

*Best Western*

# *The Bentley Hotel*

## *Room Only Hire*

		<u>1 - 4hr</u>	<u>4 - 8hrs</u>
<b>Diamond Suite :</b>	Theatre Style 350	No half day	£ 530.00
<b>Sapphire, Ruby, Emerald and Crystal Suites:</b>	100	£118.00	£ 195.00
<b>Pearl:</b>	36	£ 77.00	£ 128.00
<b>Gail, Gold or Platinum Suite:</b>	12 Boardroom	£ 72.00	£ 108.00
<b>Syndicate rooms:</b>	<b>Half Day</b> £50.00 <b>Full Day</b> £70.00		

**Suites & Syndicates 1 to 4 hrs hire times: 8.30am - 12.30pm, 1.00pm - 5.00pm or 5.30pm - 9.30pm**

**Suites for 4 to 8hrs hire times are: 8.30am - 4.30pm, 9.00am - 5.00pm or 5.30pm – 11.00pm**

**Meeting room for up to 6 people, Tea, Coffee and Biscuits for maximum 2 hours any time: £ 48.00**

## *Equipment Hire (Daily Charge)*

Laptop	£ 50.00 (£30 - half day 3-4 Hrs )
Data Projector and Screen	£ 50.00 (£30 - half day 3-4 Hrs )
Data Proj. & Video or DVD, Screen & Sound	£ 80.00 (inc remote mouse)
32" TV	£ 30.00
21" TV	£ 20.00
DVD or Video	£ 20.00
Stage (8 ft x 16 ft) in 4 sections	£ 40.00
Screen only 6ft	£ 15.00
Screen only Large 10ft	£ 30.00
Lectern	£ 20.00
Flip Chart	£ 12.00
Radio Microphone (Roving or Lapel)	£ 50.00
Each Extra Microphone	£ 10.00
Speakers for clients own Laptop	£ 10.00
Photocopies (per copy)	.20
Facsimiles (per sheet) Outgoing only (for UK)	.50 Apply at reception for Europe & USA
Coffee/ Tea or Herbal Tea	£1.50 per person
Coffee/ Tea with Biscuits	£1.80
Coffee/ Tea with Danish	£2.50
Mineral Water (1 litre bottle)	£3.80
Bowl of Fresh Fruit (per 10 Delegates)	£8.00
Chilled Orange Juice per Jug	£4.85
Sandwiches with Chips (per person)	£6.95
Bacon or Sausage Barm	£3.85 (vegetarian sausage available)
Day Delegate Pass to Swimming Pool	£12.00 (After Meeting Maximum 10 persons)

# *Business Tariff*

## **STANDARD Daily Delegate (10 Delegates and over)**

**£31.00**

Room Hire  
Tea & Coffee on arrival  
Mid Morning Tea and Coffee with Danish Pastry  
Conference Buffet 'A' served in the Meeting Room  
Afternoon Tea and Coffee with Biscuits  
Herbal Tea available on request  
Iced Water, Fruit Cordial and Mints  
Flip Chart and Pens  
Data Projector and Screen  
Delegate Place Card

## **EXECUTIVE Daily Delegate (10 Delegates and over)**

**£35.00**

Room Hire  
Coffee with Bacon Rolls on Arrival (Vegetarian sausage available)  
Mid Morning Coffee with Danish Pastry  
Conference Buffet 'C' served in the Meeting Room  
Afternoon Tea with Biscuits  
Herbal Tea available on request  
Iced Water, Fruit Cordial and Mints  
Flip Chart and Pens  
Data Projector and Screen  
Delegate Place Card

## **24 Hour Delegate (10 Delegates and Over)**

**£118.00**

Three Course Evening Meal plus Coffee  
Free use of the Health and Leisure Club  
Single Accommodation  
Full English Breakfast  
Conference Room Hire  
Morning Coffee with Danish Pastry  
Conference Buffet 'A' served in the Meeting Room  
Afternoon Tea with Madeira Cake  
Herbal Tea available on request  
Iced Water, Fruit Cordial and Mints  
Flip Chart and Pens  
Data Projector and Screen  
Delegate Place Card

# *Conference Business Buffet*

## **"A" £12.25**

(This menu is included in the Day Delegate & 24 Hour Delegate Rate)

As an alternative we can offer a **plated Salad, Tuna, Cheese or Ham** with the name of delegates on each plate, this is only for those who notify you in advance, this must be on the booking form, no verbal orders.

Selection of Meat & Vegetarian Fillings on White & Wholemeal Bread

Roast Vegetable Brochettes (V)

Steak, Stilton & Whisky Rostis

Chicken, Cherry Tomato & Pepper Kebabs

Mini Wraps

Chicken & Salsa Fajitas

Sun Dried Tomato & Ricotta Bites (V)

Spicy Potato Wedges with Sour Cream & Chive Dip (V)

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Fresh Fruit Salad or Banoffee Pie

(With Fresh Cream)

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Coffee & Tea

## **"B" £12.85**

### *Healthy Eating Option*

Cold Ham & Topside of Beef

Vegetarian Quiche

Selection of Seasonal Leaves, Coleslaw, Potato Salad,

Tomato & Cucumber Salad

Buttered New Potatoes

Freshly Baked Bread Rolls

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Fresh Fruit Salad or Banoffee Pie

(With Fresh Cream)

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Coffee & Tea

## **"C" £14.85**

(This menu is included in the Executive Day Delegate Rate)

Panache of Salmon & Haddock with a White Wine & Coriander Sauce

Vegetarian Chili (V)

Chicken wrapped in smoked bacon and coated in BBQ sauce

All served with Saffron Rice

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Fresh Fruit Salad or Banoffee Pie

(With Fresh Cream)

\*\*\*

Coffee & Tea

# *Business Breakfast*

*Room Hire is complimentary for parties over 25 people.  
Under 25 is charged depending on size of room required*

**£10.25**

Chilled Fruit Juices  
Cornflakes

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Lincolnshire Chipolata, Back Bacon, Grilled Tomato  
Hash Brown, Black Pudding, Mushrooms and  
Fried Egg

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Mixed Toast with Preserves

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Freshly Brewed Coffee & Tea

# *Business Continental Breakfast*

*Room Hire is complimentary for parties over 25 people.  
Under 25 is charged depending on size of room required*

**£7.95**

Chilled Fruit Juices  
Cornflakes

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Croissants, Fresh Baked Rolls, Mixed Toast  
Preserves and Honey

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Freshly Brewed Coffee & Tea

# *Conference Suite Capacities*

<b>Style</b>	<b>Emerald, Ruby &amp; Sapphire</b>	<b>Diamond</b>	<b>Crystal</b>	<b>Gold &amp; Platinum</b>	<b>Poppy</b>	<b>Pearl</b>	<b>Gail</b>
Theatre	85	350	120	20	20	48	20
Boardroom	40		40	12	12	24	12
Classroom	45	150	12	12	12	15	
U-shaped	40		40		10	18	
Cabaret	48	200	60				
Dinner Dance		200					
Banquet Only (Round Tables)	70	200	90				
Rectangular Tables)	90	280	110				

## *Technical Information*

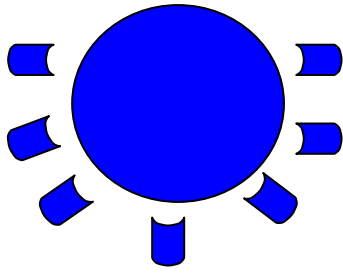
Length	14.7m	17m	14m	6.0m	5.8m	10m	5m
Width	6.0m	18m	9.5m	3.6m	4.6m	5m	3m
Area (sq.m.)	88.2	314.0	120.0	21.6	2.20m	50.0	15.0
Height Min	2.85m	2.85m	2.80m	2.20m	2.20m	2.85m	2.20m
Height Max	3.60m	3.60m	4.50m	2.20m	2.20m	2.85m	2.20m
Door Access (Width)	2.0m	2.0m	0.80m	2.0m	0.80m	0.80m	0.80m

## *Lighting*

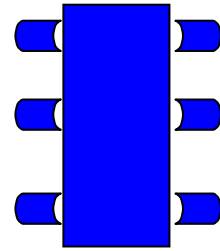
Natural Light	NO	YES	YES	NO	YES	YES	YES
Blackout	YES	YES	NO	YES	YES	YES	YES
13amp sockets	3 x 2	9 x 2	4 x 2	3 x 2	3 x 2	3 x 2	3 x 2
TV point	1	3		1	1		1
Telephone points	1	3	1	1	1		1
Speakers	2	6	2			1	

# Room Seating Plans

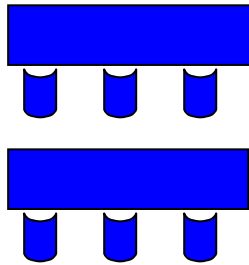
*Cabaret*



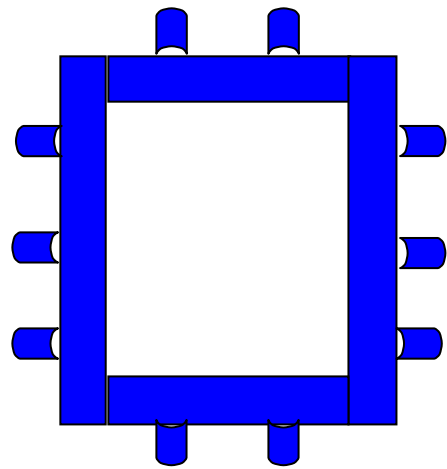
*Boardroom*



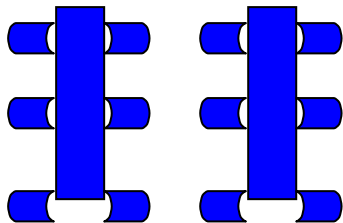
*Classroom*



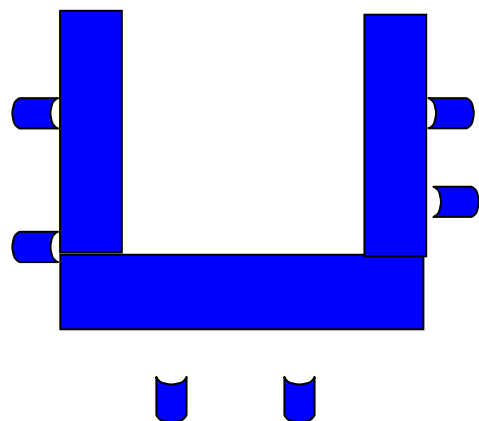
*Hollow Square*



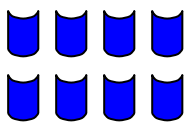
*Banquet*



*U Shaped*



*Theatre*



**BEST WESTERN**  
*The Bentley Hotel*  
**CONFERENCE BOOKING CONDITIONS**

**1. Confirmation**

All bookings require written or faxed confirmation on our booking form or their Company paper where appropriate. We reserved the right to release the booking after 14 days if no deposit or confirmation has been received.

**2. Accounts**

A non-refundable deposit of **£ 750.00** to be paid with confirmation of a booking, the balance must be paid 7 days prior to the event unless you confirm the booking with a credit card . Credit Accounts opened subject to references, please ask for an application form to open an account. If you already have an account with us, we need a signature on our booking form to confirm the booking. All invoices not paid at 30 days from invoice, will incur a 5% levy per week for accounts not settled on time.

**3. Numbers**

Approximate numbers required on booking an event. Final numbers are required 48 hrs prior for all conferences with accounts and credit card facilities, Non account clients will need to amend the final numbers when you pay 7 days prior to the event. Please note these will be the minimum charged to your account with No Refunds.

**4. Cancellation**

All cancellations must be confirmed in writing (Letter, E mail or Fax )  
Accommodation must be cancelled before 2pm on the day of arrival.  
A telephone cancellation requires a cancellation number, please ensure you receive one and keep a record of it. If insufficient notice is given and if the accommodation is not resold on the day, a charge will be raised for 50% of total booking between 2.00pm & 4.00pm., after 4.00pm 100%.

**Non-arrival** - If a guest fails to arrive and no cancellation number is issued, a non arrival charge of 100% of the total booking.

**Unconfirmed bookings** may be released 48 hrs before day of arrival.

**Check in time** from 2pm on day or arrival. Check-out time 12 noon on day of departure.

**In the event of a Conference cancellation for any reason, the company reserves the right to levy cancellation charges as follows:-**

<b>1 to 3 Months notice</b>	<b>30% of total account including forfeit of original deposit.</b>
<b>1 Week to 1 Month's notice</b>	<b>50% of total account including forfeit of original deposit.</b>
<b>48hrs to 1 Week's notice</b>	<b>75% of total account including forfeit of original deposit.</b>
<b>Within 48hrs</b>	<b>100% including forfeit of original deposit.</b>

**6. Company Liability**

The company shall not be liable for any delays in performing its duties as a result of causes beyond its control. The company reserves the right to cancel any event it considers it could prejudice the reputation of the hotel. No correspondence will be entered in to, and any deposits paid will be returned. The hotel shall not be responsible for the damage or loss of any articles left in the hotel prior to, or following the Client's function.

**7. Client Liability**

The client shall be responsible for the orderly conduct of their guests and ensure that their behavior shall not cause a breach of the law or in any way cause a nuisance to other guests. Also the client shall reimburse the company for any costs incurred through willful damage or negligence of company's property by the client or their guests.

**8. Loss of Personal Items**

The company cannot hold itself responsible for the loss of, or damage to, any property left on the premises or to any vehicle or its contents howsoever caused.

**9. Pets**

With regret, the company is unable to allow pets, with the exception of guide dogs with their owner.

**10. General**

Whilst the hotel has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service or facility without notice if necessary.

**Please sign below and return this contract with written confirmation.**

I/ We the undersigned agree to the Terms and Conditions.

On behalf of the Bentley Hotel and Leisure Club

Signatures: \_\_\_\_\_

**Date of Event:** \_ \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

On Behalf of: \_\_\_\_\_