

# Private Dining & Special Events 2025



# Welcome to Roffey Park Venue

At Roffey Park Venue, we understand the importance of creating the perfect environment for your business meetings and client entertainment. Our private dining & events packages offer an elegant and sophisticated setting where you can impress your clients and colleagues with exceptional service and gourmet cuisine.

Set in the heart of West Sussex, Roffey Park Venue is a purpose-built training, events and conference venue. Our venue combines convenience with luxury, ensuring an unforgettable experience. Located in 40 acres of rural Sussex countryside just 5 minutes from the M23, 20 minutes from London Gatwick, 30 mins from Brighton and 10 minutes from Horsham.

We have free parking onsite for up to 200 cars and are easily accessible via local train stations Horsham, Three Bridges and Gatwick Airport, all of which have fast connecting trains to London and the South East.



# Why us

## Why choose Roffey Park Venue for your Special event?

-  **Unmatched Elegance and Sophistication:** Our venue boasts beautifully decorated private dining rooms, providing the perfect backdrop for your corporate events.
-  **Exceptional Culinary Experiences:** Our expert chefs craft exquisite menus using the finest ingredients, ensuring a memorable dining experience for you and your guests.
-  **Personalised Service:** We pride ourselves on our attention to detail and personalised service, ensuring every aspect of your event is tailored to your needs.
-  **Convenient Location:** Situated in the heart of West Sussex, our venue is easily accessible for both local and international guests due to proximity to Gatwick airport.
-  **Customisable Packages:** In addition to our standard packages, we offer bespoke dining experiences that can be tailored to meet your specific requirements.



## Premium Private Dining

A premium package hosted in a private room from 12 to 20 guests with menus offering the finest ingredients freshly prepared and cooked to order with each dish matched to one of our carefully selected wines.

For those dining with us in the evening we offer an excellent bed and breakfast rate to encourage you to relax and enjoy your event without the worries of driving or taxis. (Subject to availability)

## Contact the Venue Sales Team

+44 (0)1293 851644  
venue@roffeypark.com  
www.roffeyparkvenue.com



# Premium Private Dining Packages

Hosted in a private room from 12 to 20 guests, with menus offering the finest ingredients freshly prepared and cooked to order, with each dish matched to one of our carefully selected wines.

## Menu 1

£70

Includes wine package

### Starter

Crab Salad

apple, cucumber, avocado purée, toasted sourdough

***Pinot Gris reserve, Adam, Alsace, 2022***

### Main Course

Venison Loin (GF)

celeriac fondant, wild mushrooms, cavolo nero, juniper jus

***Rioja Reserva, Spain, 2018***

### Dessert

Banana Parfait (V)

torched banana, caramel popcorn, salted caramel ice cream

***Chateau Hauts Mayne, Sauternes***

**Coffee and Petit Fours**

**All prices exclusive of VAT**

# Premium Private Dining Packages

Hosted in a private room from 12 to 20 guests, with menus offering the finest ingredients freshly prepared and cooked to order, with each dish matched to one of our carefully selected wines

## Menu 2 £85

Includes wine package  
Ridgeview Bloomsbury NV - Sparkling wine from Sussex

### Starter

Lobster Ravioli  
lemongrass sauce

**Matahiwi Estate, New Zealand, 2022**

### Main Course

Lamb Rack (GF)  
boulangère potatoes, heritage carrots, green beans wrapped in Parma ham, jus

**Primitivo Appassimento, Puliga, Italy 2021**

### Dessert

Classic Opera Cake  
served with coffee ice cream

Brighton Blue

**Taylor Late Bottled Vintage Port**

Coffee and Petit Fours

## Menu 3 £100

Includes wine package  
Bolney Classic Cuvee NV - Sparkling wine from Sussex

### Starter

Roast Scallops (GF)  
pickled cauliflower, cauliflower purée, caper & golden raisin beurre noisette

**Chablis, Domaine Tremblay, Burgundy, France 2022**

### Main Course

Beef Fillet (GF)  
rosti potato, buttered spinach, heritage carrots, red wine jus

**Chateau Pasquette, St. Emilion Grand Crus, Bordeaux, France 2017**

### Dessert

Raspberry Mille-Feuille (V), vanilla crème pâtissière

**Chateau Hauts Mayne, Sauternes**

Brighton Blue

**Taylor Late Bottled Vintage Port**

Coffee and Petit Fours

All prices exclusive of VAT

## Enhance your corporate dining experience with Premium accommodation

At Roffey Park Venue, we strive to offer an all-encompassing experience for your event. Why not make your visit even more memorable by extending your stay in one of our premium bedrooms?

Enjoy the convenience of a seamless event experience, allowing you and your guests to relax and unwind after a productive day.

For any guests dining in a premium package, we offer overnight accommodation and breakfast at just £60pp. (Subject to availability)

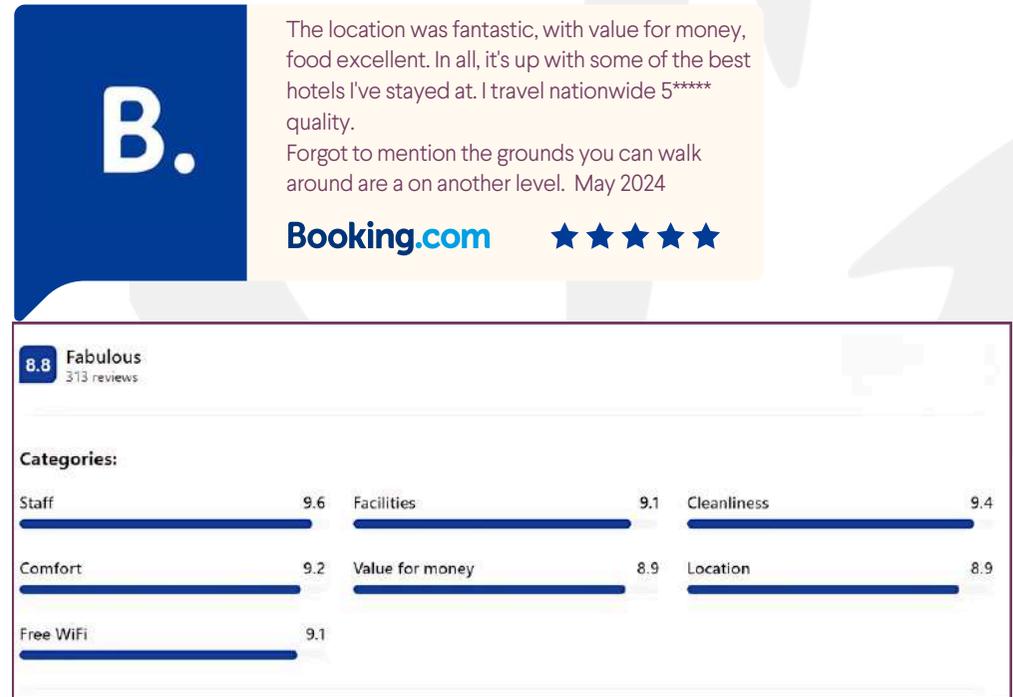


Roffey Park Venue has 60 executive en-suite bedrooms, many with views overlooking the meadow towards St Leonard's Forest. We also have an indoor swimming pool, jacuzzi, sauna, steam room and gym. Roffey Park has plenty of space for your teams to work together.



# Why choose our accommodation?

-  **Comfort and Quality:** Our well-appointed rooms are designed with your comfort and professionalism in mind, providing a restful retreat after your event.
-  **Convenient Location:** Stay just steps away from your dining and meeting facilities, eliminating the need for additional travel.
-  **Special Corporate Rate:** Benefit from our exclusive corporate discounted rate when booked with one of our packages.
-  **Complimentary Breakfast:** Start your day with a delicious complimentary breakfast, ensuring you are ready for the day ahead.
-  **Modern Amenities:** Enjoy free Wi-Fi, flat-screen TVs, and complimentary toiletries in every room.
-  **Leisure Facilities:** Unwind in our swimming pool, sauna, and steam room, or explore our 40 acres of beautiful grounds, perfect for a morning jog or an evening stroll.
-  **Scenic Surroundings:** Take in the beauty of our serene location, offering a perfect balance of business and leisure.



The location was fantastic, with value for money, food excellent. In all, it's up with some of the best hotels I've stayed at. I travel nationwide 5\*\*\*\* quality.  
Forgot to mention the grounds you can walk around are a on another level. May 2024

**Booking.com** ★★★★★

**8.8** Fabulous  
313 reviews

**Categories:**

Staff	9.6	Facilities	9.1	Cleanliness	9.4
Comfort	9.2	Value for money	8.9	Location	8.9
Free WiFi	9.1				

## Private Event Menus and Packages

We have a range of menus and packages available for private dining and entertaining. The menus are suggestions carefully designed to cater for all tastes, dietary requirements and budgets but we are also very happy to tailor menus for you so please contact our dedicated events managers to discuss your requirements in detail before deciding and to plan your entire event.

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# Private Event Menus and Packages

We offer a range of set menus, or you can select a choice of dishes to offer your guests

## Menu 4

£32

### Starter

Smoked Mackerel Pâté  
toasted sourdough, salad leaves, lemon dressing

### Main Course

Roast Corn-Fed Chicken Breast (GF)  
spring onion mash, tenderstem broccoli, red wine  
jus

### Dessert

Chocolate and Cherry Torte (V)  
cherry compote

## Menu 5

£32

### Starter

Salmon Gravadlax  
cucumber, crisp bread croustade, herb oil

### Main Course

Braised Featherblade of Beef (GF)  
root vegetables, new potatoes, green beans

### Dessert

Egg Custard Tart (V)  
roast plum, vanilla ice cream

## Menu 6

£32

### Starter

Crayfish & Prawn Cocktail  
tomato and onion salsa, guacamole, Marie Rose

### Main Course

Pork Belly (GF)  
dauphinoise potato, savoy cabbage, mustard, cider  
sauce

### Dessert

Raspberry & White Chocolate Cheesecake (V)

- 🌿 We can offer a cheese board for the table as an extra course (6 persons) for £36
- 🌿 All set menus can offer a vegetarian/vegan alternative
- 🌿 To add an extra choice please add £2 per course
- 🌿 All menus include tea and coffee

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free

**All prices exclusive of VAT**

# Private Event Menus and Packages

We offer a range of set menus, or you can select a choice of dishes to offer your guests

## Menu 7

£32

### Starter

Chicken, Mushroom & Smoked Bacon Terrine  
spiced tomato chutney, dressed leaves

### Main Course

Pan-Seared Sea Bream (GF)  
crushed new potatoes, char-grilled courgette, tomato &  
olive salsa

### Dessert

Lemon and Lime Tart (V)  
fresh raspberries

## Menu 8

£36

### Starter

Salmon Gravadlax  
cucumber, crisp bread croute, herb oil

### Main Course

Roasted Lamb Rump (GF)  
potato rösti, tenderstem broccoli, port jus

### Dessert

Rich Chocolate Tart (V)  
orange purée, vanilla ice cream, cocoa nib tuille

## Menu 9

£36

### Starter

Roasted Red Pepper & Tomato Soup (VG) (GF)  
basil oil

### Main Course

Venison Haunch (GF)  
wild mushrooms, caramelised onions, cavolo nero, game  
chips

### Dessert

Tiramisu (V)  
coffee ice cream

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# Private Event Menus and Packages

We offer a range of set menus, or you can select a choice of dishes to offer your guests

## Menu 10

£36

### Starter

Crab & Potato Tian  
dill, mixed leaves

### Main Course

Gressingham Duck Breast (GF)  
crushed new potatoes, passionfruit sauce, green beans

### Dessert

Apple Panna Cotta  
caramelised apple, cinnamon shortbread

## Menu 11

£36

### Starter

Parma Ham  
crispy artichokes, baby mozzarella, pickled watermelon

### Main Course

Roasted Cod (GF)  
cannellini & butter beans, spinach, roast red pepper coulis

### Dessert

White Chocolate Cheesecake (V)  
roasted strawberries, strawberry sorbet

## Menu 12

£40

### Starter

Beef Carpaccio (GF)  
pickled red onion, crispy artichoke, capers, dill mayonnaise

### Main Course

Halibut Fillet (GF)  
confit potatoes, buttered leeks, salted grapes, tarragon &  
white wine cream sauce

### Dessert

Rich Dark Chocolate Ganache (V)  
black cherry sorbet, Kirsch cream

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# Vegetarian / Vegan Alternatives

## Starters

Beetroot Tostada  
avocado & chilli, mixed leaves, herb oil (VG) (GF)  
...  
Herb-Crusted Aubergine  
tomato, capers, vegan cheese, gremolata (VG) (GF)  
...  
Mediterranean Bruschetta  
mozzarella, artichoke, olives, sun-blush tomato (V)  
...  
Butternut Squash Arancini  
crispy sage, salad leaves, herb oil (V) (GF)

## Mains

Soft Polenta & Mediterranean Vegetable Tian (GF) (VG)  
rich tomato sauce, rocket, balsamic  
...  
Seared Cauliflower Steak (GF) (VG)  
confit potatoes, green beans, cauliflower purée, sauce  
grenobloise  
...  
Roast Vegetable Wellington (V)  
rösti potato, spinach, wild mushrooms, madeira sauce  
...  
Butternut Squash Risotto (GF) (VG)  
toasted seeds, pumpkin oil

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free

# Hot Fork Buffets

Served from chaffing dishes or hot light with a dessert or cheese.

**\*Menu 14** - Pick three main courses including a vegetarian option

## Menu 13

£30

The Asian Buffet  
Minimum 40 guests

### Mains Dishes

Lamb Rogan Josh (GF)

Beef Madras (GF)

Thai Prawn (GF)

Kashmiri Vegetable (VG) (GF)

Cauliflower Dhansak (VG) (GF)

Pilau rice (VG) (GF)

Poppadum's, Onion Bhajis, Vegetable

Spring rolls, Mango chutney, red onions, tomato concasse, and mint yoghurt dressing (V)

### Desserts

Limoncello Panna Cotta, Blueberry Compote (GF)

Treacle Tart with clotted cream (V)

Cheese selection

## Menu 14\*

£30

The Funky Food Buffet

Minimum 25 guests

### Sharing Boards

Glazed pork belly skewer with caramelised pineapple and spring onion (GF)

Salt & Pepper prawns chilli dip

Onion Bhajis (V)

Wild mushroom arancini with tarragon mayonnaise and watercress (V, VG, GF)

### Mains Dishes

Deep Fried Haddock

Roffey Park Beef Burgers

Duck Bao Buns with Pickled Cucumber and Hoi Sin Sauce

Breaded Plaice Goujons in a burger bun

Halloumi Burger with Slaw (V)

Vegan Burger (VG)

Mixed Salads (VG) (GF)

Chips (GF) (V)

Mushy Peas (VG)

### Desserts

Selection of Desserts

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free

All prices exclusive of VAT

## 2-Course Hot Fork Buffets

Served from chaffing dishes with a dessert or cheese

Minimum 24 people

### Menu 15

£22

#### Mains

Chicken & Chorizo  
baby onions, tomato sauce

Cod Fillet (GF)  
curried cauliflower, wilted greens, golden raisins

New potatoes and green beans

#### Dessert

Chocolate Tiramisu Brownie (V)  
Cheese selection

### Menu 16

£22

#### Mains

Cajun-Spiced Salmon Fillet  
fregola, roast peppers, pesto, spring onions

Traditional Lasagne  
Sugar snap peas & balsamic onions, braised leeks

#### Dessert

Salted Caramel Banoffee Pie (V)  
Cheese selection

### Menu 17

£22

#### Mains

Beef & Mushroom Stroganoff (GF)  
pilau rice

Haddock Fillet (GF)

Mediterranean vegetable ratatouille

Lentil, Spinach & Vegetable Hotpot (VG) (GF)

Glazed beetroots & carrots

#### Dessert

Biscoff Mousse (V)  
Cheese selection

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free

All prices exclusive of VAT

# Working Lunches

Minimum 12 people

## Menu 17

£22

### The Hearty Buffet

Jerk Chicken Skewers (GF)

Prawn & Salmon Skewers (GF)

Cherry Tomato & Goats Cheese Quiche (V)

Honey & Mustard Chipolatas

Cajun-Spiced Wedges (VG) (GF)

served with tomato salsa dip

Vegetable Samosas (V)

mango chutney (VG)

Selection of Sandwiches – Coronation Chicken, Roast Beef and

horseradish, Stilton & beetroot,

Tuna balsamic mayo

Smoked Salmon & cream cheese wraps

Selection of Desserts

## Menu 18

£22

### The Healthy Buffet - Grazing Table

Mediterranean Bruschetta (V)

Vegetarian Wellington (V)

Beetroot & Guacamole in Gem Lettuce (VG) (GF)

Duck & Hoisin Bao Bun

Continental Charcuterie & Cheese (GF)

Smoked Salmon & Cream Cheese Wraps

Sweet Potato Salad with Rocket & Feta (V) (GF)

Red Peppers filled with Cream Cheese & Balsamic (V)

Pickled Onions

Vegetable Crudités with Hummus (VG) (GF)

Selection of Desserts

## Menu 19

£9.50

### The Sandwich Buffet

Sandwich & Wrap Selection

1.5 rounds per person

Coronation Chicken

Roast Beef & Horseradish

Ham & Mustard

Stilton & Beetroot (V)

Cheddar & Chutney (V)

Avocado & Peppers (V)

Egg Mayonnaise (V)

Tuna Mayonnaise with rocket and balsamic

Fresh Salmon & Chive

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free

**All prices exclusive of VAT**

# BBQ Menus

## Menu 21

£22

Minimum 24 people

Prime Beef Burger  
Pork Sausages  
Garlic and herb chicken (GF)  
Prawn Skewers (GF)  
Vegan Burgers (VG)  
Char-Grilled Mediterranean vegetables (VG) (GF)  
Selection of Seasonal Salads  
  
Selection of Desserts

## Menu 22

£30

Minimum 36 people

Minty Lamb Rump (GF)  
Garlic and Herb Chicken (GF)  
BBQ marinated minute Steaks (GF)  
Char grilled Vegetables (VG) (GF)  
New potatoes (VG) (GF)  
Seafood Paella (GF)  
Vegetarian Paella (VG) (GF)  
Selection of Seasonal Salads  
  
Selection of Desserts and cheese

All prices exclusive of VAT

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free



## Canapés

Selection of 4 canapés £10, selection of 6 canapés £12

### Menu 23

- Parmesan sablé biscuit with truffle cream cheese and chives (V)
- Mini crumpets topped with marmite butter and Sussex charmer cheese (V)
- Wild mushroom arancini with tarragon mayonnaise and watercress (V, VG, GF)
- Bruschetta with sun blushed tomatoes, olive tapenade and torn burrata (V) (can be VG)
- Mini jacket potatoes with smoked pancetta, sour cream and cheddar (GF) (V without pancetta)
- Smoked mackerel pâté with pickled cucumber on toasted ciabatta
- Seared figs with parma ham, honey and blue cheese (GF)
- Smoked salmon tartare crostini with sour cream, salmon caviar and fresh dill
- Glazed pork belly skewer with caramelised pineapple and spring onion (GF)
- Coronation chicken tartlet with crispy chickpeas and coriander (can be GF)

**All prices exclusive of VAT**

(V) - Vegetarian (VG) - Vegan (GF) - Gluten Free

Begin your event in style with our handpicked selection of canapés. Choose 4 for £10 or 6 for £12, each made with the finest ingredients to create a delicious and elegant treat. These bite-sized delights are the perfect start to your reception, offering a refined touch to welcome your guests. Whether it's a formal event or a more relaxed occasion, our canapés are sure to make a lasting impression and set the tone for a memorable evening.



## Venue highlights

The perfect setting for your corporate events

-  **Elegant Private Dining Rooms:** Our private dining rooms offer a sophisticated and intimate setting for your business events.
-  **Advanced Facilities:** Equipped with cutting-edge AV technology, our rooms ensure your presentations and meetings run smoothly.
-  **Convenient Location:** Situated in the heart of West Sussex, our venue is easily accessible for both local and international guests due to proximity to Gatwick airport.
-  **Exceptional Service:** Our dedicated team is committed to providing impeccable service, ensuring every detail is taken care of.

# Price Page

## Premium Private Dining Packages

A premium package hosted in a private room from 12 to 20 guests with menus offering the finest ingredients freshly prepared and cooked to order with each dish matched to one of our carefully selected wines. For those dining with us in the evening we offer an excellent bed and breakfast rate to encourage you to relax and enjoy your event without the worries of driving or taxis.

	Price
Menu 1	£70
Menu 2	£85
Menu 3	£100

For any guest dining on a premium package, we offer overnight accommodation and breakfast at just £60pp.

## Private event Menus and Packages

We have a range of menus and packages available for private dining and entertaining. The menus below are suggestions carefully designed to cater for all tastes, dietary requirements and budgets but we are also very happy to tailor menus for you so please contact our dedicated events managers to discuss your requirements in detail before deciding and to plan your entire event.

We also offer a range of set menus, or you can select a choice of dishes to offer your guests.

	Price
Menu 4	£32
Menu 5	£32
Menu 6	£32
Menu 7	£32
Menu 8	£36
Menu 9	£36
Menu 10	£36
Menu 11	£36
Menu 12	£40

 We can offer a cheese board for the table as an extra course (6 persons) for £36.

 All set menus can offer a vegetarian/vegan alternative.

 To add an extra choice please add £2 per course.



ROFFEY PARK  
VENUE

## Hot Fork Buffets

Served from chaffing dishes or hot lights with a dessert or cheese.

	Price	Min No
Menu 13	£30	40
Menu 14	£30	25

## 2- Course Hot Fork Buffets

Served from chaffing dishes with a dessert or cheese.

	Price	Min No
Menu 15	£22	24
Menu 16	£22	24
Menu 17	£22	24

## Working Lunches

	Price	Min No
Menu 18	£22	12
Menu 19	£22	12
Menu 20	£9.5	12

## BBQ Menu

	Price	Min No
Menu 21	£22	24
Menu 22	£30	36

All prices exclusive of VAT



## Price Page Private Rooms & exclusive events

Subject to availability

Private Rooms and Minimum Numbers	Price
Orangery 1 - For events up to 24 guests	£250
Orangery 1 and 2 - For events up to 48 guests	£400
The Sieff - For events from 50 to 100 guests	£500
Bar area lower lounge - For events up to 50 guests	£250
Private BBQ - Garden/ Patio	£250
All prices exclusive of VAT	

# FAQ's



## HOW DO I CONFIRM MY EVENT?

You will need to provide all the necessary information in relation your event, allowing us to make a full assessment of our ability to provide the facilities and services you require. Once you are in a position to confirm the date, a signed copy of the terms of contract is to be returned with the non-refundable deposit to secure your booking. All bookings will be confirmed back to you in writing within 10 days of receipt of the terms of contract, and payment. Please note that the booking will not be secured until Roffey Park Services Ltd receives the required payment. Whilst we will endeavour to keep your required facilities free until the booking is secure, please note that Roffey Park reserve the right to cancel the booking or resell the facilities until the booking has been secured.

## HOW DO I MAKE AN AMENDMENT TO MY CONFIRMED EVENT?

Any amendments to the arrangements listed in the event planner may be notified verbally to Roffey Park Services Ltd but must be confirmed within 3 working days in writing. Any reduction in the duration of the booking or the contracted value will be subject to our cancellation terms pertaining at the point of time when the amendment is made. Where you require additional services, the amendment will be subject to our approval, allowing us to assess our ability to provide the additional services required. It is obviously in everyone's interests that changes are made at the earliest opportunity.

## HOW DO I PAY?

We reserve the right to require a non-refundable deposit in order to secure your booking. Any deposit specified to you, must be received within 7 days of the date of invoice. Until the deposit is received Roffey Park Services Ltd reserve the right to cancel your booking or resell the facilities. A balance of payment of 50% based on final chargeable numbers (numbers on the event planner) is due for settlement 3 months prior to the event, with the final account due 1 month prior.

## HOW DO I MAKE AN AMENDMENT DURING MY EVENT?

Verbal amendments made during the course of the event will only be accepted from you or your nominated contact and where you have agreed to pay for any additional services provided. Whilst we will use our reasonable endeavours to meet your needs, amendments during the event will only be accepted if they can be accommodated by Roffey Park Services Ltd. If more than the confirmed number of people attend your event and we are able to accommodate them, you will be charged according to the number of people attending.

## HOW DO I CANCEL MY EVENT?

We agree to RPS's cancellation policy and agree to pay the appropriate percentage of the total original fee if we should cancel or reduce the contractual value of the event within the following timescales:

- Over 28 days before the event 25%
- Between and including 28 and 15 days before the event 50%
- Between and including 14 and 8 days before the event 75%
- 7 days or less before the event 100%

Notwithstanding the foregoing, if we have paid a non-refundable deposit to RPS which is of higher value than the relevant percentage detailed above then we understand that the whole of the deposit will not be refunded.

## WHAT DO I DO IF I WISH TO MAKE A COMPLAINT?

We are committed to providing high quality facilities and excellent service, however should you be less than satisfied with any aspect of the event, this should be reported to a member of the Roffey Park's Facilities team at the earliest opportunity whilst on the premises. Alternatively, if the issue becomes known after you have departed, by telephone to Nigel Dean, Head of Roffey Park Services Ltd, on 01293 851644 or by email to [nigel.dean@roffeypark.com](mailto:nigel.dean@roffeypark.com). We will guarantee you a response within 7 working days of the complaint being made and will endeavour to rectify the problem or situation to the best of our abilities.



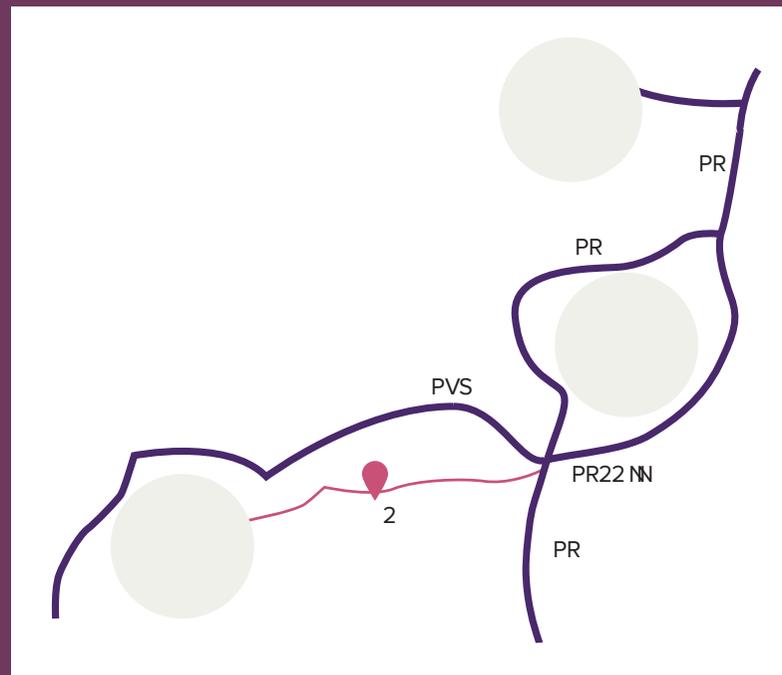
# Contact Us

Get in touch with our venue sales team today and let us start working together to create your unique and special occasion.

+44 (0)1293 851644

[venue@roffeypark.com](mailto:venue@roffeypark.com)

[www.roffeyparkvenue.com](http://www.roffeyparkvenue.com)



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