Hotel  
Fareham

Contact Name .....Date of Meeting .....

Address .....

Company .....

Hotel Contact Name .....

Customer name & address: Invoice name & address:

Telephone no: Fax no: Telephone no: Fax no:

Meeting type/event: Message instructions:

Actual no. of delegates: Access time/date: Start: Finish:

Contracted minimum no. of delegates: (For completion by the Hotel)

Room(s) booked/room layout:

## Day Schedule

Time	Service/suite/no @ £	Cost
Equipment required:		
Menu details/special requirements/bar instructions:		
Final accommodation requirement:		
Additional information:		
Payment details:		
	<b>Approx Cost</b>	<b>£</b>

Your personal copy for planning; keep on file. This Day Planner is intended to help us to finalise details and we shall be using it when discussing your particular meeting or event. Your signature to this agreement incorporates the Terms & Conditions overleaf into the contract between us.

Signed ..... Signed by Hotel:.....

Dated:..... Dated:.....

The Hotel is operated by Greene King Brewing and Retailing Limited of Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT, registered in England with registered number 3298903.

# The Red Lion Hotel

## Directions

### Road

- From M27 J11, take A32 signposted Gosport. At first interchange take the slip road to avoid flyover & proceed down the hill. Take third exit from roundabout into East Street, our Hotel is ¼ mile on your left.

### Train

- Fareham Station is 1½ miles from the hotel providing links to London, Southampton & Portsmouth. Taxis are available at the main exit from Fareham station

PLEASE SEE MAP ON OUR WEBSITE.