

Proms 2025 - 2026

About GREENWOODS

Greenwoods Hotel & Spa, situated in the picturesque village of Stock in Essex, offers a unique blend of historic charm and modern luxury, making it an ideal venue for your school's prom. Housed in a stunning 17th-century manor, the hotel boasts beautifully landscaped gardens, elegant event spaces, and top-notch amenities. The serene environment provides a perfect backdrop for an unforgettable evening, while our professional and experienced staff ensure every detail is meticulously planned and executed.

Hosting your school prom at Greenwoods guarantees a sophisticated and memorable event, where your students can celebrate in style, within an enchanting setting. With a reputation for excellence and a commitment to creating bespoke experiences, Greenwoods Hotel & Spa is the perfect choice to make your students' prom night truly special.

PACKAGE One

MONDAY TO THURSDAY

€42.00 PP

Garden Suite Hire 7pm-Midnight

Room hire includes:
Outdoor Patio access
Silver Chiavari chairs
Tables & Table Cloths
FX Disco lighting
Built-in Starlight Backdrop
LED Coloured ceiling lighting
Built-in Speaker System
Car Park attendants

Fruit Punch Reception Drink

Other Soft Drinks can be supplied upon request

Finger Buffet

The menu can be found overleaf

In house DJ

DJ supplies all their own equipment

FINGER BUFFET *Menu*

PLEASE CHOSE 5 OPTIONS, ADDITIONAL OPTIONS CAN BE ADDED FOR AN EXTRA £1 PER PERSON PER ITEM

Selection of sandwiches (GF option available) *Contains gluten, milk, eggs, and fish*
Selection of mini wraps *Contains gluten, milk, eggs, and fish*
Chicken Goujons with BBQ sauce *Contains gluten*
Sausage rolls *Contains gluten*
Honey glazed cocktail sausages *Contains gluten, mustard*
Spicy chicken wings *Contains mustard*
BBQ Pork Belly skewers Contains Celery, mustard, gluten
Chargrilled lamb kebabs with yoghurt & mint dip *Contains gluten*
Fish goujons with tartare sauce *Contains fish, gluten*
Salmon skewers with lemon mayo dip (GF) *Contains fish, eggs*
Potato skins filled with cream cheese & chive (V) (GF) *Contains milk*
Sun-blushed tomato and mozzarella tartlets (V) *Contains gluten, milk, eggs*
Mediterranean vegetable quiche (V) *Contains gluten, milk, eggs*
Hoisin Duck Spring Rolls *Contains gluten, sesame, eggs*
Vegetarian spring rolls (V) *Contains gluten, sesame, eggs*
Potato wedges (V) *Contains gluten*
Mozzarella, tomato and basil salad (V) (GF) *Contains milk*
Marinated cucumber and feta salad (V) (GF)
Tuna & sweetcorn pasta salad *Contains gluten, fish*
Potato salad (Vg) (GF)
Sweetcorn fritters (VE) Gluten Free
Coleslaw (V) (GF) *Contains egg*
Falafel with sweet chilli dip (Vg) *Contains gluten*
Tabbouleh (Vg) *Contains gluten, sulphites, celery*
Spicy bean burger sliders (Vg) *Contains gluten, sulphites, sesame, soya*

SWEET OPTIONS

Fresh fruit platter (Vg)
Mini white chocolate and raspberry cheesecakes *Contains gluten, milk*
Mini Pavlovas with Chantilly cream and fresh fruit (GF) *Contains egg*
Double chocolate and raspberry brownies *Contains gluten, milk, eggs*
Chocolate Profiteroles *Contains gluten, milk, eggs*



Two

MONDAY TO THURSDAY

€45.00 PP

Garden Suite Hire 7pm-Midnight

Room hire includes:
Outdoor Patio access
Silver Chiavari chairs
Tables & Table Cloths
FX Disco lighting
Built-in Starlight Backdrop
LED Coloured ceiling lighting
Built-in Speaker System
Car Park attendants

Fruit Punch Reception Drink

Other Soft Drinks can be supplied upon request

Pizza Party Package

The menu can be found overleaf

In house DJ

DJ supplies all their own equipment

PIZZA PARTY *Menu*

Pizza
Margarita, Pepperoni, Spicy Beef

BBQ Chicken Wings

Fully loaded Nachos
Cheese, Guacamole, Salsa

Potato Wedges
Dipping Sauces

Pasta Salad
Mediterranean Roasted Vegetable

(GF PIZZA OPTIONS AVAILABLE UPON REQUEST)



three

MONDAY TO THURSDAY

€52.00 PP

Garden Suite Hire 7pm-Midnight

Room hire includes:
Outdoor Patio access
Silver Chiavari chairs
Tables & Table Cloths
FX Disco lighting
Built-in Starlight Backdrop
LED Coloured ceiling lighting
Built-in Speaker System
Car Park attendants

Fruit Punch Reception Drink

Other Soft Drinks can be supplied upon request

Greenwoods Grill

The menu can be found overleaf

In house DJ

DJ supplies all their own equipment

GREENWOODS GRILL *Menu*

Beef Burgers
Contains gluten, celery
(vegetarian/vegan Burger options available on request)

Sausages
Contains gluten, celery
(vegetarian/vegan Sausage options available on request)

Chicken Kebabs

Corn on the cob

SALADS & EXTRAS:
Potato salad

Coleslaw
Contains milk, eggs

Cheese slices, Lettuce, Gherkins & Sauces
Contains milk

Soft Bread Rolls & Hot Dog Buns
(GF option available upon request)

ADD A DESSERT OPTION TO THIS MENU FOR AN ADDITIONAL £1 PER PERSON. CHOOSE FROM

Fresh fruit platter (Vg)

Mini white chocolate and raspberry cheesecakes
Contains gluten, milk, sulphites

Double chocolate and Raspberry brownies
Contains gluten, milk, eggs, sulphites

Chocolate profiteroles & chocolate sauce
Contains gluten, milk, eggs, sulphites

Drinks PACKAGE

ADD UNLIMITED SOFT DRINKS

*Unlimited refills for 2 hours during the meal

€4.50 PP

Pitchers of soft drinks on each table

Coca Cola
Lemonade
Squash
Water

Frequently asked Questions

Confirmation of Guest numbers & Dietary requirements

We require final guest numbers and dietary requirements 30 days before the event in writing. All dietary requirements must be brought to the attention of Greenwoods event staff no later than the 30 days. This is so we can inform our Chefs & kitchen staff to ensure that all needs are met and adhered to for each of the Students with requirements.

Seating Plan

It is the schools responsibility to draw up a seating plan and supply place cards if they are required. We can provide an easel to display your seating plan free of charge. We advise that seating plans are no smaller than A3 size but larger sizes are often the better option so that multiple guests can view where they are sitting at the same time from a short distance.

Along with our easel, we can also supply table numbers and stands if you require at no additional cost.

Friday Proms

Proms can be booked on available Fridays for an additional £5 per person.

Parents & Guardians

We do ask that schools try to limit the amount of parents coming to the venue at the start of the prom if possible as we have found that the ample amount of additional cars block the students entrance quite significantly and prolong the time it takes for cars to drop students and queue for the exit. This can also limit any booked photographers from getting the best shots of the students as they exit their cars. Although as a venue we do not ban parents and families from attending we have consistently found that the schools that do ask for the parents to do pre prom photos at home instead of at the venue have had the smoothest and safest experience for their students.

Minimum number of guests?

The minimum number of students at the Prom is 125. If the number of students is less than the minimum, the total cost will still be charged for 125.

Planning Meeting

6-8 weeks prior to your prom we invite you to book in for a meeting with one of the event team, this allows you to ask any last questions, plan out the room layout and allow us to give you any last details you might want to know.

Frequently asked Questions

The Events Timings

Access to the Venue is from 10am on the day for set up & any decoration.
Guest arrivals are from 6.45pm.
Buffet service is from 8.00pm.
The DJ will be playing from 7.00pm & dancing usually follows after dinner, carriages at midnight.
Clearing down will be from 11.30pm until 12.30pm.

Provisionally hold a date before booking

A provisional booking can be held for a period not exceeding 2 weeks.
A booking is not confirmed until the required non-refundable booking fee has been paid and the booking form is completed.

Payment Schedules

Upon booking, we require a non-refundable fixed booking fee of £500 to be paid to confirm the event & hire of the Garden Suite. The final payment is due no later than 4 weeks prior to the event taking place. A refundable damage waiver of £500 will be added to the quote/invoice at the time of booking as security against damage to the venue or its facilities, equipment or grounds. This will be refunded back to you within two weeks after your event.

Are we able to book decorations or other suppliers for entertainment etc?

You can indeed book decorations, centrepieces, LED letters, starlight dance floors, chocolate fountains, photobooths outdoor games to name a few.
We have a great list of recommended suppliers here at Greenwoods (we have these listed in this pack) but you are also able to book outside companies if you prefer. All outside suppliers are booked by yourselves and as such Greenwoods holds no liability for them.

The limits to this are Fireworks & open flames, if you are unsure about anything please do not hesitate to ask.

Who can book?

All proms & leavers' parties are to be booked and organised by an adult only this can be a staff member at the school or parental association affiliated with the school but we do not accept bookings by students themselves.

Maximum capacity for Prom Hires?

The maximum capacity of the garden suite is 300 standing guests. Formal sitting for all guests the capacity is 220. This is inclusive of students, teachers & any chaperones.

Frequently asked Questions

College or Year 13 Proms & Alcohol

For the serving of alcohol proof of ID is required at the point of arrival at Greenwoods after which hand stamps will be issued to students of age. Anyone purchasing alcohol will be limited to one drink per serving, our bar staff will keep a close eye on purchases and do have the right to cut off any student from purchasing further alcoholic beverages if they appear to be over consuming. If anyone is found to be purchasing alcohol for under age students they will be asked to leave. Any alcohol brought on to the premises will be confiscated.

Chaperones/Adults in attendance

We advise that there is 1 chaperone for every 20 students in attendance, this is an advisement but not a requirement here at Greenwoods.

Cars & Limos arriving

Upon arrival at the venue all cars & Limos carrying students to the prom will be directed. The cars are directed to let the students exit directly at the entrance staircase and the students in Limos will be directed to exit just before the stairs due to limos not being able to manoeuvre around the venues pond to the exit. Our team will be onsite to handle the car park on entrance in the safest manor for the students & their chosen vehicles.

Cancellations & Postponements

In the unfortunate circumstance that you must cancel or postpone the event, please let the Greenwoods events team know as soon as possible. If you cancel before the final payment is due 4 weeks prior to the event date, the initial booking deposit or any amount paid already shall be forfeited and No further payment shall be asked for. If you cancel later than 4 weeks prior to your event full payment will be due. Postponements may be possible if the prom is then held within 2 months of the original date.

Compliments & Testimonials



''Thank you so much for all your help, the students had a fantastic time & we have had so many emails/messages complimenting the venue, food, photographer etc.
We are so pleased with the kids behaviour & felt that the chaperones did an amazing job dealing with any potential issues before they became a concern.''

''I just wanted to say a massive thank you to everyone for the most wonderful CCHS/KEGS prom last night! Sarah and I were slightly terrified as two parents organising what ended up being a rather enormous party, and your staff were unbelievably kind and helpful as well as calmly putting on one heck of a party!! We've had so many messages today from parents saying their kids had the best time, and us parents certainly did! Manny was so kind to us, providing us with refreshments and food, and just generally answering every query, making us feel so much more relaxed and really taking the stresses away for us. And your fabulous, super professional, happy & friendly bar staff went out of their way at every opportunity to put us at ease, even dragged us mums onto the dance floor for the final song, which ended up being such a special experience as our daughters came over to dance with us! Thank you again, you all really were so wonderful, and we won't hesitate to recommend you for next years festivities!!''





"Thank you for a great event last night. I've had some lovely feedback from the staff and students about how much they enjoyed their time and how smoothly things ran.
A very big thank you to you for looking after us so well.''

Recommended Suppliers

ESSENCE MUSIC

Our award winning in house DJ included in all Prom Packages.

www.disco.expert

01621 744 388

AMBER HOLLIE WOOD

Wedding & Event Vocalist

amberholliewood@outlook.com

07890 163 299

360 BOOTH OFFICIAL

Immersive 360 video booth

www.360boothofficial.co.uk

07722 515 878

NEIL FORTESCUE PHOTOGRAPHY

Reportage & Traditional photography

www.neilfortescue.com

07791 520 724

GAVIN CONLAN PHOTOGRAPHY

Artistic, Natural & documentary photography

www.gavinconlan.com

07737 422 625

SIMPLY BOWS

Chair sashes & Chair covers

www.simplybowsandchaircovers.co.uk

07708 468 464

Recommended Suppliers

ESSEX EVENT HIRE

LED letters, starlight dancefloors & LED furniture

www.essexeventhire.co.uk

01375 369 092

VINTAGE CANDY FLOSS

Fresh spun vintage candy floss carts with attendant

@vintagecandyfloss

07834 033 878

WHITE LACE EVENTS

Balloons, Backdrops & Decor

whitelaceevents.co.uk

07951 059 366

SCRIBBLE & SPARKLE

Live illustrator
Alternative to a Photobooth

www.scribbleandsparkle.co.uk

07931 825 381

CORLIA CREATIONS

Stationery & Signage

www.corliacreations.co.uk

info@corliacreations.co.uk

ISLAND INFLATABLES

Inflatable Games & interactive Entertainment

www.islandinflatables.co.uk

01206 385 205

Contact Us

CALL OR EMAIL US TO BOOK, TO SCHEDULE A VIEWING OR TO ENQUIRE

01277 829 990 (option 2)
events@greenwoodshotel.co.uk

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GREENWOODS HOTEL & SPA

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