

YOUR SPECIAL DAY*

Ceremonies	Bentley Room	Sala Room	Barnet Room	Restaurant
Room Hire	£500	£275	£250	-
Capacity	300	120	60	-
Ceremony fees	Please refer to notes below			-
Reception				
Reception	Bentley Room	Sala Room	Barnet Room	Restaurant
Room Hire	£1,000	£500	£400	£500
Capacity	300	120	60	120
Dry Hire (<i>Kosher only Sun-Thu</i>)	£5,000 - £7,000			
The Bentley Room 23 x round tables of 12 and three x round tables of 8 with no dance floor (300) 22xround tables of 12 & top table of ten – no dance floor (274) 17 x round tables of 12, top table of ten with dance floor (214) Floor plans available on request		The Sala Room 10 x round tables of 10 in main room & 2 tables on balcony (120) 8 x round tables of 10 & 1 top table of 8 in main room, plus 2 tables of 10 on balcony (108) Floor plans available on request		
Entertainment: If you opt to book your own DJ or band, you will need to provide us with a copy of their public liability insurance no later than three weeks prior to your event.				
DJ (Five hours)		£350	-	-
Pianist - per hour		From £100	-	-
Harpist - per hour		From £100	£100	£100
Measurements				
Measurements	Bentley Room	Sala Room	Barnet Room	Restaurant
Width	12.4m	8m	8m	8m
Length	32m	20m	18m	24m
Height	3m	5m	3m	3m

Civil Weddings & Other Civil Ceremonies

- Once you have checked with us to see if your preferred date and time is available, you should contact **Barnet Register Office** as soon as possible on **020 8359 6400** to book the Registrar

Receptions

- Three course and fork buffet menus **from £25** per person, including ethnic options
- Bespoke menus **from £35** per person
- Drinks packages **from £15** per person
- Late licence until 2.00am on Friday and Saturday night

Accommodation

- Special rates on accommodation - **from £99** - including breakfast, are available for your guests, subject to availability/terms and conditions

What Next?

- Contact the Conference & Banqueting Co-ordinator to discuss your requirements or to book a show around: **020 8452 4175/crowncb@moranhotels.com**

* Room hire rates are valid from 1st January 2010 - 31st December 2011, subject to receipt of the deposit and signed contract. Entertainment prices may be subject to annual or other increases as specified in the contract.



BANQUETING MENUS

For a minimum of 10 persons

£25 | Three Courses

Pick one starter, one main and one pudding only

<p>Cream of vegetable soup with herb croutons</p> <p>Country leek and potato soup</p> <p>Salmon and spring onion fishcake with mixed leaf salad and caper mayonnaise</p> <p>Greek feta cheese salad with marinated olives</p>	<p>Pan roasted breast of free range chicken with herb mash, bacon and parsley jus and seasonal vegetables</p> <p>Steamed fillet of salmon, white wine and dill cream, minted crushed new potatoes and seasonal vegetables</p> <p>Roast Norfolk Turkey with ham, lemon and sage stuffing, roast potatoes and seasonal vegetables</p>	<p>Traditional apple pie with vanilla ice cream</p> <p>Blackcurrant cheesecake, forest fruits and crème chantilly</p> <p>Melting chocolate cake with vanilla ice cream</p>
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- One vegetarian or vegan option may be selected as an alternate to dishes that contain meat, fish, eggs or dairy only
- Main courses can be prepared with halal chicken or lamb if required - we do not charge a supplement for halal meat
- Children under 12 years – half size portion £12.50

£30 | Three Courses

Pick one starter, one main and one pudding only

<p>Irish smoked salmon terrine, new potato salad and herb crostinis</p> <p>Warm smoked bacon, Irish cheddar and red onion tart, baby leaf salad and herb dressing</p> <p>Sweetcorn, potato and leek chowder with Welsh rarebit crouton</p> <p>Chicken liver, ham hock and puy lentil terrine with spiced apple chutney and herb toast</p>	<p>Rosemary and thyme stuffed leg of Slaney Valley lamb with roasted onion mash and seasonal vegetables</p> <p>Steamed sea bass with prawn and crayfish sauce, creamed lemon and dill rice and a panache of green vegetables</p> <p>Braised top rump of beef in a Dijon mustard and mushroom sauce with colcannon and root vegetables</p> <p>Pan roasted breast of guinea fowl confit, red cabbage and fondant potato with apple jus and seasonal vegetables</p>	<p>Tiramisu slice, hazelnut sauce and rum ice cream</p> <p>Warm chocolate tart with cherry sauce and Black Forest ice cream</p> <p>Apple, sultana and cinnamon tart tatin with vanilla ice cream</p> <p>Glazed lemon tart with citrus sorbet</p>
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- One vegetarian or vegan option may be selected as an alternate to dishes that contain meat, fish, eggs or dairy only
- Main courses can be prepared with halal chicken or lamb if required - we do not charge a supplement for halal meat
- Red meats can be served rare, medium/rare, medium or well done but only one preference can be specified for all guests
- Children under 12 years – half size portion £15.00

*Prices 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.

£35 | Three Courses

Pick one starter, one main and one pudding only

Traditional smoked salmon with Irish soda bread	Prime roast sirloin of beef, Yorkshire pudding, roast potatoes and seasonal vegetables	Traditional apple pie with vanilla ice cream
Lobster bisque with brandy cream	Herb crusted best end of lamb, fondant potato and seasonal vegetables	Blackcurrant cheesecake, forest fruits and crème chantilly
A terrine of foie gras and Bayonne ham with pear chutney and melba toast	Pan fried fillet of red snapper, Asian greens and curried risotto	Melting chocolate cake with vanilla ice cream
Chilled king prawn and baby leaf salad with crab and lemon dressing	Pot roasted loin of veal, truffle jus, gratin of potatoes and vegetable casserole	Melting heart of chocolate pudding with vanilla ice
		Baked Alaska, forest fruit compote and honeycomb
		Almond shortbread lemon tart with glazed meringue and lemon meringue ice cream
		Raspberry crème brûlée, violet ice cream
<ul style="list-style-type: none">• One vegetarian <u>or</u> vegan option may be selected as an alternate to dishes that contain meat, fish, eggs or dairy only• Main courses can be prepared with halal chicken or if required - we do not charge a supplement for halal meat• Red meats can be served rare, medium/rare, medium or well done but only one preference can be specified for all guests• Children under 12 years – half size portion £17.50		
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BESPOKE MENUS

Bespoke menus are available on request from £35 per person.

SUPPLEMENTS

- £2.00 Coffee/Tea
- £2.50 Coffee/Tea and cookies
- £3.50 Coffee/Tea and chocolates



HOTEL FORK BUFFETS | £25[†]

For a minimum of 30 persons. £6 supplement for each extra main course choice.

PICK 2 MAINS[‡]

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 • Mashed 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 • Cous cous • 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

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



SAMPLE BANQUETING WINE LIST

A full Champagne & wine list is available on request

CHAMPAGNE *

Saint—Evremond Brut, NV

The house Champagne belongs to the Taittinger family and is a blend of several crus from vineyards in the Champagne region.

Country of
Origin
France £36.50

Taittinger Brut Reserve, NV

Brilliant, golden straw yellow with fine bubbles. The nose is both fruity and bready.

France £42.50

Veuve Cliquot Ponsardin Brut, NV

Initially reminiscent of white fruits and raisins, then of vanilla and later of brioche.

France £49.50

WHITE WINES*

Embleme d'Argent Chardonnay

An elegant, well-balanced wine with a creamy texture and pleasant notes of citrus fruit and peach.

France £16.50

Santa Puerta Sauvignon Blanc

Rich, ripe and very intense Sauvignon. This powerful wine has refreshing acidity and an intense herbaceous character typical of the grape.

Chile £16.50

Peter Lehmann Weighbridge Chardonnay

A modern un-oaked chardonnay. The nose is youthful with notes of fresh melons, peach and citrus fruit. On the palate the wine is well balanced, with complex tropical fruit flavours and clean refreshing finish.

Australia £18.50

Gavi

Aromas of ripe yellow fruits and elegant minerality. The palate is dry, refreshing with a creamy texture.

Italy £24.50

RED WINES*

Santa Puerta Cabernet Sauvignon

Intense aromas of cassis, dark chocolate and spices. Well balanced.

Chile £16.50

Chateau Plantier Claret

Youthful yet soft claret with elegant notes of blackcurrant, cassis and violet aromas. Well structured, medium body and pleasant soft finish.

France £18.50

Peter Lehmann Weighbridge Shiraz

A soft style shiraz with plenty of red berry fruit and a subtle hint of spice.

Australia £18.50

Sherwood Pinot Noir

Intense aroma of cherries and plums that are mirrored on the palate, integrated with fine tannins with subtle oak.

New
Zealand £20.50

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DRINKS PACKAGES[§]

To help with budgeting, we offer the following drinks packages. However, if you would prefer a customised drinks package for your event, just let us know and we can assist you with this. All package prices quoted are per person.

	1 - 50	50 - 100	100+
Option 1 <ul style="list-style-type: none"> One glass of Pimms, bucks fizz or sparkling wine on arrival Two glasses of house red or house white wine served with the meal One glass of sparkling wine for the toast 	£16.00	£15.50	£15.00
Option 2 <ul style="list-style-type: none"> One glass of Pimms, bucks fizz or sparkling wine on arrival Three glasses of house red or house white wine served with the meal One glass of sparkling wine for the toast 	£18.00	£17.50	£17.00
Option 3 <ul style="list-style-type: none"> One glass of alcoholic fruit punch or cocktail on arrival Three glasses of house red or house white wine served with the meal One glass of Champagne for the toast 	£21.50	£20.50	£19.50
Soft Drinks A selection of soft drinks* (for a period of 4 hours) – excludes juices <ul style="list-style-type: none"> Adults £8.00 Children £5.00 Fruit juice supplement £2.00 <p>*Carbonated drinks only - this package does not include any bottled or canned soft drinks or fruit juices.</p>			

If you are unable to find the wine or Champagne you require from our extensive list, please let us know and we will try to source it for you. Alternatively, you may bring in your own wine or Champagne but you will be charged the following corkage:

- **Wine** £12.00 per bottle
- **Champagne** £15.00 per bottle

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FINGER FOOD**

CANAPÉS | £9.50 PER PERSON

Please select **six** canapés from the list below for a minimum of 10 persons

Smoked salmon blinis
Duck pâté with orange
Freshwater prawn with mascarpone
Cashel blue and walnut
Baby mozzarella and cherry tomato
Mini vegetable spring rolls
Mini chicken bouches
Asparagus with avocado mousse
Mini vegetable samosas
Steamed vegetable won tons
Deep-fried beef and horseradish cake
Mini cheese and tomato pizza
Foie gras mousse with cranberry
Bangers and mash éclairs
Curried potato soup shots
Smoked salmon mousse
Salmon and spring onion fish cakes
Mini cottage pies
Chilli tiger prawns in filo
Sausage and tomato plaits

HOTEL FINGER BUFFET 1 | £10.00 PER PERSON

For a minimum of 10 persons

Assorted sandwiches
Cajun spiced chicken
Cocktail sausage rolls
Vegetable samosas
Cocktail spring rolls
Salmon goujons

HOTEL FINGER BUFFET 2 | £15.00 PER PERSON

For a minimum of 10 persons

Assorted sandwiches
Salmon and spring onion fishcakes
Crudites and savoury dips
Mini pizza selection
Cheese and ham tartlets
Curry puffs
Mini curried beef kebabs
Herb and lemon roasted chicken drumsticks

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

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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: _____