



EVENTS WITH STYLE



## Welcome to the Ramada York

Set in 6 acres of private grounds this charming country house hotel is an ideal location for your event.

The Parkside Suite consists of a large private room with its own bar and dance floor and can accommodate up to 120 guests for a sit down meal or 180 guests for an informal event. The Oak Room is oak panelled and the draped, tented ceiling gives an intimate atmosphere for smaller events for up to 40 guests. The spacious lounge areas are ideal for your guests to relax both before and after the event. All the event rooms and public areas are on the ground floor providing easy access for all your guests.



## Make it memorable

Preparing for your event should be stress free and straight forward as well as being really special on the day itself. With a bit of thought there are hundreds of ways to make it really memorable - from the meal itself to table decorations, from background music to providing a theme. We help you make your celebration whatever you want it to be. Just let us know what you want and we'll make sure it happens.

### Here to help

We believe that planning ahead is the key to a successful event. You want to remember it for all the right reasons and to make sure this happens you'll have your own dedicated Event Consultant right from your first call.

They can call on years of experience from our whole team and will guide you through the build up before they hand over to your Event Manager. That's who will be there on the day to ensure everything runs smoothly.

Your first point of contact when you arrive at the hotel will be your Event Ambassador. They'll be on hand to personally meet and greet your guests and make sure everyone knows where to go whether it's coats, drinks or cloakrooms. Just one less thing for you to worry about on the day.

There's so much to organise, so let us take the strain and do the hard work for you. That's what we're here for.



Of course, it can be stressful organising any event so we've put some tips together to ensure the planning of yours goes as smoothly as possible.

**Set the ground rules** - Remember it is your event and it's important that everyone understands this. Clearly set out what you want, from the start. But don't forget to use the skills and ideas of others, especially if you're planning a surprise celebration.

**Set your budget** - You can make your event whatever you want it to be, just establish what your budget is and we will work to that. Remember, that our packages are just a guide and can be fine-tuned to your individual taste, just tell us what it is you want to make the event perfect.



**If you're having a hotel... use it** - If we have it you can have it, if not, we'll do all we can to get it for you. From an MC to a magician; a choice of after dinner speakers to bands and entertainers we'll do our best for you. And if it's a theme you're after then let us help out with that too - from a beach party to a winter wonderland; a formal black tie to mardi gras; a colour themed dinner to a carnival, our wealth of experience will ensure you have a night to remember.

*"Remember to enjoy yourself!"*





We believe you'll want to relax and enjoy the event too, so we've come up with some small touches to ensure it goes exactly as planned:

**Agree the menu... then try it out\*** - The food at any celebration is always eagerly awaited and should be exactly the way you want it. To make sure it is, we'll invite you to the hotel restaurant to try out your menu and wines, with our compliments, before your event.

**Your Event Manager will look after you on the day** - During the build up to your event you will be liaising with your personal Event Consultant who's on hand to help you with even the smallest of detail, and on the day your Event Manager will ensure everything goes to plan. If you'd like we'll arrange to introduce you before your celebration so you won't have any worries.

**Say thank you\*** - It can be exhausting planning any celebration, that's why we'll give you a complimentary weekend break voucher - so you can relax after the special occasion.

\* Minimum numbers apply - please check with the hotel when placing your booking.



...We want to make sure that you know exactly what you will pay so we will guarantee that the prices we agree with you at the time of your booking will not increase for a period of 18 months. Excludes government imposed duty increases or changes to the rate of VAT.





## Building up to the celebration

### Your questions answered

#### **I've got a date in mind for my event, what's the next step?**

Because we can take bookings so far in advance you should contact us as soon as possible to check availability. We sometimes have dates available up to the last minute, especially for days such as Fridays and Sundays, so it's often worthwhile giving us a call.

At this point we can also arrange for you to come and visit the hotel, have a look round and discuss your general requirements.

#### **You have the availability on the date I want, how do I confirm my booking?**

We will provisionally hold the date for you for a pre-agreed period of time, up to 14 days. To confirm your booking, all you need to do is sign and return a copy of the Terms of Business, together with your deposit. Details of the deposit required are laid out in the Terms of Business in your event pack.



### **When do I discuss the details?**

Your personal Event Consultant will arrange to meet with you 6-8 weeks before your event, to discuss the details, including; menus, wine, table plans, entertainment etc. They will be your main point of contact up until the day itself at which point your Event Host will take over and ensure your event goes smoothly.

### **When do I need to agree the final numbers for the day?**

To allow us to plan your event properly you will need to provide us with final guest numbers 14 days prior to the event.

### **When will I need to pay the final balance?**

Full payment of the balance is due 14 days before your event.

### **Who will be around during the event to make sure everything goes as planned?**

On the day itself you will be met by your Event Host who will be on-hand to provide their support and ensure everything happens exactly as you planned. They will have met with your Event Consultant beforehand to ensure they have a thorough understanding of every single detail, so you don't need to have any worries.

*“Memorable for all the right reasons”*

## Quick Reference:

- Maximum room capacity: 180
- Dedicated Event Consultant
- Event Ambassador greeting all guests on arrival
- 89 bedrooms
- Landscaped gardens
- Free car parking for 180 cars





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