

PRIORY HOTEL CONFERENCE RATES & ROOM CAPACITIES

The Priory Hotel's conference facilities are recognised as being among the best in the area. Excellent attention to detail and our two AA rosette cuisine will enhance the success of any event. All rooms are ground floor with natural daylight. Free car parking for up to 60 cars. Situated 5 minutes from the train and bus stations.

Please see below our published rates, however we do not always charge the full published rate and prices are subject to availability and demand.

Meeting Room Hire – Published Rate. Conference Room Hire rates are non-vatable and inclusive of 1 flipchart		
	8:00am – 5:30pm	7:00pm – 11:00pm
TERRACE SUITE	165.00	95.00
LANGTON SUITE	300.00	150.00
BABWELL SUITE	150.00	75.00
CONSERVATORY SUITE	150.00	75.00
THE GARDEN RESTAURANT	Subject to availability	Subject to availability

<u>DAY DELEGATE RATE</u> Published Rate - £45.00	<u>RESIDENTIAL RATE</u> Published Rate - £145.00
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ROOM CAPACITIES	Theatre style	Classroom	Boardroom	U-shape	Cabaret	Banqueting
New Langton Suite 13 x 7 metres - tbc	80 tbc	30 tbc	27 tbc	27 tbc	30 tbc	60 tbc
Terrace 7 x 5 metres	25	16	16	16	12	28
Conservatory 5 x 5 metres	24	14	16	16	15	26
Babwell 5 x 5 metres	18	10	10	10	10	10
Garden Restaurant	For dining and other special events it will seat a max of 66 (when used in conjunction with Conservatory). Private dining is available in The Conservatory (max 26 on 4 round tables) and the Terrace (max 20 on 1 rectangular table)					

CATERING TARIFF	Inclusive of VAT at current rate
Two course lunch in our restaurant per person from	15.00
Tea/coffee/biscuits (per person, per serving)	2.60
Tea/coffee/biscuits/danish pastries (p.p.p.s)	4.25
Buffet lunch per person	15.00
Mineral water (per bottle)	2.95
Orange juice (per jug)	5.00
Three course dinner in our restaurant per person from	24.95

EQUIPMENT HIRE	Inclusive of VAT at current rate
TV & DVD	35.00
Additional flipcharts and pad	15.00
Screen	15.00
LCD Projector – inclusive of screen	10.00 per hour
Wi-Fi	
Up to 10 users – per day	Complimentary
Additional users	2.50
Photocopies (per sheet)	0.25

All rates are subject to terms and conditions and are subject to availability, we reserve the right to withdraw any rate at any time. Please see our terms and conditions.

Priory Hotel Buffet Menus

Option 1

8 Items @ £15.00 per head

- Selection of sandwiches and filled baguettes
- Hand made margarita pizza
- Chicken satay skewers, peanut dip
- Salmon brochettes
- Vegetable dim sum, sweet chilli sauce
- Mini cheese burgers
- Beer battered fish fingers, tartre sauce
- Assorted wraps
- Breaded Salmon, garlic & herb goujons
- Cajun spiced potato wedges , various dips
- Lincolnshire sausage rolls
- Vegetable pakoras, mango chutney
- Chicken tikka skewers, minted yogurt
- Tomato & olive crostini
- Handmade brownies
- Doughnuts, hot chocolate sauce

Option 2

£12.50 per head

- Platter of mixed sandwiches
- Handmade pizza slices
- Chicken goujons, bbq dip
- Sausage rolls
- Fresh fruit
- Chocolate chip shortbread

Light Lunch

Option 3

£8.95 per head

- Selection of filled baguettes
- Chunky chips, mayonnaise dip
- Fresh fruit platter
- Handmade brownies

PRIORY HOTEL - TERMS AND CONDITIONS OF BUSINESS
CONFERENCES/GROUP BOOKINGS

Provisional Bookings

We are delighted to hold a provisional booking for you for a maximum of 10 working days, unless otherwise agreed by the Hotel. During this time, should a further enquiry be received, we reserve the right to ask for immediate confirmation.

Confirmation

All bookings are considered provisional until an Agreement has been signed by the client or confirmation has been received on headed notepaper agreeing to the Terms and Conditions. Once the Agreement is signed, both parties will agree to the Terms and Conditions of the Agreement. If the Agreement or written confirmation is not returned to the Hotel within 10 working days then the Hotel reserves the right to release the provisional reservation.

Credit facilities

It is the policy of the Hotel for all accounts to be settled on departure. Accounts cannot be forwarded without prior arrangement. If credit facilities do not exist with the hotel, credit or debit card details will be required prior to arrival to confirm the booking.

Final Payments

Clients not having credit facilities with the Hotel must settle all outstanding charges in full prior to departure. If credit has been granted, full payment of any outstanding balance must be made within 28 days – any queries will not affect the immediate payment of the remainder of the Account. After this date, we reserve the right to charge interest on the outstanding balance, at the rate of 8% above Bank of England base rate.

Amendments, Cancellations and Reductions in Numbers

- I. In the unfortunate circumstances that you have to cancel you confirmed booking at any time prior to the event, the Hotel will make every effort to resell the facilities on your behalf. Any cancellation or partial cancellation must be confirmed in writing and the facilities you have reserved cannot be released for resale until this is received and acknowledged.
- II. Definitive cancellation charges due can only be confirmed to you after the intended date of the event, when we may reduce the charge where alternative business has been secured
- III. In the event of the Hotel being unsuccessful in re-selling the space created by the cancelled or amended booking, cancellation charges will be made as follows:

Period of Notice	Charge
Over 90 days	20%
28 – 90 days	50%
14 – 27 days	75%
Less than 14 days	Full charge

Reduction in Numbers, Food and Beverage

A reasonably accurate number of guests is required at the time of booking. Once guest numbers are agreed, reductions will incur cancellation charges in line with the following:

Over 60 days	Up to 10%	No charge
	Over 10%	25% for each guest in excess of 10%
31 – 60 days	Over 10%	50% for each guest in excess of 10%
8 – 30 days		75% for each guest
7 days or under		Full charge for each guest

Non Arrival charges

Any delegates/guests who fail to arrive will be charged at the full rate for the duration of the stay. N.B. The hotel will make every effort to re-sell rooms released/cancelled and will only charge for those which remain unsold.

Amendments or Cancellation by the Hotel

The hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of

- Any occurrence beyond the reasonable control of the Hotel which shall prevent it from performing its obligations in connection with the booking
- If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel
- If the Client is more than 30 days in arrears of previous payments to the Hotel
- If the Hotel becomes aware of any alteration in the Client's financial situation

Supply of Information

- A full rooming list/ delegate list is to be supplied to the Hotel 14 working days prior to the event. For the avoidance of doubt the submission of this list only serves to provide names of

delegates attending the conference and does not affect the number of rooms contracted with the Hotel

- Any amendments including additions, cancellations, extension to stay must be notified in writing by the Client and confirmed by the Hotel

Charge/Payments

The Client must always sign charge dockets presented – queries received where dockets are not signed will not be accepted

Finishing Times

Functions are required to finish at the time agreed when the booking is made, as extensions to this time on the day may not be possible. The Hotel reserves the right to levy additional charges where the client fails to vacate the room at the contracted time

Damage

The Client shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment or any part of the Hotel or grounds, therein by any act, default or neglect of the client, subcontractor or guest of the client and shall pay to the company on demand the amount required to make good or remedy any such damage and for any loss of business caused as a result.

Valuables

Please be advised that unless valuables are deposited with the hotel management and a receipt obtained, the hotel regrets that it cannot accept liability for goods lost or stolen.

Third Parties

- I. Where the client employs sub-contractors or third parties to assist them with their Conference or Event, it is their responsibility to ensure that they comply with all Terms and Conditions laid down by the Hotel and any current Health & Safety legislation
- II. Where the Hotel is requested to book facilities and/or services on behalf of the client or its delegates, with third parties, it will do so in good faith but cannot be held liable should the standard of those services prove deficient, nor for the acts of omissions from such third parties.

Professional Bodies and Performing Rights

- The Company reserve the right to object to the employment by clients and guests of any photographer, toastmaster, band, musician or other persons in connection with any function and will, without obligation, be pleased to give clients and guests the benefit of their advice or recommendation in this connection.
- It shall be the responsibility of the client to ensure that where applicable, Performing Rights Society Forms are completed by any band or musicians employed by the client.

Corkage

Only food and beverages purchased from the Hotel may be consumed on the premises, except wedding cakes. It is not the policy of the Hotel to offer corkage facilities.

Miscellaneous

- The Hotel reserves the right to change the clients event to a different room in the Hotel if numbers fall from those originally contracted for
- The client must obtain prior consent for all signs, exhibitions and displays inside and outside the Hotel. The Hotel reserves the right to remove signs, which are unauthorised, unlawfully displayed or which may be deemed to cause offence.
- The Hotel will not be liable for clients or any person claiming through their clients, for any loss or damage caused by, or arising from, its failure to carry out any obligations under this agreement, due to anything beyond the control of the Hotel.
- The client accepts liability for any extra charges incurred.
- All prices quoted are inclusive of Service and VAT at the current rate, unless otherwise stated. We reserve the right to change prices due to increase in supplier's costs, tax, duty and any changes in VAT.
- All bookings made arising out of this Agreement will be deemed subject to the above conditions.

I/WE AGREE TO PAGE 1 AND PAGE 2 OF THE TERMS AND CONDITIONS

SIGNATURE