



THE GREENBANK

BUSINESS CONFERENCES,  
MEETINGS AND EVENTS

# LET'S GET DOWN TO BUSINESS...

Here at The Greenbank, we have extensive experience of providing facilities and services for business meetings, conferences, seminars and away days. With space to suit your every need, our close attention to detail, and a dedicated team of professional staff – we will ensure that your next event is a success.

With sweeping views across Falmouth harbour, our unbeatable location allows you to escape the usual humdrum for a breath of fresh sea air. Come and settle in our lovingly refurbished areas which promise laidback luxury and contemporary comfort, leaving your team to concentrate solely on the task at hand.

Around the hotel there are many areas for your tea and coffee breaks, as well as the award-winning Water's Edge restaurant for delicious conference lunches.





## THE RIVERBANK SUITE

The Riverbank Suite is a large, bright and versatile room, providing a beautiful backdrop to any conference or event. The full length windows and three patio doors provide natural daylight and breath-taking views overlooking the harbour. The venue boasts its own private facilities, a bar, dancefloor and balcony overlooking the water.

### ROOM DETAILS

- Perfect for conferences, dinners and evening entertainment
- Private waterfront balcony with harbour views
- Patio chill out area
- Free Superfast Wi-Fi
- Private bar and dancefloor area
- Private external entrance staircase leading from onsite parking
- Ladies and Gents conveniences situated nearby
- Stereo surround sound system
- Situated on the first floor and accessed via the main staircase or part stairs and lift

### ROOM SET UP

Maximum number of delegates:

**Boardroom**  50

**Theatre**  110

**Classroom**  60

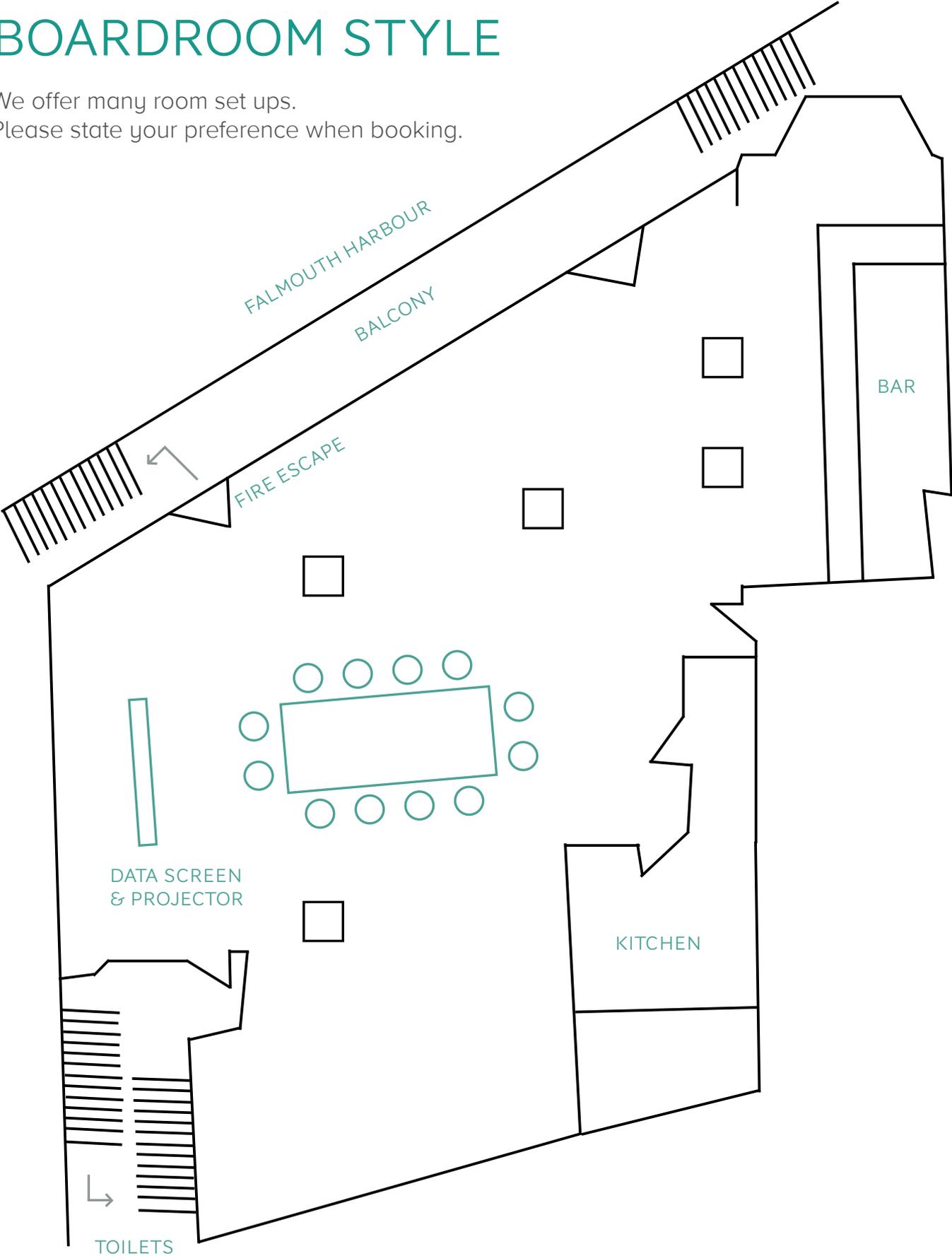
**Cabaret**  60

**Dinner**  110

**U Shape**  40

# FLOORPLAN BOARDROOM STYLE

We offer many room set ups.  
Please state your preference when booking.





# DAY DELEGATE RATE

## CLASSIC PACKAGE

Rates start from £26 per delegate and includes:

- Conference room hire
- Projector and screen
- Flipchart and pens
- Delegate stationery
- Mints, iced water and cordials
- Freshly filtered coffee, tea and biscuits on arrival
- Mid-morning tea, coffee and biscuits
- Traditional buffet lunch or your choice of chef's plate
- Mid-afternoon tea and freshly filtered coffee with biscuits or cake

## DELUXE PACKAGE

Rates start from £35 per delegate and includes:

- Conference room hire
- Projector and screen
- Flipchart, pens and delegate stationery
- Mints, iced water and cordials
- Freshly filtered coffee, tea, juice, croissants and preserves on arrival
- Mid-morning tea, coffee, juice and Danish pastries
- Traditional buffet lunch or your choice of chef's plate
- Mid-afternoon tea, freshly filtered coffee, juice and homemade cake

## EXTRAS

Sausage or bacon baps on arrival, freshly baked pastries, wine, fruit bowls and more can all be added to the above packages. Please contact our Events Manager to discuss your requirements, which we can build bespoke to you.

# MENU

## CHEF'S PLATES

### QUAYSIDER

Bamboo king prawns  
Sea salt pepper squid  
Flash fried whitebait  
Lemon

Dressed baby gem salad  
Lemon saffron aioli  
Sea salt shaved cucumber  
Artisan baguette, Cornish butter, sea salt  
Nocellara olives

### GRAZER *charcuterie, cheeses*

Cured hams: parma, coppa  
Cornish cheeses; brie, Yarg, blue  
Pickle remoulade, sauerkraut  
Nocellara olives  
Dressed baby gem salad

Pork pie  
Black pudding Scotch egg  
Borettane balsamic onions  
Vine tomatoes  
Artisan baguette, Cornish butter, sea salt

### VEGETARIAN *all the goodness of the grazer but replace the meats with...*

Roasted peppers  
Charred artichokes  
Blush tomatoes

Roquito peppers  
Fine beans

## BUFFET ITEMS

**Choose 4 items for £15, £3.50 per extra item**

A Selection of Oriental Dim Sum with Dipping Sauces  
A Selection of Sandwiches  
Pigs in Blankets  
Cornish Cocktail Pasties  
Mini Fish and Chips in cones  
Spicy Potato Wedges & Tomato Salsa (V, GF)  
Mini Beef Burgers with Caramelised Onion  
Duck Wraps, Hoi Sin, Cucumber, Spring Onion  
Brownie & Clotted Cream (V)  
Traditional Scones, Strawberry Jam & Clotted Cream (V)  
A Selection of Cheeses, Wafers,  
Tomato Chutney & Grapes (V) \* Supplement £5 per person

# ROOM ONLY HIRE RATES

Room hire is available for full or half day and includes:

- Delegate stationery
- Iced water, cordials, and mints
- Projector and screen
- Flipchart and pens
- Superfast Wi-Fi

## RIVERBANK SUITE

Half day £400

Full day £800

## ADDITIONAL REFRESHMENTS

Freshly filtered coffee, tea and biscuits **£2.50 per head**

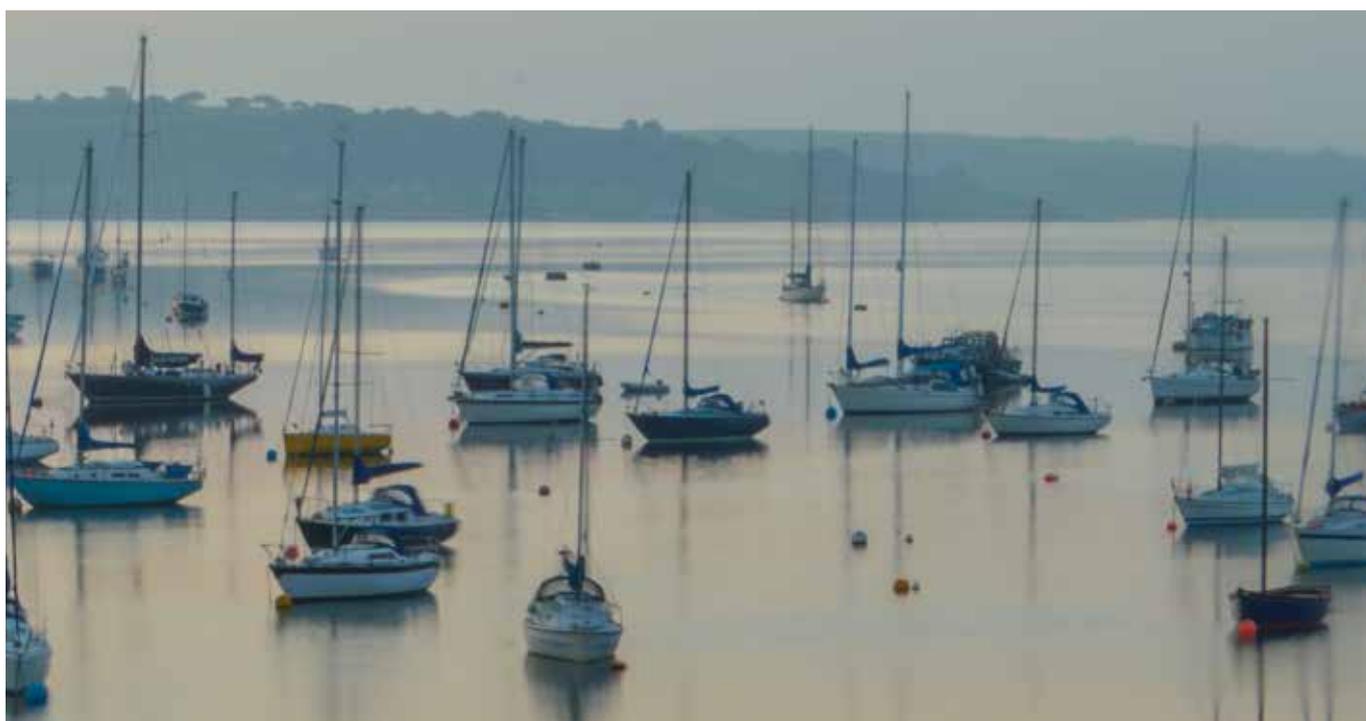
Pitchers of fresh juice **£10 large**

Still/sparkling water **£3 per 750ml bottle**

Your choice from our buffet menu **£16 per head for four items**

Extra buffet items **£4 per item**

Three course dinner **£25 per head (£35 allocation) on request**





# CHRISTMAS CELEBRATIONS

Celebrate the festive traditions at The Greebank this year, and let our team look after you.

## FESTIVE LUNCHESES

Christmas pudding. Pigs in blankets. Perfect parfait. Food is a favourite part of the Christmas season – so whether it's a laidback lunch or a lively gathering with cocktails on tap, we hope you can indulge with us. Lunches are just £25 for three courses.

## CHRISTMAS PARTIES

The perfect way to celebrate with friends and colleagues, with music from our resident DJ. Exclusive rates available for Water's Edge restaurant

We welcome parties of any number, up to 110. Dates are available from 30th November until 26th January. Bespoke packages are available to suit all - just get in touch and we'll do the rest.

Party prices start at £29.95 per person and accommodation rates are available from £60 per room midweek and from £75 per room on weekends (Fridays and Saturdays.)

## NEW YEAR'S EVE

Promising a celebration to remember, our New Year festivities are sure to put the sparkle into 2019's arrival. Opt for a refined evening in the bar as cocktails are shaken and stirred, or get footloose in the Riverbank Suite. Prices including a four course meal start at £69 per person.

# TERMS & CONDITIONS



## CHARGES

A day delegate (eight hour) rate is deemed to include refreshments as detailed, a two course hot and cold buffet lunch, room hire and equipment.

Account facilities will only be granted to those companies or individuals which have established credit facilities in advance. Companies requiring credit facilities will need to apply to an open account 14 days in advance of the event. If the event is within 14 days, a 25% deposit is needed to secure the booking.

The hotel reserves the right to withdraw credit facilities at any time without notice.

If credit facilities are not agreed then a deposit of 25% on booking will be required. The remaining balance must be paid on the day of the event. Failure to meet payment on due dates will incur an interest charge on a daily basis being charged for every day over the contracted due date.

## CANCELLATIONS

The hotel reserves the right to charge the following sum for any loss of income due to cancellation, non-arrival, or substantial reduction in the numbers confirmed for services as follows, unless a booking is obtained for the same dates from a third party on no less favourable terms. In all instances, notification of cancellation must be made in writing and will be effective on the date received by the hotel.

Cancellation charges with a credit facility can be transferred to future conference bookings within a six month period from the date of the original booking. A 25% non-redeemable deposit will be taken once booking is confirmed from companies without credit facility.

### Cancellation period

Up to 3 months prior to event  
3-1 months prior to event  
1 month to 3 days prior to event  
48 hours or less prior to event

### Charges

No cancellation charge  
25% of total anticipated charges  
50% of total anticipated charges  
100% of total anticipated charges