

Pedersen Hotels

At Pedersen Hotels, we believe passionately in the individual. It's the way we run our company, and it's the way we'll look after you.

We're uncomplicated. No big company mentality. Each hotel is free to meet the expectations of you, the customer. This freedom means we respond quickly, when it matters most.

Our hotels are individual in style and location. Similarity comes from our reputation for offering consistently high levels of personal service.

We're always moving our hotels forward so that we can exceed your expectations. But don't just take our word for it, come and see for yourself, anytime.

Sheffield Park Hotel

Sheffield has evolved. It's one of the UK's most visited cities. The steel city has been transformed and so have we.

Our facilities for dining and celebrating are purpose built. Our main suite is big. Bigger than 51 full size snooker tables. Bigger than 75 African Bull Elephants. Big enough to accommodate up to 500 guests... and a car. Now that's big!

Completely redesigned interiors throughout. Contemporary décor provides the backdrop for your event or celebration. Commissioned artwork reflects our steel working heritage.

Our spaces are flexible and our team even more so. We adapt to you, not you to us. Whatever you want from your event, we will put it together for you.

We are accessible from 6 Junctions of the M1. Two mainline stations are within a 15 minute drive. You can be at four international airports within 45 minutes. Transport connections don't get much better than that.

Our air conditioned bedrooms, banqueting rooms and public areas are brand new. We have new leisure facilities to wake you up... or wind you down. We have parking for 260 cars.

We have a great team; passionate people delivering what you want. Join us for fine food, fine wine and an event to remember!

So what are you waiting for?

Sheffield Park Hotel Information

- Our Team:** Robin Lockwood, Meetings & Events Office Manager
Victoria Hides, Meetings & Events Coordinator
Laura Kelly, Trainee Meetings & Events Coordinator
Shane Daly, Area Sales Manager
- Our Rating:** Rated 4 Star by the AA
Yorkshire Tourist Board Member
- Our Location:** We are situated just south of Sheffield City Centre between Sheffield and Chesterfield. Our location is perfect for South Yorkshire and North Derbyshire.
- Our Nearest:** Major town is Sheffield (6 miles) or Chesterfield (7.3 miles)
Motorway junction is M1 junction 33 (12.5 miles) from the North or M1 junction 29 (8 miles) from the South
Train station is Sheffield (6 miles) or Chesterfield (7 miles)
Airport is Doncaster (31 miles) or East Midlands (42.8 miles)
- Our Facilities:** Complimentary onsite car parking for 260 cars
10 air conditioned meeting rooms
Extensive facilities for corporate events & private celebrations
95 en suite bedrooms
24 hour room service
Same day laundry & dry cleaning
Broadband internet access throughout the hotel
Restaurant, Lounge Bar and Terrace
revive Health Club with indoor pool, sauna, steam room, spa pool and air conditioned fitness suite
- Our Accommodation:** 2 suites
4 executive king bedrooms, 11 executive double bedrooms & 4 executive twin bedrooms
42 standard double bedrooms & 18 standard twin bedrooms
2 double accessible bedrooms
2 family double bedrooms
3 executive twin/king size & 9 standard twin/king size bedrooms
- Accommodation Facilities:** All bedrooms are fully refurbished and have air conditioning
En suite with bath & shower
SKY Sports and SKY News channel
4 pay movie channels available
Mini fridge with complimentary mineral water
Tea and coffee making facilities
Large business desk with high speed internet connection
Laptop safe
Iron & ironing board
Full use of revive Health Club with our compliments
- Our Food:** The Restaurant offers a contemporary menu and serves breakfast, lunch and dinner, 7 days a week.
Light meals and snacks are served in the Lounge Bar until late and room service is available 24 hours a day.

We are pleased to announce that the Sheffield Park Hotel's internal spaces are completely non smoking

Our Main Meeting & Event Suites

The Devonshire Suite is the Hotels' largest function space and has a maximum capacity of 336 guests for dinner or 300 for a dinner dance.

With redesigned interiors throughout, contemporary décor provides the backdrop for your event. Decorated in neutral shades of green, cream and aubergine, commissioned canvasses reflect Sheffield's steel working heritage.

The Devonshire Suite is located on the ground floor of the hotel, close to reception, the lounge bar and toilets.

The suite is fully air conditioned and a built in stage is available for use. Large sets can be accommodated due to a ceiling height of 4.3 metres.

Canapés and pre dinner drinks can be served in the Devonshire Foyer which is adjacent to the main suite. The foyer is private and fully accessible is ideal for delegate registration, refreshment breaks or drinks receptions served from the private bar.

Also located on the ground floor of the hotel, **The Hadfield Suite** has been fully refurbished throughout. The suite is ideal for medium sized dinners and events and an outside patio can be accessed via double doors from the Lounge Bar.

Again fully air conditioned, The Hadfield Suite can accommodate up to 100 guests for dinner or 90 for a dinner dance.

Close to the main hotel bar, cloakroom and toilets, The Hadfield Suite has a private bar within the room itself and can seat up to 100 guests for private dining.

Facilities for Events & Celebrations

To follow is a snapshot of information about our event suites. All dimensions and measurements are given in metres.

Room Name	Reception Style	Private Dinner	Dinner Dance	Dimensions	Ceiling Height	Bar Available	Dance Floor
Devonshire Suite	500	375	300	15.27 x 22.87	4.30	✓	✓
Devonshire 1	200	100	90	10.67 x 15.7	4.30	✓	✓
Devonshire 2	245	120	105	12.20 x 15.7	4.30	✓	✓
Devonshire Foyer	50	40	n/a	8.40 x 15.30	2.68	✓	X
Hadfield Suite	150	100	90	9.47 x 15.85	3.00	✓	✓
Hadfield Suite 1	40	30	X	4.90 x 9.47	3.00	✓	X
Hadfield Suite 2	60	50	X	7.03 x 9.47	3.00	✓	X

Drinks Reception Prices

The use of a private bar can be offered in every function suite, with our compliments. Should you wish to have access to a bar during your function, please just let us know.

Canapé Menus

Delicate canapés can be served as an appetiser during your event. Please select 5 canapé items from the following.

Cold Selection

Smoked salmon & cream cheese roulade

Parma ham & melon

Olive tapenade & sundried tomato en croute (v)

Spinach & cream cheese roulade (v)

Hot Selection

Filo of king prawn

Crispy duck spring roll

Mediterranean vegetable tartlet (v)

Chilli beef brochette

Oriental dim sum

Saffron & leek tartlet (v)

Chicken satay

Canapés are charged at £7.25 per person for 5 items.

Sample Banqueting Menus

Our sample 3 course banqueting menus are ideal for formal dining events. The dining menu created will offer a selection of 2 starters, 2 main courses and 2 desserts, to be pre-ordered for your delegates prior to the event or on the day. If you have a specific requirement or would prefer an alternative menu to those given below, please let us know and we would be happy to create a bespoke menu for your event.

Sample Banqueting Menu 1

Homemade Bruschetta (v)

Ciabatta with sweet beef tomato and mozzarella drizzled with green pesto vinaigrette

Or

Leek & Potato Soup with Fresh Bread (v)

~oOo~

Roast Spring Chicken

Sage & onion stuffing, chipolata sausage & chicken gravy

Or

Roast Loin of Pork

Apple stuffing, apple sauce & gravy

All main courses are served with a selection of seasonal vegetables and potatoes.

~oOo~

Fresh Berry Cheesecake

Or

Fresh fruit salad of seasonal fruits served with fresh cream

~oOo~

Coffee & Mints

The above menu is charged at £24.65 per person. Guests on a 24 hour delegate rate can dine from this menu as part of their inclusive rate with no supplement.

Sample Banqueting Menu 2

Chicken Caesar Salad

Little gem lettuce topped with pan fried chicken, bacon, crispy croutons & black olives

Or

Prawn Cocktail

North Atlantic prawns served on a bed of baby leaf salad served with Marie Rose sauce

~oOo~

Grilled Breast of Chicken

White wine & wild mushroom sauce

Or

Roast Leg of Lamb

Studded with garlic, rosemary & redcurrant jelly, served with gravy & mint sauce

All main courses are served with a selection of seasonal vegetables & potatoes

~oOo~

Lemon Meringue Pie

With clotted cream & berry compote

Or

Profiteroles & Hot Chocolate Sauce

~oOo~

Coffee & Mints

A supplement of £1.10 will apply to 24 hour rates for sample menu 2. If your event is not booked on a 24 hour basis, sample menu 2 will be charged at £25.75 pp.

Sample Banqueting Menu 3

Crown of Melon with Citrus Sorbet (v)

Or

Homemade Bruschetta (v)

Ciabatta with sweet beef tomato & mozzarella drizzled with green pesto vinaigrette

~oOo~

Roast Sirloin of Beef

Served with Yorkshire pudding & traditional gravy

Or

Rack of Lamb

A roasted three bone rack of lamb with herb & mustard crust, served with lamb gravy

All main courses are served with a selection of seasonal vegetables & potatoes

~oOo~

White Chocolate & Raspberry Truffle

Generously topped with glazed raspberries

Or

Selection of Cheese & Biscuits

British & Continental cheese served with a selection of biscuits, celery & grapes

~oOo~

Coffee & Mints

A supplement of £5.55 will apply to 24 hour rates for menu 3. If your event is not booked on a 24 hour basis, menu 3 will be charged at £30.20 per person.

Banqueting Selector Menu

This is a 3 course menu, selected in advance by you. It allows you to create a bespoke menu with items priced individually.

Starters	Price
<i>Bruschetta (v)</i> <i>Ciabatta with sweet beef tomato & mozzarella drizzled with green pesto vinaigrette</i>	£3.95
<i>Fan of melon with wild berry compote (v)</i>	£3.95
<i>North Atlantic Prawns</i> <i>On a bed of baby leaf salad with Marie Rose sauce</i>	£4.50
<i>Salmon Terrine with Lemon Vinaigrette</i>	£6.50 ★
<i>Chicken Caesar Salad</i> <i>Little gem lettuce topped with pan fried chicken, bacon, crispy croutons & black olives</i>	£4.50
<i>Duck & Orange Pate</i> <i>On a bed of crisp mixed leaves with a Cumberland sauce and Scottish oatcakes</i>	£4.50
<i>Roasted Mediterranean Vegetable Tartlet (v)</i>	£4.50
<i>Crown of Melon with Citrus Sorbet (v)</i>	£6.50 ★
<i>Soup of the Day (v)</i> <i>Choose from cream of vegetable, seafood chowder, tomato with basil & orange or cream of leek & potato soup</i>	£3.95
	Price
Desserts	
<i>Seasonal Fruit Crumble</i> <i>Seasonal fresh fruit topped with crumble & served with custard</i>	£4.50
<i>Profiteroles & Hot Chocolate Sauce</i>	£4.50
<i>Tiramisu</i>	£4.50
<i>Baked Mascarpone & Fresh Berry Cheesecake</i>	£4.50
<i>Rich Apple Tart</i> <i>Freshly whipped cream</i>	£4.50
<i>Bread & Butter Pudding & Crème Anglaise</i>	£4.50
<i>Duo of Chocolate</i> <i>Silky white & rich dark chocolate mousse, served with a fine rum truffle</i>	£4.50
<i>Seasonal Fruit Salad</i> <i>Fruit syrup with fresh cream</i>	£4.50
<i>Lemon Meringue Pie</i> <i>Clotted cream & a berry compote</i>	£4.50
<i>White Chocolate & Raspberry Truffle</i> <i>topped with glazed raspberries</i>	£4.50
<i>Selection of Cheese & Biscuits</i> <i>British and Continental cheese served with a selection of biscuits, celery & grapes</i>	£4.50
<i>Coffee & Mints</i>	£2.25
<i>Sorbet (v)</i> <i>Choose from lemon, blackcurrant & mango</i>	£3.50

Main Courses

	Price	
<i>Medallions of Pan Fried Beef Fillet</i> <i>Pink peppercorn and brandy sauce or a wild mushroom and red wine sauce</i>	£19.95	★
<i>Classic Beef Wellington</i> <i>Fillet of beef with wild mushroom & chicken liver duxelle, wrapped in puff pastry, served with a port wine sauce</i>	£21.95	★
<i>Roast Sirloin of Beef</i> <i>Prime sirloin of beef roasted and served with Yorkshire pudding and traditional gravy</i>	£16.95	★
<i>Yorkshire Pudding filled with Beef Stroganoff</i> <i>Finished with paprika, cream, brandy & gherkin strips</i>	£16.95	★
<i>Roast Spring Chicken</i> <i>Sage & onion stuffing, chipolata sausage & gravy</i>	£13.50	
<i>Stuffed Supreme of Chicken</i> <i>Oven baked breast of chicken stuffed with sun dried tomato & mozzarella</i>	£14.50	
<i>Grilled Supreme of Chicken</i> <i>Breast of chicken grilled & served with a white wine & wild mushroom sauce</i>	£14.50	
<i>Roulade of Turkey</i> <i>Prime turkey breast wrapped around a chestnut stuffing with traditional roast gravy</i>	£13.95	
<i>Roast Loin of Pork</i> <i>Apple stuffing, apple sauce & roast gravy</i>	£13.95	
<i>Roulade of Pork</i> <i>Loin of pork wrapped around a sage, onion and apricot stuffing, with apricot sauce</i>	£15.50	★
<i>Roast Leg of Lamb</i> <i>Studded with garlic, rosemary & redcurrant jelly, with gravy & mint sauce</i>	£14.50	
<i>Rack of Lamb</i> <i>A three bone rack of lamb roasted with a herb & mustard crust, served with gravy</i>	£16.95	★
<i>Aubergine & Beef Tomato Mousaka (v)</i> <i>Layers of aubergine, beef tomato & mozzarella, drizzled with basil & olive oil</i>	£13.50	
<i>Roast Mediterranean Vegetables (v)</i> <i>Roasted with pesto & served in a buckwheat crêpe</i>	£13.50	
<i>Spinach & Feta Filo Parcel (v)</i> <i>served with cream cheese sauce</i>	£13.50	
<i>Roasted Vegetables en Croute (v)</i> <i>Vegetables roasted with honey & wholegrain mustard, wrapped in puff pastry</i>	£13.50	
<i>Supreme of Salmon</i> <i>Fresh salmon oven baked & served with creamed white wine & dill sauce, garnished with a julienne of fresh leek & carrot</i>	£13.95	
<i>Pan Fried Tuna Steak</i> <i>Tomato, spring onion and balsamic dressing</i>	£15.95	★
<i>All dishes are served with a selection of seasonal vegetables and potatoes (except dishes containing rice)</i>		

Finger Buffet Menu

Select six items plus one dessert to create your own finger buffet selection.

All our finger buffets are inclusive of Tea & Coffee. Finger Buffet Charged at £14.25 per person

You are welcome to choose any other additional items for your menu at an extra cost of £2.95 per item.

A selection of Open and closed sandwiches.

Fillings include;

*Chicken Tikka, Ham & Tomato, Prawn & Marie Rose,
Cheese & Onion, Egg & Cress, Tuna, Sweet corn & Mayonnaise.*

Cheese and Chive pin wheel

Mini Lamb Burgers with Autumn Fruit Chutney

Tomato and Mozzarella Bruschetta

Cherry Tomato Confit on a Basil Croustini

Rocket and Brie Filo Parcel

Mini Roasted Vegetable Quiche

Smoked Salmon and Cream Cheese Blini

Wild Mushroom, Goats Cheese and Chestnut Tart

Sweet Corn Galette with a Plum Dipping Sauce

Sweet and Sour Pork Balls

Oriental Prawn Skewers

Chicken Satay with Peanut Sauce

Jerk Chicken skewers with a Lime and Cucumber Salsa

Smoked Salmon and scrambled Egg Hoagie

Mixed marinated Olives

Mini Italian pinwheel

Roast Beef and caramelized Red Onion Chutney filled Yorkshire Pudding

Vegetable Crudités

Vegetable Tempura

Chicken Tempura

Vegetable Pakora

Oriental Dim Sun Selection

Duck Wrap

Spinach and Cream Cheese roulade

Goat's Cheese and Onion Marmalade Tart

Dessert Selection

Mini Chocolate Éclairs

Choux Pastry buns filled with Fresh Cream and coated in Chocolate Sauce

Cocktail Fruit Tartlets

Mini Pastry cases filled with glazed fresh fruit

Fork Buffet Selector Menus

Simply choose one starter, two main courses and one dessert, tea and coffee. Fork buffets are available for 10 guests or more and is served with a choice of jacket or potatoes or new potatoes, rice, five salad varieties and fresh bread. Fork buffets are charged at £18.50 per person.

Starters

Melon & Orange Cocktail (v)
marinated in sweet orange & stem ginger sauce

Fan of Melon (v)
served with a fruits of the forest compote

Chicken Liver Pâté
served on crisp leaves with Cumberland sauce & Scottish oatcakes

Chef's Homemade Soup
served with warm bread rolls

Breaded Mushrooms (v)
served with garlic mayonnaise dip

Spinach & Cream Cheese Roulade (v)
with tomato & basil sauce

Main Courses

Turkey a La King
Turkey strips cooked in a cream sauce with sliced peppers, served with basmati & wild rice

Coq au Vin

Lasagna al Forno

Vegetable Lasagna (v)

Carbonnade of Beef
A traditional casserole of beef cooked with ale served with mustard croutons

Navarin of Lamb
A classic French casserole of tender lamb, seasonal vegetables, potatoes & rosemary

Fish Pie with Salmon & Prawns

Chicken Stroganoff
Tender strips of chicken, cooked in a cream, mushroom & brandy sauce with basmati & wild rice

Lamb Curry
A mild curry with tender lamb pieces, with naan bread, basmati & wild rice, yoghurt & mint raita

Mushroom Stroganoff (v)
Cooked with cream, mushrooms & brandy, served with julienne of gherkin, basmati & wild rice

Tortellini ricotta (v)
Pasta parcels filled with ricotta cheese, tomato & basil sauce, garnished with Parmesan cheese

Vegetable Curry (v)
Fresh vegetables in a mild curry sauce, naan bread, basmati & wild rice, yoghurt & mint raita

Beef Chilli Con Carne with Rice & Tortilla Chips

Dessert

Fresh Fruit Salad & Cream

Profiteroles & Hot Chocolate Sauce

Apple Pie & Cream

Tiramisu

Blackcurrant Cheesecake

Dressed Buffet

Our dressed buffet includes your starter, a selection of decorated meats and fish, a selection of desserts and Coffee & Truffles. The dressed buffet is available for 25 or more guests and is - charged at £30.75 per person.

Starters

*Chilled Seasonal Melon
served plain or with your choice of the following:*

*Parma Ham, Prawns in Dill Mayonnaise, Mixed Fruit Berries & Strawberry Coulis and
Smoked Salmon & Lemon*

Main Courses

*Dressed Salmon, Dressed Honey Roast Ham, Dressed Turkey & Vegetable Terrine
All of hand dressed by our Head Chef and his brigade*

Hot Sirloin of Beef (to be served on the buffet)

Salads

*Roasted Vegetable & Pasta Salad, Coleslaw, Tossed Mixed Salad, Three Bean Salad
Feta, Hazelnut & Tomato Salad with Balsamic Dressing
Jacket Potatoes or Minted New Potatoes*

Desserts

*Maple & Pecan Deep Dish Cheesecake
White Chocolate & Truffle Gateau
Tropical Fresh Fruit Salad
British & Continental cheeses*

Coffee & Truffles

Our Wine Selection

House Wines

Spain	Vina Adela White	£13.25
Spain	Vina Adela Red	£13.25
Italy	Bianco di Salento	£14.20
Italy	Rosso di salento	£14.20

White Wines

France	Sauvignon Ugni Blanc –Le pioneer	£15.80
Italy	Pinot Grigio ~ Ca' Luca, Veneto '05	£17.40
France	Colombard Chardonnay ~ Duc de Chapelle '05	£14.80
Australia	Colombard Chardonnay – Richmond Ridge	£16.10
Chile	Chardonnay ~ Los Caminos, Colchagua Valley '05	£17.00
France	Sauvignon Blanc – Duc de Chapelle	£15.80
S. Africa	Chenin Blanc – Stonedale Rietvallei	£14.20
Italy	Chardonnay Insolia ~ Il Paradosso, Sicily '05	£14.30
Germany	Piesporter Michelsberg QbA '04/05	£16.40
France	Sancerre – Domaine Merlin Cherrier	£31.30
France	Chablis ~ Domaine Nathalie & Gilles Fèvre '04	£29.90
New Zealand	Sauvignon Blanc ~ Totara Hill, Marlborough '05	£24.90

Red Wines

Italy	Shiraz Nero d'Avola ~ Il Paradosso, Sicily '04/05	£14.30
Chile	Cabernet Sauvignon ~ Los Caminos, Colchagua Valley '05	£17.00
Italy	Merlot del Friuli ~ Ca' Luca, Friuli '04/05	£16.20
France	Cabernet Merlot ~ Duc de Chapelle '04/05	£14.80
Spain	Rioja Tinto ~ Don Plácero '04/05	£17.40
Australia	Shiraz Cabernet ~ Copperstone Creek '04/05	£17.00
Argentina	Malbec Avanti – Bodegas Bobore , San Juan	£19.00
South Africa	Pinotage ~ Tulbagh Ridge, Tulbagh '04/05	£19.00
Australia	Shiraz Cabernet – Richmond Ridge	£16.10
New Zealand	Pinot Noir ~ Totara Hill, East Coast Vineyards '04/05/05	£23.90
France	Fleurie –La Madone –Georges Blanc	£29.50

Rose

Italy	Pinot Grigio Blush – San Antonio, Veneto	£17.70
USA	Blush Zinfandel – RH Phillips	£18.60
South Africa	Cabernet Rose ~ 'Wild Rush'. Rietvallei Estate, Robertson '05	£17.20

Sparkling Wine & Champagne

France	Veuve Valmante ~ Cuve Close NV	£19.30
Italy	Prosecco Rose – Borgo del Col Alto	£24.00
France	Lenoble ~ Brut Réserve NV	£49.50
France	Laurent Perrier ~ Brut NV	£58.25
<u>France</u>	Laurent Perrier Rose	£81.95

If a particular wine or vintage becomes unavailable, a suitable alternative will be offered.

A Little Something Extra...

Please see the following suggestions of how you can enhance your event further.

Bucks Fizz Drinks Reception	£ 2.95
Champagne Reception	£ 6.25
Chocolate Fountain	On request
Canapés (5 items)	£7.95 per person
Bottled Mineral Water	£3.50
Jugs of Orange Juice	£ 6.50
Room Theming Package	From £1,000.00
Assorted Casino Tables (blackjack, roulette etc)	On request
Floral Table Decorations	From £12.00
Balloons (bunch of 3, helium filled)	From £ 8.50
Balloons (bunch of 5, helium filled)	From £ 11.50
Chair Covers (various colours)	From £4.00
Table Confetti	On request
Menus, Name Cards & Table Plan	With our compliments
PA System & Microphone	£90.00
DJ (7.00-1.00am)	£300.00

Pedersen Events... The Fun Stuff!

We recognise that at times, something extra is needed to make an event successful. The Pedersen Events Team can suggest a whole host of ways to give corporate events or private dinners a twist. We can arrange line dancers or a cork gun shooting range for your Wild West Hoe Down or a coconut shy and limbo dancers if you fancy a Hawaiian Night... just ask!

Themed Events

If you're looking to theme your event, whether it's James Bond, Las Vegas Showtime, Wild West or Charlie & The Chocolate Factory, our Pedersen Events team will add some wow factor.

Other popular themes include Caribbean Beach Party, Fire & Ice, Groovy Retro Disco, Hollywood, Strictly Come Salsa, Grease (the Movie), Gangster's Paradise and Little Night of Horrors.

Corporate Entertainment

We specialise in corporate entertainment and have a wide range of options available for all events, large and small. We can provide everything needed to entertain any audience including bespoke entertainment centered around your organisation or your group of friends if it is a private celebration.

Some of our most popular events are The Fun Casino, the all new Crazy Race Night, Murder Mystery, Place Your Bets, Funky Corporate Quiz Show & The Night of the Millionaires

Celebrate at Sheffield Park Hotel

For information on holding other celebrations with us, please ask. We have the facilities to offer wedding receptions, christenings, Christmas parties, high school proms and many other events.

Our Terms & Conditions

Definitions

In this agreement:

'Booking Contract'	means the attached booking contract which sets out your requirements and the price payable
'Booking Value'	means the total price payable as shown on the Booking Contract
'Booking Value Difference'	means the difference between the Booking Value and the Revised Booking Value (less the permitted 10% reduction, if applicable in accordance with clause 2.2.1)
'Contracted Numbers'	means the number of delegates as shown on the Booking Contract;
'Event'	means the event as set out in the Booking Contract
'Hotel'	means the Sheffield Park Hotel
'Revised Booking Value'	means the total price payable following a reduction in Contracted Numbers;

1. CONFIRMATION OF YOUR BOOKING

Confirmation of booking shall only be accepted once the Booking Contract is signed by you and returned to the Hotel, until this date your reservation remains provisional.

For private events (non corporate) and weddings, a non refundable, non transferrable deposit is required.

Confirmation of a private booking shall only be accepted when the signed Booking Contract, signed Terms & Conditions and the agreed deposit are received by the hotel. Until this date your reservation remains provisional.

For details of the deposit required for your event and any subsequent pre-payments, please consult your Event Coordinator.

2. CANCELLATION OF EVENT

In the unfortunate circumstances that you need to cancel or postpone your confirmed booking you must tell us by telephone and confirm in writing within 3 working days.

2.1 Total Cancellation by you

In the event that you need to cancel or postpone your entire booking the following cancellation charges will be levied:

Over 121 days before the first day of the Event:	25% of the Booking Value
91-120 days before the first day of the Event:	50% of the Booking Value
32-90 days before the first day of the Event:	75% of the Booking Value
31 days or less before the first day of the Event:	100% of the Booking Value

We will make every effort to re-let the space and will deduct this from any cancellation charges levied.

2.2 Reduction in Contracted Numbers or required facilities

2.2.1 If you give us at least fourteen days notice before arrival you can reduce your original Contracted Numbers by up to 10% without charge.

2.2.2 If there is a drop of more than 10% in Contracted Numbers any time after your booking has been confirmed cancellation charges will apply as follows:

Over 121 days before the first day of the Event:	25% of the Booking Value Difference
91-120 days before the first day of the Event:	50% of the Booking Value Difference
32-90 days before the first day of the Event:	75% of the Booking Value Difference
31 days or less before the first day of the Event:	100% of the Booking Value Difference

2.2.3 Should Contracted Numbers fall below 10, room hire prices together with individual prices (details of which can be provided on request) will replace the delegate package prices.

2.2.4 If you make any reductions in your Contracted Numbers or facilities booked (including AV equipment or Conference Room hire) less than fourteen days prior to arrival the Booking Value will still be payable.

2.2.5 If Contracted Numbers are reduced the Hotel reserves the right to re-allocate the room for your Event to one of a more appropriate size.

3. CANCELLATION OF BEDROOMS

3.1 Total Cancellation of Bedrooms

If you cancel your contracted numbers of bedrooms 60 days or more before the arrival date – no charge will be made.

If you cancel your contracted numbers of bedrooms 30 days or less before the arrival date – full charges will apply.

3.2 Reduction in Contracted Numbers or required facilities

30 days or more prior to the arrival date – contracted bedrooms can be reduced by 10% of the contracted number without charge

Between 30 and 7 days prior to the arrival date any cancelled bedrooms will be charged 50% cancellation charge

7 – 1 days prior to the arrival date any cancelled bedrooms will be charged in full.

Cancellations or no-shows on the arrival dates will also be charged in full

4. PAYMENT TERMS

4.1 All accounts are to be prepaid in advance.

4.2 If you have credit arrangements the account settlement is required 14 days from the date of invoice (which will be sent to you following your event).

4.3 We reserve the right to charge 2% interest per month (pro rata) on overdue accounts once our credit terms have been exceeded.

- 4.4 Credit facilities can be arranged after duly completing the necessary credit application forms. The process takes approximately two weeks and must be in place prior to the start of the event.
- 4.4 If you have a query on the final bill, the balance should be paid on the due date, the part queried will be due as soon as the problem has been resolved.

5. AMENDMENTS OR CANCELLATION BY THE HOTEL

- 5.1 The Hotel may cancel your booking in the following circumstances:
- 5.1.1 If the Hotel, or part of it, is closed due to circumstances beyond our control;
 - 5.1.2 If you become insolvent;
 - 5.1.3 If you are more than 30 days in arrears with payment to the Hotel for previous events;
 - 5.1.4 If, in our reasonable opinion, we consider that the Event or the persons associated with it might damage the reputation of the Hotel or otherwise cause damage to the Hotel;

In the event of cancellation for any of the reasons specified in clauses 4.1.1 to 4.1.3 the Hotel will refund any advance payments, less any costs already incurred in organising your Event. In the event of cancellation in accordance with clause 4.1.4 the Hotel will refund any advance payments in full. The Hotel shall not have any further liability to you.

- 5.2 Should the Hotel, for reasons beyond its control, need to make any amendments to your booking we reserve the right to offer an alternative choice of facilities within the Hotel and of a similar standard. Any amendments to your booking will be undertaken after discussion with you and the Hotel will offer the option of a refund at its discretion.

6. REQUIREMENTS AND RESTRICTIONS

- 6.1 We must give our prior approval to any external, suppliers including bands or entertainers, which you want to use in connection with your booking; we may refuse approval for any reason.
- 6.2 You must not fix anything to the walls, floors or ceilings of the Hotel without prior permission.
- 6.3 No food or alcohol may be brought into the Hotel unless you have prior permission.
- 6.4 If any member of your party or any external suppliers behave in an inappropriate manner, we may ask you and/or the relevant people to leave the Hotel.
- 6.5 We have to comply with various licensing and statutory regulations when running our Hotel; you agree to act in accordance with our reasonable instructions in complying with such regulations, rules and requirements.

7. EXCLUSION OF LIABILITY

- 7.1 Although nothing in this agreement excludes or limits our liability for death or personal injury caused by our negligence we shall be under no liability to you for any indirect loss or expense (including loss of profit, loss of business, depletion of goodwill, loss of goods, loss of contract, loss of use or any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses) arising out of a breach by the Hotel of this contract.
- 7.2 The maximum liability of the Hotel shall be no greater than the amount paid by the client in respect of any booking.

8. INDEMNITY

You will indemnify the Hotel from and against any and all liability and claims, costs, demands, proceedings and damages resulting or arising from the Event, you, your delegates or any outside contractor.

9. DAMAGE

It is the policy of the hotel to charge for any damage caused to its property by any activity undertaken as part of the Event. Where necessary the Hotel will call upon the services of an independent arbitrator to undertake an evaluation of any damage.

10. THIRD PARTIES

This contract is made for the benefit of the parties to it and (where applicable) their successors and permitted assigns and is not intended to benefit, or be enforceable by, anyone else.

11. SEVERANCE

- 11.1 If any clause (or part of a clause) of this agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions will remain in force.
- 11.2 If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, that provision will apply with whatever modification is necessary to make it valid, enforceable and legal.

12. ENTIRE AGREEMENT

This agreement constitutes the entire agreement and understanding of the parties to it and supersedes any previous agreement between the parties relating to the subject matter of this agreement.

13. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the law of England and Wales. Each party irrevocably agrees to submit to the sole jurisdiction of the courts of England and Wales over any claim or matter arising under or in connection with this agreement or the legal relationships established by this agreement.