



CONFERENCE INFORMATION PACK 2010

The Oxfordshire Golf Club

The Oxfordshire Golf Club, set in beautiful rolling English countryside, is located approximately one hour north west of London on the outskirts of the historic university city of Oxford.

The course has been designed by world renowned golf course architect Rees Jones and has gained an enviable reputation among amateur and professional golfers alike, hosting numerous international tournaments over the years.

The Finest Golf Clubs of the World – Awarded Distinguished Status

The Clubhouse

The impressive building is based on 19th century English architecture. Incorporating the best of traditional British design. The Clubhouse occupies a total area of nearly 40,000 square feet and commands stunning views of the course. Through the use of selected timbers, stone and marble, together with complementary fabrics, leading interior designer Jenny Maclean has created a welcoming and comfortable clubhouse with a feeling of country luxury.

Whatever the Event

The Oxfordshire is not just about golf. With its fantastic setting and extensive facilities, it is also the perfect venue for social and business events. Meetings and conferences of all scales can be hosted effortlessly with a range of specifically designed rooms available. The Oxfordshire, also has a great reputation as a magical location for weddings and our experienced staff are always on hand to give as much or as little help you require in the planning of your event.

We have six suites available, including the Oxford Suite which has it's own boardroom, lounge, private patio terrace and even an en-suite facility.

It needn't be all work, so why not mix business with pleasure and finish the day with a round of golf on our championship golf course.

A range of secretarial services from copy typing to photocopying are available on request.

- Reception:** Your first port of call. The receptionist will allocate your own personal locker for the day and answer any questions you may have.
- Conference Rooms:** Choosing the right venue is important and The Oxfordshire boasts six conference rooms which can be used for private functions and business meetings. The Oxfordshire sets the scene to create the ideal environment in which to do business.
- Card Room:** Perfect for small meetings
- The Oxford Suite:** Ideal for the smaller meeting or function, the suite is a boardroom and lounge with direct access to an en-suite bathroom, offering a totally self-contained environment, ideal for product launches, team building events, meetings, private functions or as a bridal dressing room.
- The Lakes Lounge Bar:** Perfect for a relaxing drink after golf or before dinner. The bar boasts fantastic panoramic views of the golf course and of the Oxfordshire and Buckinghamshire countryside. The Lounge is open for drinks during restaurant opening hours.
- Ofuro Baths:** Even showering at The Oxfordshire offers a little more. Use the traditional showers or Japanese showers followed by relaxing in our unique Ofuro baths.
- The Oaks Restaurant:** With seating for up to 100 diners, the restaurant is the perfect venue to entertain friends and colleagues and can also be used as a conference suite for up to 160 delegates.

Weddings

Situated in beautiful countryside, The Oxfordshire offers the perfect setting for your wedding day. The 300 acre estate provides a stunning backdrop for your wedding photographs, and our attentive staff are there to ensure your day runs smoothly. Wedding parties can be held for a maximum of 200 guests. Our Chefs have created a mouth-watering menu that blends tradition and innovation, and our experienced staff can help you plan the entire event from flowers to photographs, to ensure a day you'll always remember.

Private Functions

From 70's disco to string quartet we can arrange a party to remember. Our parties begin in the delightful lounge where champagne and canapés are available. On summer evenings you and your guests can stroll out onto the balcony and take in the breathtaking views of the rolling Oxfordshire countryside. Our private party rooms can be tailored to suit your specific requirements, and our experienced staff are always available to help with the planning of your ultimate bash.

Non Member Conference Rates

Delegate Packages - based on a minimum of 12 delegates

Standard 8 Hour Day Delegate Package	£50.00
Standard Half Day Delegate Package	£26.00
Corporate Hospitality Package	£110.00
Conference Room Hire	
The Oxford Suite	£350.00
Fairways Suite 1	£240.00
Fairways Suite 2	£240.00
Fairways Suite 3	£240.00
Card Room	£200.00
Syndicate Hire per room*	£100.00

Secretarial Services

Photocopying – per sheet (b&w)	£0.20
Facsimile – UK per page	£1.50
Facsimile – Overseas per page	£2.50
Word processing per page	£5.00
Acetate	£1.50
Telephone – per unit	£0.25
e.mail – per mailing	£2.50
Internet Connection – per unit	£0.25

Audio Visual Equipment Charges

White Board	£20.00
Flipchart, Pad and Pens	£15.00
Screen	£30.00
Overhead Projector	£20.00
LCD Projector	£75.00
TV and Video	£55.00
PA System	£50.00
Own Equipment Facility Fee	£25.00

Additional Conference Supplies

Coffee, Tea and Biscuits (per cup)	£2.50
Bacon Butties & Coffee	£6.00
Danish Pasties & Coffee	£3.75
Fresh Fruit Basket small/large	£7.50/£15.00
Bottled Water small/large	£1.20/£4.00
Jug of Fresh Orange Juice	£6.00

All conference and equipment prices are excluding VAT and may be subject to change without prior notice

*A syndicate room can be hired in addition to a main meeting room where delegates are on all an inclusive package. Any additional equipment required for these rooms will be charged at the current rate. Enquiries regarding availability contact Tracy Kingsnorth on 01844 278300.

Member Conference Rates

Delegate Packages - based on a minimum of 12 delegates

Standard 8 Hour Day Delegate Package	£40.00
Standard Half Day Delegate Package	£26.00
Corporate Hospitality Package	£82.50

Secretarial Services

Photocopying – per sheet (b&w)	£0.20
Facsimile – UK per page	£1.50
Facsimile – Overseas per page	£2.50
Word processing per page	£5.00
Acetate	£1.50
Telephone – per unit	£0.25
e.mail – per mailing	£2.50
Internet Connection – per unit	£0.25

Conference Room Hire

The Oxford Suite	£175.00
Fairways Suite 1	£120.00
Fairways Suite 2	£120.00
Fairways Suite 3	£120.00

Conference Room Hire *cont.*

Card Room	£100.00
Syndicate Hire per room*	£100.00

Audio Visual Equipment Charges

White Board	£20.00
Flipchart, Pad and Pens	£15.00
Screen	£30.00
Overhead Projector	£20.00
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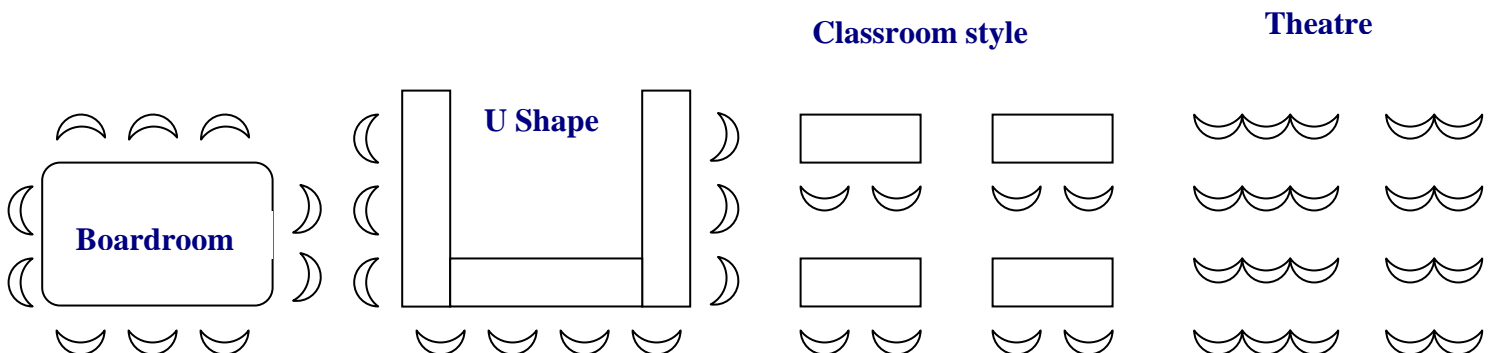
Meeting Room Dimensions

Room	Size Meters	Board	U Shape	Cabaret	Theatre	Dinner
The Oxford Suite – Lounge Area	10.1 x 7.3	30	24	35	80	40
The Oxford Suite – Board Room	6.5 x 4.0	14				14
Fairways Suite 1	8.6 x 4.8	15	10	15	25	15/20
Fairways Suite 2	8.6 x 4.8	15	10	15	25	15/20
Fairways Suite 3	8.6 x 5.3	15	10	15	25	15/20
Card Room	6.5 x 4.0	8	8		15	8
Lakes Lounge Bar	13.0 x 8.8					
Oaks Restaurant (Extended with Fairway Suite)	12.7 x 10.3	50	45	56 (7 tables of 8) 63 (7 tables of 9)	150	90 160

Combined Meeting Room Dimensions

Room	Size Meters	Board	U Shape	Cabaret	Theatre	Dinner
Fairway Suite 1 & 2	10.1 x 8.6	28	20	40	80	48
Fairway Suite 2 & 3	10.6 x 8.6	28	20	40	80	48
Fairway Suite 1, 2 & 3	15.4 x 8.6	40	38	70	100	70

Meeting Room Layouts



Fork buffet menu

Meat & fish (choose 2)

Chicken & bacon salad
Home cooked ham
Roast Norfolk turkey
Smoked salmon & prawns
Poached salmon mayonnaise
Chefs selection of cured meats

Salads (choose 3)

Coleslaw
Potato salad
Garden salad
Nicoise salad
Greek salad
Ceaser salad
Tomato & onion

Potatoes (choose 1)

Hot new potatoes
Chips

Desserts (choose 1)

Chef's choice of dessert
Selection of cheese & biscuits

Bread basket, sauces & dressings

£20.00 per head additional items £1.50 per head per item

Finger Buffet Menu

Selection of Sandwiches

Open Sandwiches on Ciabatta

Selection of Tortilla Wraps

Olives and Nuts

Barbeque Marinated Chicken Drumsticks

Chicken Satay with Peanut Dip

Homemade Sausage Rolls

Selection of Vegetable Quiches

Tomato and Mozzarella Pizza

Pepperoni Pizza

Goats Cheese and Red Onion Tarts

Selection of Dim Sum with Soy Sauce

Teriyaki Marinated Salmon Skewers

Vol au Vents with various fillings

Mixed Vegetables Crudites with Various Dips

Vegetable Spring Rolls

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Fresh Fruit Platter

Cheese and Biscuits

Homemade Scones with Clotted Cream

£15.00 per person

£1.75 per person for additional items

## **CONFERENCE & VISITORS DRESS CODE**

Conference organisers are asked to follow the strict dress code applied by the club and to advise all delegates and additional guests attending a conference or function on their behalf.

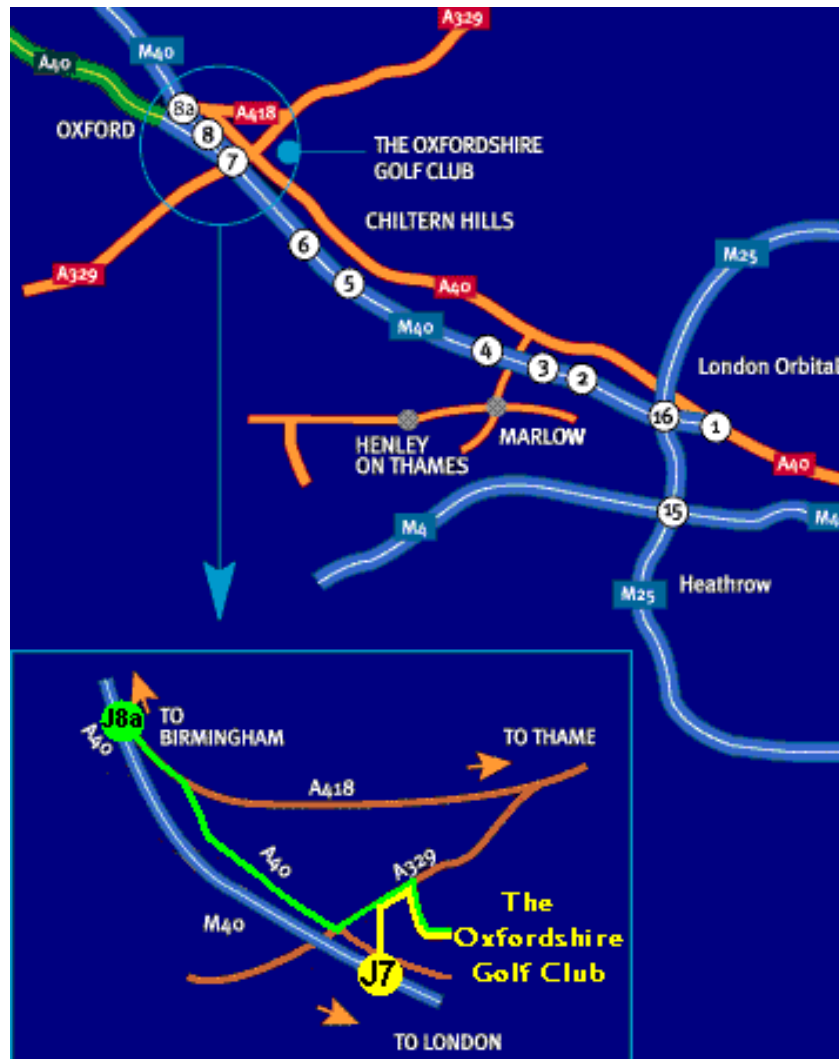
The club wishes to preserve a “smart but casual” approach based on clothing that is principally designed for golf. As, however, dress sense is a highly subjective topic, the club would appreciate your support in maintaining the following standards of dress:

- Trousers:** Ripped jeans, tracksuits and military style attire are not considered appropriate within the clubhouse. Smart jeans can be worn.
- Shorts:** Tailored shorts may be worn at any time, but men are required to wear either long socks of any colour or predominantly white short socks.
- Shirts:** For men, shirts without collars are not deemed appropriate; and all shirts should be tucked into trousers or shorts.
- Shoes:** Smart trainers and smart shoes can be worn in the clubhouse.
- Caps:** Caps should not be worn the wrong way round (i.e. peak at the back), and should not be worn in the Clubhouse.

The implementation of this dress code is primarily the responsibility of the Management and staff of The Oxfordshire. It is expected that the implementation of this code will be effected with courtesy and common sense - especially as regards to guests and visitors. However, those who knowingly disregard the dress code may be asked by a member of staff to leave or refrain from entering certain areas of the clubhouse.

Thank you in advance for your co-operation in adhering to the above.

## How To Find Us



### **From London**



Leave the M40 at Junction 7 and take the A329 towards Thame. The Oxfordshire Golf Club is on the right-hand side of the A329 just 1.5 miles (2.4 kms) from the motorway.

### **From Birmingham**



Leave the M40 at Junction 8a (no exit at Junction 7) and take the A418 to Thame for 1/4 mile, then take the first right onto the A40. Follow this road until you arrive at the A329 and turn left. The club is located 1/2 miles on the right-hand side.