



CONFERENCE & MEETINGS¹

ROOM HIRE	Day 9am – 6pm	Half Day 4 hours	Evening From 7.00pm	Day Delegate & 24 Hour Delegate Min Numbers
Bentley Room	£1,000	£750	£1,000	100
Sala Room	£500.00	£275.00	£500.00	30
Barnet Room	£400.00	£250.00	£400.00	15
Camden/Brent Rooms	£300.00	£200.00	£300.00	-
Upstairs Bar – The Crown	£300.00 - £500.00 Or FREE room hire subject to min numbers/spend			

MAX CAPACITIES	Theatre	Boardroom	U Shape	Classroom	Banquet	Cabaret	Reception
Bentley Room	300	-	-	200	275	200	300
Sala Room	120	45	50	60	100	64	150
Barnet Room	60	30	35	40	60	-	60
Camden/Brent Rooms	-	12	-	-	-	-	-
Upstairs Bar – The Crown	-	-	-	-	-	-	150

MEASUREMENTS	Width	Length	Height	Blackout	Natural Daylight	Hi Speed Internet	MUSIC/ DJ
Bentley Room	12.4m	32m	3m	Y	N	Y	Y
Sala Room	8m	20m	5m	N	Y	Y	Y
Sala Balcony	3m	20m	-			Y	Y
Barnet Room	8m	18m	3m	Y	Y	Y	N
Camden Room	5m	6m	3m	Y	Y	Y	N
Brent Room	4m	6m	3m	Y	N	Y	N

Day Delegate - £55.00	24 Hour Delegate - £190.00
Arrival tea & coffee with biscuits Mid morning tea & coffee with biscuits Lunch: Working lunch, three course menu, bar food or fork buffet, subject to minimum numbers Afternoon tea & coffee with biscuits Flipchart, screen & LCD projector Mineral water & mints Paper & pencils Also available tea/coffee breaks (supplements apply) • Bacon roll £2.50 per delegate • Danish pastry £1.50 per delegate	Arrival tea & coffee with biscuits Mid morning tea & coffee with biscuits Lunch: Working lunch, three course menu, bar food or fork buffet, subject to minimum numbers Afternoon tea & coffee with biscuits Flipchart, screen & LCD projector Mineral water & mints Paper & pencils Three course dinner Accommodation & full Irish breakfast

¹ Delegate rates are guaranteed from 1st January - 31st December 2010. Delegate rates may be subject to annual or other increases as specified in the contract. Room hire rates are guaranteed until 31st December, 2010. Three course lunch/dinner to be chosen from the restaurant set menu that is running during event – the same three courses to be selected for lunch bookings (excluding vegetarian pre-ordered vegetarian options). We suggest a pre-order for groups of 10+ for dinner.



BREAKFAST & BREAKOUT²

TEA & COFFEE

Tea/coffee per person	£2.00
Tea/coffee and biscuits	£3.00
Tea/coffee and Danish pastry or cake	£3.50

WATER & JUICES

1L Bottle of sparkling or still mineral water	£3.10
1L Jug of fruit juice – apple or orange	£8.50
Red Bull	£2.65

BREAKFAST MENU A – THE CONTINENTAL

Hot croissant with fruit preserves; Danish pastries; chocolate brioche; orange juice; assorted teas and fresh filter coffee	£9.00
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BREAKFAST MENU B - THE COMFORTER

Hot bacon rolls ; orange juice; assorted teas and fresh filter coffee	£6.00
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BREAKFAST MENU C – THE TREAT

Smoked Scottish salmon and cream cheese bagel; orange juice; assorted teas and fresh filter coffee	£7.50
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BREAKFAST MENU D – THE ENERGISER

Variety of fresh fruits; cereal energy bars; multi vitamin juices; assorted teas and fresh filter coffee	£5.00
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BREAKFAST MENU E – THE SWEETIE

Warm muffins; home made banana loaf and lemon cake; orange juice; assorted teas and fresh filter coffee	£6.50
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BREAKOUT MENU A – SUGAR & SPICE

Sugared doughnuts; fruit pastries; cookies; assorted teas and fresh filter coffee	£5.00
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BREAKOUT MENU B – SWEET & SAVOURY

Hot savouries; mini pastries or strudels; assorted teas and fresh filter coffee	£5.00
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BREAKOUT MENU C – DECADENT & DELICIOUS

Afternoon tea: warm scones served with clotted cream and jams; selection of finger sandwiches; assorted teas and fresh filter coffee	£8.50
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PM BREAKOUT MENU D – COOL & CHILLED

Ice cream; Cornettos; variety of chocolate bars; energy drinks; assorted teas and fresh filter coffee.	£6.00
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²Prices are guaranteed from 1st January - 31st December, 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.



DELEGATE PACKAGE WORKING LUNCHES

These menus are available from 12.00pm-3.00pm, for a minimum of 10 delegates, as part of the day delegate or 24 hour delegate packages only. These menus are not available as evening finger buffets.

<p>WORKING LUNCH A</p> <p>Assorted sandwiches Cajun chicken Salmon and spring onion fishcakes Mini vegetable samosas Mushroom and goats cheese tarts Oriental springs rolls</p> <p>Fresh fruit platter Lemon and lime tarts</p>	<p>WORKING LUNCH B</p> <p>Duck and hoi sin wraps Curry puffs Vegetable spring rolls Chicken satay Barbeque pork kebabs A selection of home made sushi Rice paper and prawn parcels</p> <p>Toffee banana tart</p>
<p>WORKING LUNCH C</p> <p>Baguette sandwich selection Spiced potato wedges Miniature Cornish pasties Curried tuna fish croquettes Mozzarella and spinach mini pizzas Smoked salmon and cream cheese pinwheels</p> <p>Mini sherry trifles Strawberry shortbreads</p>	<p>WORKING LUNCH D</p> <p>A selection of chapti wraps Lamb samosas Tandoori vegetable cakes Onion bhajis Chicken tikka kebabs Vegetable pakora Shish kebab grills</p> <p>Mango and cardamom yoghurt pot</p> <p>This menu can be prepared with halal chicken and lamb</p>

Please note: China and cutlery will only be provided for the final numbers paid for

THREE COURSE LUNCH/DINNER MENU

Please ask us for a copy of the current menu as a sample for reference.

However, please note that the menu sent may not be the actual menu available during your event as this menu is subject to frequent changes due to the availability of seasonal produce.

We will provide a copy of the actual menu at least one week prior to your event.

This option may be subject to fixed choices, minimum numbers and/or pre-order.



DELEGATE FORK BUFFETS

These menus are available from 12.00pm-3.00pm, for a minimum of 30 delegates, as part of the day delegate or 24 hour delegate packages. £6 supplement for each extra main course choice.

PICK **2** MAINS³

Sauté of chicken with mushroom and tarragon sauce • Chilli con carne • Irish stew • Bacon, cabbage and potato casserole • Chicken Madras curry • Lasagne Verdi • Penne pasta with roasted vegetables • Spinach and mushroom risotto • Steak mushroom and Guinness pie • Cottage pie • Salmon and spring onion fishcakes • Fisherman's pie • Salmon and vegetable casserole • Vegetable Rogan josh • Sweet and sour pork • Deep fried fillet of fish • Cumberland sausages and onion gravy • Fried chicken • Mutton curry • Jerk Chicken •

PICK **2** SIDES

Seasonal vegetables • New potatoes • Braised rice • Boiled rice • Mash potato • Baby carrots and petit pois • Sauté potatoes • Ratatouille • Sweet and sour vegetables • Chinese stir fried noodles • Rice and peas • Fried plantain •

PICK **4** SALADS

Tomato and onion • Cucumber • Mixed leaf • Coleslaw • Potato and onion • Beetroot • Indian rice • Couscous • Pasta and vegetable • Spiced bean • Oriental vegetables • Chick pea and chilli • Potato salad •

PICK **1** PUDDING

Chocolate fudge cake • Apple pie • Blackcurrant cheesecake • Fresh fruit salad • Ice Caramel • Chocolate mousse • Lemon posset • Ice cream sundae •

Please note: China and cutlery will only be provided for the final numbers paid for

³ Main courses can be prepared with halal chicken or lamb if required. We do not charge a supplement for halal meat.



TERMS & CONDITIONS - EVENTS

All bookings made for events are subject to the regulations of the hotel and the following conditions as stipulated below. This agreement should be read carefully and be returned to us within seven days. If the event to be held is within two months, it must be signed and returned upon receipt with the specified payment/s.

Quotations

- The quotation herein may be subject to a proportionate increase to meet increased costs of food, beverages and other costs of the operation existing at the time of performance by reason of increases in commodity prices, labour costs, taxes or currency values
- In exceptional circumstances it may be necessary to increase prices herein quoted or to make reasonable substitutions to the menu - the client agrees to pay the increased prices or accept the substitutions
- All prices quoted are inclusive of VAT

Minimum & Final Numbers

- The client will supply the hotel with the 'final number' of guests/delegates at least 72 hours prior to the scheduled time of the event - the final number will be the minimum number of meals and/or drinks packages for which the client guarantees payment
- Extra meals/drinks packages may be served if conditions permit but without guarantee or obligation by the hotel to provide them - any such meals/drinks packages will be charged at the quoted price
- The hotel reserves the right to move an event to another room or space if guest/delegate numbers fall below the minimum numbers that follow: The Bentley Room, 120; The Sala Room, 60; The Barnet Room, 12

Food

- Only food that has been prepared and supplied by the hotel may be consumed on the premises, with the exception of a wedding or other celebratory cake - in this instance, the client must complete and sign a liability waiver form
- A liability waiver form will also need to be completed and signed if the client or guests want to take any food, including a wedding or other celebratory cake, off the premises
- Menu prices are based on food that is served before 10.30pm
- Menu prices may be subject to an increase of up to 10% per annum
- Final confirmation of menu choice is required three weeks prior to the event

Beverages

- No beverages [alcoholic or non alcoholic] may be brought on to the premises or consumed on the premises by the client or the client's guests without explicit written permission from the hotel
- Where written permission is granted, the hotel reserves the right to make a charge for the service of such beverages

Accommodation

- Special rates for accommodation and parking are offered to guests attending an event at the hotel, subject to the availability of rooms and parking spaces
- If the client requires six or more rooms for guests, these must be booked as a block when the function deposit is paid
- Any unsold rooms will be automatically released one month prior to the event and rate thereafter is not guaranteed
- The cancellation policy on guestrooms is 2.00pm one day prior to arrival
- In the event of a no-show or late cancellation the client/guests will be charged for the first night's stay

Entertainment

- A resident DJ, band or other entertainment may be supplied by the hotel when required at a standard cost
- The client must obtain approval from the hotel for all entertainment that is not booked by the hotel
- The client must provide evidence that the entertainer holds the relevant public liability insurance, at least three weeks prior to the event
- The hotel reserves the right to control sound levels of DJ's, bands and other entertainment

Conduct

- The client is responsible and liable for the conduct and discipline of all persons attending the event
- The hotel reserves the right to refuse service and the right to ask guests to leave or to terminate an event, without refund, if there is any failure to correct (when asked) any aspect of poor behaviour or unacceptable activities on the part of any guest - the decision of the hotel manager on duty is final.
- Any alcohol brought onto the property without notifying the hotel to be consumed by guests attending the event will result in the event being terminated with immediate effect. Underage drinking is not tolerated by the hotel and will also result in the termination of an event should any under age guests consume alcohol on the property, whether it is bought by another guest on site or from outside the property.

Damage

- The client is responsible for any damage caused to the allocated rooms or furnishings, utensils, equipment therein or to the hotel generally by any act, default or neglect of the client, subcontractor, employee or guests of the client and shall pay to the hotel on demand the amount required to make good or remedy any such damage

Incident Reporting

- The hotel will provide an incident report form for the purpose of recording any incident or accident that occurs during the course of the hire period
- It is the duty of the client to report such an incident to the manager on duty and furnish an account of such accident or incident together with names and addresses of all or any witnesses thereto and to sign the incident book in support thereof

Guests Property

- The hotel does not accept any liability for loss or damage to any item of guest property while on the premises

Other Events

- The hotel reserves the right to hold two or more events on the same day

Fire Exits

- Fire exits are to be kept clear at all times

Installations & Displays

- All stands and display notices must be entirely self-supporting
- Nails, screws, drawing pins, adhesives and sticky tapes must not be used on the floors, walls, doors or partitions of the meeting rooms, banqueting suites or public areas

Performance

- Performance of this agreement is contingent upon the ability of the hotel management to complete the same, and is subject to labour trouble, disputes or strikes, accidents, government requisitions and restrictions upon travel, transportation, foods, beverages or supplies: and other causes whether enumerated herein or not beyond the control of management preventing or interfering with performance
- If it transpires that the hotel was misled at time of booking and the actual event to be held is not the one agreed/approved, the hotel reserves the right to cancel the event **without notice** and retain any monies paid. In this instance the standard refund schedule does not apply.

Payments Schedule

The following schedule of payments applies to all events, unless credit facilities have been established:

	Amount	Date Due	
At time of booking			Holding Deposit
First payment			2 months prior to event date: 25% of total balance
Second payment			One month prior to event date: 25% of total balance
Final payment			One week prior to event date: Outstanding balance

Payments by cheque are required seven working days prior to the due date of payment for deposit and interim payments and six weeks prior to the due date for final payments.

CANCELLATION CHARGES

Cancellation Charges & Refunds

- Cancellations will only be accepted in writing – post, fax and email are acceptable
- All cancellations will result in the forfeiture of any deposit paid, minus the following cancellation charges
- More than six weeks but less than 12 weeks notice 25%
- Between 6-5 weeks notice 40%
- Between 4-3 weeks notice 50%
- Between 2-1 weeks notice 75%
- Less than one weeks notice 100%
- Cancellation charges will be invoiced where credit facilities are established

Disputes

- Only the items in dispute maybe withheld from payment

Should any clause in this contract be held to be inoperative or unlawful for whatever reason, it shall not render ineffectual the remainder of the agreement. The Laws of the United Kingdom shall govern this agreement.

By signing below, I accept the terms and conditions as outlined above.

Name: _____ Event: _____ Event Date: _____

Signature: _____ Date: _____