

The TALBOT



MEETING & EVENTS

The Venue

When it comes to planning the perfect business event or special occasion, the combination of experienced event organisers, outstanding venue facilities, delicious food and attention to every small detail is critical to its success.

The Talbot has for centuries played its part in history. It is said to have provided the stage for Lord Nelson and Lady Hamilton's love affair to blossom in 1798, and remains one of England's finest coaching inns.

Conveniently located within 10 minutes of both Guildford and Woking, The Talbot provides a great alternative to traditional hotels or purpose-built conference centres for meetings and events. Just a couple of miles from J10 of the M25 and only half an hour from London.

Our Space

We have a number of different Event Rooms to cater for small and intimate meetings of 15 guests to large conferences of up to 120.

The Wisley

The Wisley Suite is our largest room and can hold up to 80 guests banqueting or 120 theatre style. This room also comes complete with an integral LCD projector with screen and an AV system.

The Victory

Just off our courtyard area, the Victory room is just right for a corporate meeting with a separate refreshment area. This room can hold up to 30 guests boardroom layout.

The Surrey Barn

The Surrey Barns were originally the stables belonging to the coaching inn. Now it is the perfect setting for a meeting up to 30 delegates with adjoining syndicate room.

Business and Private Events

We guarantee all the touches which will make your meeting or event run smoothly. With our focus on ensuring every delegate receives an individual service, your conference, meeting or event is in safe hands allowing you time to deliver and complete your objectives. Each event is as unique and we can further support you by offering tailor made packages that are just right for you.

If you are looking to host a training session, executive board meeting, or a special event we are proud to present delegate packages, created for people to enjoy with minimal notice, ideal for the impromptu occasions.

Our Head Chef and the team use the very best ingredients, to provide healthy but energising options. With prices starting from £35.00 per delegate and the freedom to tailor make your events The Talbot is worthy of being at the top of your shortlist.

- Dedicated event coordinator
- Staging and audio-visual production*
- Entertainment – DJ, entertainers and venue decorating*
- Transportation - car hire, chauffeur driven transport, transfers*
- Menu planning to suit your occasion
- Flowers - with innovative displays for Themed events*

We will be delighted to put together a tailor-made menu or itinerary for your event.

You might want to include an activity to help make your function unique with walks through the Surrey hills/ countryside, Wine tasting Interaction at the local vineyards, Gin Distillery Tours and Wisley Garden strolls.

NB* Additional charges apply

Delegate Packages

Minimum numbers of 10 apply for Day Delegate Packages

Package 1 - Day Delegate Rate £35.00pp

- Arrival Tea and Coffee served with Pastries
- Jugs of Ice Water
- Midmorning Tea and Coffee with Biscuits
- Working Buffet Lunch
- Afternoon Tea & Coffee served with Homemade Cake
- Main Meeting Room Hire
- Delegate Stationary
- Wi-Fi and free Parking

Package 2 - Day Delegate Rate £45.00pp

- Arrival Tea and Coffee served with Pastries
- Bottled Still & Sparkling Water
- Midmorning Tea and Coffee served with Biscuits
- Working Hot Buffet Lunch
- Afternoon Tea & Coffee served with Homemade Cake
- Projector, screen & flipchart
- Main Meeting Room Hire
- Delegate Stationary
- Wi-Fi and free Parking

For an extra £5 per delegate for meetings in The Victory, tea and coffee can be offered unlimited for the day with our Tchibo Coffee machine.

Delegate Packages Continued

24 Hour Rate - £159.00pp

- Arrival Tea and Coffee Served with Pastries
- Jugs of ice water
- Midmorning Tea and Coffee served with Biscuits
- Working Hot Buffet Lunch
- Afternoon Tea & Coffee served with Homemade Cake
- Main meeting room hire
- Projector, screen & flipchart
- Delegate Stationary
- 2 course Dinner- Allowance of £25 per person
- Accommodation in a classic double room
- Full English Breakfast
- Wi-Fi and Free Parking

Dimensions

	The Wisley	Surrey Barn	The Victory
Theatre	120	40	--
Classroom	58	20	16
Boardroom	60	30	30
U-Shape	30	15	--
Cabaret	50	24	16
Banquet / Dining	80	30	30
Reception	100	50	--
Existing	--	--	--
Meeting Minimum Delegates	50	20	10

Bedrooms

The Talbot offers a choice of 43 bedrooms, most of them located in our Ripley Wing. The rooms in the Ripley Wing have a contemporary style, whereas the nine bedrooms in the coaching inn, all retain traditional character and original features.

Our bedrooms include:

- Flat screen plasma TV with Freeview
- Desk and chair
- Free hi-speed wireless internet access
- Tea and coffee making facilities
- Hairdryer
- Iron and ironing board
- Safe

NB please note that Classic rooms do not have baths and feature rain shower only.*

Dining Options

Our Head Chef and the team are working to ensure that the menus at the Talbot suit all tastes. We believe that it is possible to provide outstanding locally sourced, quality food in stylish yet informal surroundings at sensible prices and we have a reputation for doing just that.

The menus feature imaginative modern British a la carte dishes, as well as traditional classics and seafood specialities. For those with a sweet tooth we have an array of mouth-watering puddings that are quite simply, to die for!

We have a choice of areas in which you can dine, from our cosy bar with its 15th Century beams and open log fires to our restaurant which features a stunning copper ceiling and Garden Room that overlooks the Summer terrace and garden.

Canapés Menu

Chicken Tikka Skewers
Honey and Sesame Coated Cocktail Sausages
Mini Beef Yorkshire Puddings
Minted Lamb Kebab
Smoked Salmon and Chive Tartlette
Thai King Prawn Skewers
Smoked Haddock & Pea Bon Bon
Salt & Pepper Squid
Spicy Gazpacho Shots (v)
Mini Vegetable Spring Rolls (v)
Rosemary Shortbread, Feta and Black Olive (v)
Caramelised Onion and Goat's Cheese Tart (v)

3 Canapés per person £7.50 | 4 Canapés per person £9.50



Nibbles

Marinated Olives
Nelsons Spiced Roasted Nuts
Kettle Crisps

£3.95 per bowl per item

Wisley Menu

Choose 1 starter, 1 main and 1 dessert to create your menu

Additional choices are available for vegetarians and guests with allergies

To Start

Leek & Potato Soup

Tomato, Basil, Mozzarella Salad, Pesto Dressing

Trio of Melon with Feta Cheese & Raspberry Coulis

Ham Hock Terrine, Piccalilli, Toasted Sour Dough



To Follow

Chicken Supreme, Fondant Potato, Wilted Spinach, Jus

Pan Roasted Pork Fillet, Colcannon Mash, Fine Beans, Cider Sauce

Roasted Fillet of Haddock, Parisienne Potatoes, Kale, Dill Cream

Salmon & Prawn Fishcake, Pea & Mint Salad, Lemon & Dill Mayonnaise



To Finish

Warm Sticky Toffee Pudding, Toffee Sauce & Vanilla Ice Cream

Glazed Lemon Tart, Raspberry Sorbet

Dark Chocolate Torte with Raspberry Coulis

Vanilla Cheesecake with Mixed Berry Compote & Honeycomb

£37.00 per person

Surrey Menu

Choose 1 starter, 1 main and 1 dessert to create your menu

Additional choices are available for vegetarians and guests with allergies

To Start

Beetroot Cured Salmon, Crisp Fennel Salad, Caper Dressing

Parma Ham wrapped Asparagus, Duck Egg Yolk Dressing

Chicken & Ham Boudin, Curry Mayonnaise, Bread Crisps

Crayfish & Prawn Cocktail, Toasted Granary Bread



To Follow

Braised Beef Blade, Horseradish Mash, Fine Beans

Honey Glazed Duck Breast, Celeriac Puree, Fondant Potato, Chantarray Carrots, Jus

Fillet of Salmon "Au Pistou"

Pan Roasted Cod Loin, Panache of Vegetables, Lemon & Basil Butter Sauce



To Finish

White Chocolate Panna Cotta, Raspberry Coulis, Honeycomb

Strawberry Mousse, Macerated Strawberries, Strawberry Granita

Mango & Ginger Parfait, Coconut Tuille

Rich Chocolate Mousse, Burnt Orange Cream

£42.00 per person

Emma's Menu

Choose 1 starter, 1 main and 1 dessert to create your menu

Additional choices are available for vegetarians and guests with allergies

To Start

Confit Duck Terrine, Raisin Puree, Morello Cherry Compote, Toasted Brioche
Scottish Smoked Salmon, Capers, Pickled Shallot, Crème Fraiche
Fillet of Beef Carpaccio, Watercress, Confit Tomatoes, Horseradish
Wild Mushroom & Smoked Chicken Risotto, Truffle Oil, Parmesan Crisp



To Follow

Braised Lamb Shank with Sweet Potato Mash, Fine Beans, Rosemary Jus
Roasted Salmon Fillet, Potato Cake, Baby Leeks, Bisque Sauce
Fillet of Beef Rossellini, Potato Rosti, Port Jus
Roasted Rump of Lamb, Dauphinoise Potatoes, Baby Vegetables, Mint Jus



To Finish

Trio of Chocolate, Chocolate Ganache, Chocolate Mousse, Chocolate Tuille
Rhubarb & Custard Parfait, Ginger Honeycomb Crumb
Trio of Citron, Lime & Basil Cheesecake, Lemoncello, Orange Sorbet
Apple Tarte Tatin, Caramel Ice Cream

£47.00 per person

Children's Menu

Choose 1 starter, 1 main and 1 dessert to create your menu

Additional choices are available for vegetarians and guests with allergies

To Start

Tomato Soup

Garlic Bread

Melon Balls



To Follow

Fresh Chicken or Fish Goujons, Chips, Garden Peas

Sausages, Mash, Garden Peas

Macaroni Cheese



To Finish

Selection of Ice Creams

Chocolate Brownie with Vanilla Ice Cream

Talbot Sundae

£20.00 per child

Vegetarian Menu

To Start

Tomato & Mozzarella Salad with Pesto Dressing
Shallot Tarte Tatin, Blue Cheese & Baby Leaf Salad
Chilled Gazpacho Soup, Fried Tortillas
Grilled Halloumi, Courgette & Chilli Salad



To Follow

Wild Mushroom Risotto, Truffle, Parmesan Crisp
Roasted Butternut, Spinach & Feta Cheese Pithivier
Spaghetti, Tomatoes, Garlic, Basil, Black Olive, Capers
Spinach & Ricotta Parcel, Creamed Leeks



To Finish

Dessert to be as chosen from other menu

£37.00 per person

Buffet Menu

We require a minimum of 90% of your guests to be catered for.

Freshly Made Sandwiches (v)
Bacon Rolls
Chips
Cajun Chicken Skewers
Honey and Mustard Cocktail Sausages
Fish Goujons with Tartar Sauce
Minted Lamb Kebabs, Mint and Cucumber Yoghurt
Bacon and Gruyere Tarts
Chicken Tikka Pieces, Mango Chutney
Lemon and Thyme Roasted Chicken Drumsticks
Homemade Sausage Rolls
Roasted Vegetable and Mozzarella Pizza (v)
Spinach and Goat's Cheese Tart (v)
Vegetable Spring Rolls (v)
Seasoned Potato Wedges (v)
Pesto Pasta Salad
Vegetable Couscous
Potato Salad
Mixed Salad

Please select 5 items from the above menu to create your buffet

£17.50 per person (5 items)

Additional items £3.95 per person

Hog Roast

Locally Reared Hog served Indoors or Outdoors

Crackling

New Potato Salad

Chunky Apple Sauce

Mixed Green Salad

Coleslaw

Vegetarian Options

Selection of Rustic Bread and Rolls

Sauces and Dressings

Please note: Minimum numbers 70

£25.00 per person



Evening BBQ

Homemade Burgers / Vegetarian & Meat

Pork Sausages

Vegetable Kebabs

Chicken Satay Skewers

Jacket Potatoes

Bread Basket

Salad Bar

Please note: Minimum numbers 70

£25.00 per person

Pricing & Numbers

Event Venue Hire and Capacities

VENUE HIRE	The Wisley	Surrey Barns	The Victory	The Garden Room	Wisley and Surrey Barns
Sunday - Friday	£595.00	£345.00	£295.00	£395.00	£795.00
Saturday and Bank Holiday Sunday	£695.00	£545.00	£295.00	£395.00	£895.00

For evening events with over 50 guests, The Wisley and Surrey Barns must be hired together. Please note a minimum number of 50 guests are required for bookings in The Wisley.

Background music only is permitted in the Surrey Barn.

Minimum Numbers

Events & Receptions held at The Talbot are subject to the below minimum numbers.

Room	Number of Guests
The Wisley	50 guests
The Surrey Barn	20 guests
The Victory	15 guests
Emma's	10 guests

If your number of guests fall below these minimum numbers you be charged on a bespoke basis or a supplemented room hire.

Damage

You are responsible for all allocated rooms during the period of the booking. Any damage to the rooms or their contents incurred as a result of the acts, omissions or default on the part of you, your guests, employees, subcontractors or representatives or their guests may result in a charge to remedy such damage. The client, their guests, employees or third party subcontractors will be liable for the cost of repairs carried out as a result of any damage caused to any property or equipment owned by Bespoke Hotels by the negligence, wilful act or default of any such person. Bespoke Hotels accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you, your guests, employees or associated third parties.

Terms, conditions and cancellation policy

All bookings will be considered provisional until the hotel receives a signed copy of the terms and conditions and appropriate non-refundable deposit. Due to sound limitations imposed by the council, live music is not permitted at The Talbot at all times, in any rooms. A sound limiter is installed with a maximum of 85dB in The Wisley. This limit includes ambient noise.

Background music only is permitted in The Surrey Barns, The Victory and the Garden Room up until midnight. There is no music license for this hotel after 12am. Background music can only be used through the hotel system. Clients or guests may not bring any food or drink into the hotel for consumption on the premises. We do not allow external catering or corkage. If any of your guests bring alcohol onto the premises during your event you will be charged £20 per bottle.

Once menu choices have been submitted any additions and changes after this time will be subject to a £20.00 admin charge, which includes guests that change their main course choice on the day. One choice of starter, main and dessert must be selected with the exception of special dietary requirements.

All charges must be pre-paid in advance no later than 14 days prior to arrival. Delegates to settle any additional extras on departure. Credit facilities can be arranged for invoice after the event however this must be applied for within 30 days of your event and will only be granted subject to the successful completion of the appropriate credit reference checks. Accommodation rooming list, menu choices and meeting timings for each day must be received and confirmed no later than 14 days prior to arrival.

Cancellation Policy

All deposits are non-refundable however if for any reason you need to cancel your booking then the following cancellation policy will be applicable of the total booking:

0- 30 days prior to arrival	100% of estimated costs
30 - 60 days prior to arrival	75% of estimated costs
60 – 90 days prior to arrival	25% of estimated costs
Prior to 90 days	No charge

Any cancellations of delegates will be charged as per the above on the final invoice.

How To Find Us

The Talbot is conveniently located on Ripley High Street, just off the A3, less than 2 miles from Junction 10 of the M25 with direct access to Central London on the A3.

We are also just 20 minutes from both Heathrow and Gatwick international airports.

Travelling south from London, leave the A3 at the turn off for Ripley (just after the M25 exit). Follow signs for Ripley and you will find us on your left hand side.

West Byfleet train station, located 10 minutes' drive away, offers direct link to Waterloo Station and takes 30 minutes. Vauxhall Station is 20 minutes and offers a direct route to Euston Station.

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HOTELS
