

# Conferences



*Invincible Suite*



*Intrepid Suite*



*Fearless Suite*



*Endurance Suite*

## Day Delegate – Option 1

£35.00 pp min 15 pax  
*Includes*

Unlimited tea, coffee, water,  
biscuits/pastries

Unlimited selection of fresh fruit

2-course hot fork lunch –  
(Restaurant)

Conference room hire

Flipcharts, LCD Projector, screen  
TV & DVD

Complimentary Wi-Fi

## Breakfast Meeting, 7-10am

£19.95 pp min 15 pax, *Includes*

Full English breakfast  
Room hire, flipchart,  
projector, screen hire, Wi-Fi

## Day Delegate – Lunch Option 2

£32.00 pp min 15 pax  
*Includes*

1-course hot/cold  
finger buffet lunch  
(meeting room)

Plus all other items from  
Option 1 package

## Day Delegate – Lunch Option 3

£29.95 pp min 15 pax  
*Includes*

Sandwiches & Chips –  
(meeting room)

Plus all other items from  
Option 1 package

## 24-hour Residential Delegate

£115.00 pp (single occupancy)  
£99.00 pp (sharing a twin/double)

*Includes*

Unlimited tea, coffee, biscuits/Danish pastries

2-course buffet lunch

Afternoon serving of fresh fruit & cake

Jugs of iced water & cordials

Conference room hire

Flipcharts, LCD projector, screen, TV & DVD

Complimentary Wi-Fi

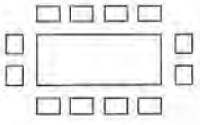
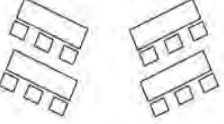
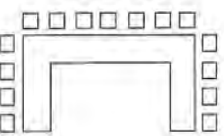
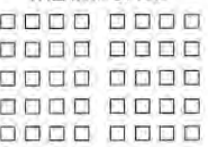
Table d'hôte dinner

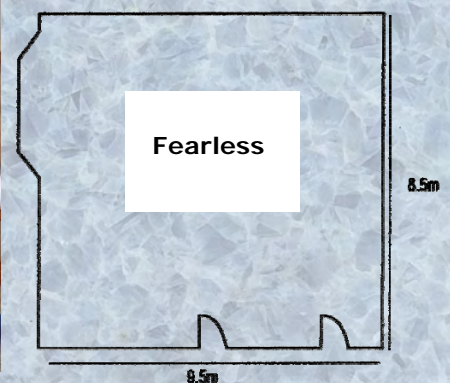
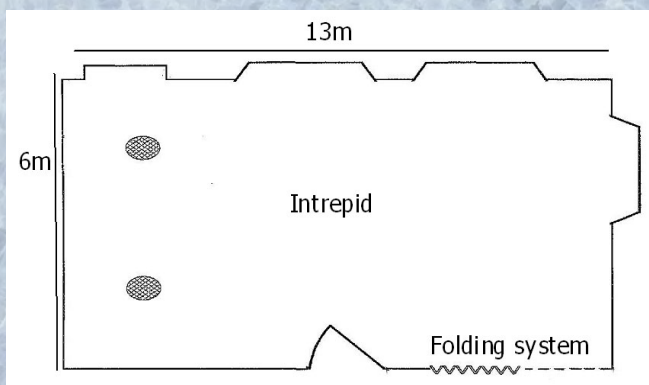
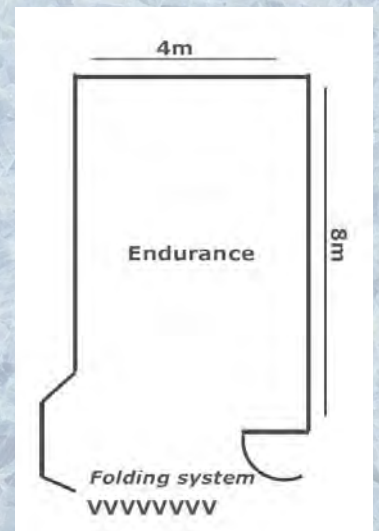
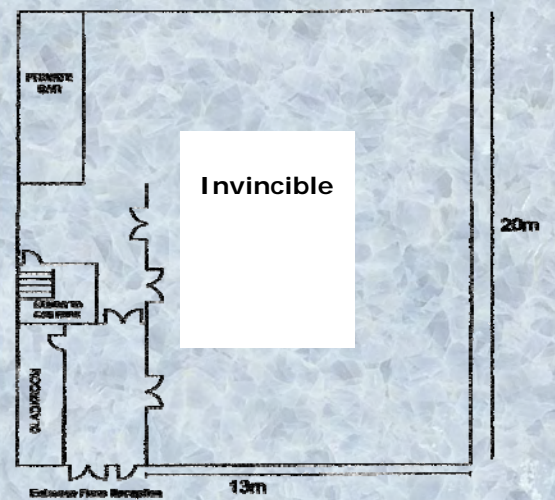
Bed

Full English breakfast



# Room layouts and capacities

Suggested Room Layouts	Seating Capacities			
	Invincible	Intrepid	Endurance	Fearless
<b>BOARDROOM</b> 		28	16	28
<b>CLASSROOM SUITE</b> 	160	30	18	30
<b>"U" SHAPE</b> 		28	16	28
<b>THEATRE STYLE</b> 	250	50	30	50
<b>RECEPTION / EXHIBITION OCCASIONAL TABLES</b>	280	50	80	25





# CONFERENCE MENUS

## Full English Breakfast

Choice of cereal

~~~~~

Grilled bacon, Hampshire pork sausages, fried egg, mushrooms, grilled tomatoes, baked beans, hash browns, fried bread

~~~~~

Toast & marmalade

~~~~~

Tea or coffee



## Sample Buffet Lunch Selection

Steak, ale & mushroom pie  
 Beef lasagne  
 Beef bourguignon  
 Chilli con carne  
 Lamb curry  
 Lamb casserole  
 Shepherds pie  
 Chicken stroganoff  
 Chicken chasseur  
 Chicken curry  
 Coq au Vin  
 Sweet & sour pork  
 Pork stir fry  
 Pork & apple casserole  
 Turkey & ham pie  
 Turkey fricassee



### Vegetarian options

Vegetable pasta bake  
 Mushroom stroganoff  
 Vegetable lasagne  
 Leek & potato bake  
 Vegetable curry  
 Carrot & nut roast  
 Vegetable fricassee  
 Vegetable stir fry  
 Mushroom chow mein

### Accompaniments

Selection of salads, cold meats, prawns and dressings

+

Chef's selection of cold desserts

---A 'healthy option' menu can be designed for you by our Chef if required---

## Sample table d'hote dinner (24-hour delegates)



### Starters

#### **Carrot and Coriander Soup**

*Finished with cream and topped with croutons*

#### **Prawn and Apple Cocktail**

*Sat on shredded leaves with brown bread and butter*

#### **Fan of Honeydew Melon**

*With a fig compote and mango coulis*

### Mains

#### **Pan-fried Chicken Breast**

*With bacon and tarragon dressing*

#### **Baked Salmon Fillet**

*With fennel and cherry tomato butter*

#### **Spinach and Goats' Cheese Cannelloni**

*Served with salad and garlic bread*

### Desserts

#### **Apple and Cinnamon Crumble**

*Served with crème anglaise*

#### **Trio of Ice Cream**

#### **Selection of Cheese and Biscuits**

\* \* \* \* \*

#### **Coffee**

~~ We will be pleased to discuss any alternative that is required ~~



# MAKE A CONFERENCE WORK — add a little extra —



## WINTER WARMERS

|                                                                                |          |
|--------------------------------------------------------------------------------|----------|
| Bacon or sausage in a warm breakfast bun                                       | £4.65 pp |
| Hot chocolate and a muffin                                                     | £4.25 pp |
| Home-made soup [tomato & basil or cream of vegetable] with a crusty bread roll | £5.35 pp |

## WHY NOT GIVE THEM A TREAT?

|                                                                                      |          |
|--------------------------------------------------------------------------------------|----------|
| Afternoon tea and a fruit scone filled with clotted cream, strawberry jam and butter | £5.35 pp |
| Warm Alabama chocolate fudge cake served with cream                                  | £4.65 pp |

## BOOST YOURSELF

|                      |               |
|----------------------|---------------|
| Red Bull cans        | as bar tariff |
| Cadbury's Boost bars | £0.60 ea      |

## Room hire fees [per full day]

*if delegate packages not taken*

|                                     |         |
|-------------------------------------|---------|
| Invincible suite                    | £395.00 |
| Fearless Suite                      | £249.00 |
| Intrepid Suite                      | £249.00 |
| Endurance Suite                     | £95.00  |
| Interview rooms<br>(up to 4 people) | £75.00  |

## Other charges

|                               |         |
|-------------------------------|---------|
| Tea/coffee                    | £2.25   |
| Tea/coffee & biscuits         | £3.25   |
| Tea/coffee & pastries         | £3.55   |
| Photocopying <i>per page</i>  | £0.20   |
| Facsimile                     |         |
| <i>National per page</i>      | £2.60   |
| <i>International per page</i> | £5.30   |
| Telephone per unit            | £0.27   |
| Data projector                | £60.00  |
| Screen                        | £15.00  |
| TV & Video                    | £55.00  |
| DVD Player                    | £30.00  |
| PA System                     | £200.00 |
| Flipchart                     | £12.50  |

**Wi-Fi is complimentary throughout the hotel and Car Parking is first come first served**

**BEST WESTERN**  
Royal Beach Hotel

St. Helens Parade, PORTSMOUTH PO4 ORN

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[www.royalbeachhotel.co.uk](http://www.royalbeachhotel.co.uk)



## CONFERENCE & BANQUETING CONDITIONS OF BOOKING

The following terms and conditions of contract apply from the date of this confirmation letter. Written confirmation of a booking by the Client implies acceptance of these terms and conditions. In these terms and conditions, the expression "the Hotel" means the BEST WESTERN Royal Beach Hotel and the expression "the Client" means the person, firm or company booking the function at the Hotel.

**Confirmation of Booking** The Hotel can only consider a reservation as definite, and will only undertake to reserve accommodation, when written confirmation is received by the Hotel, together with a non-refundable deposit of £500.00 [or amount specified by the Hotel]. Payment of the deposit is acceptance of these Terms & Conditions. Should the Client fail to pay such deposit within seven days of being requested to do so, the Hotel may treat the booking as having been cancelled by the Client.

**Rates** Our prices are inclusive of VAT (where applicable) at the prevailing percentage of the day and are subject to change in accordance with Government legislation

**Function Venue/Numbers** The size of function space allocated is based on the expected number of attendees and, should this figure be less than 90% of the number first booked, the Hotel reserves the right to change the allocated function space or charge a surcharge.

**Final Numbers** The customer shall notify the Hotel of the final number of guests attending

- 21 days prior to the function date

**Final Details** The client shall notify the Hotel of the following details by 14 days prior to the function date

- Menu [including dietary requirements]
- Table plan/layout
- Rooming list

**Invoicing and Payment Settlement** shall be by cash, cheque, banker's draft or such credit cards as are accepted by the Hotel. Company credit facilities may be available and an application form is obtainable from the Hotel. The Hotel will forward a pro-forma invoice prior to the function date, calculated on final numbers given. The Hotel will expect full payment by

- 14 days prior to the function date

Any query concerning the agreement or the charges made shall not affect the Client's obligation to pay all outstanding balances immediately. The hotel reserves the right to charge interest at the rate of 2% for each 28 day period, or part thereof, on any outstanding balance.

**Cancellations** If the Client cancels a conference or function, the following charges will be due. In each case, the percentage charge applies to the estimated total account for the event.

- For cancellations between 26 weeks and 13 weeks prior to the start date = 20%
- For cancellations between 13 weeks and 4 weeks prior to the start date = 50%
- For cancellations less than 4 weeks prior to the start date = 100%
- **If we have had to hire in or sub-contract professionals / entertainers / equipment etc., a cancellation charge will be levied in accordance with such hirer/sub-contractor terms & conditions**

The Hotel will endeavour to re-let the allocated space and any related bedrooms, and a reduction of the cancellation charge will be made if the Hotel is successful.

**Non-arrival Charges** Bedrooms reserved in conjunction with a conference or function and subsequently cancelled or not taken up will be subject to the cancellation policy set out above.

**Licensing and Statutory Regulations** The Hotel, and functions and conferences within it, are subject to Statutory Regulations including those relating to fire precautions and entertainment. The regulations must be strictly observed and a copy is available from the Hotel. The provisions of the Licensing Act 1964 as amended must also be observed in England and Wales and, in Scotland, the provisions of the Scottish Licensing Act 1976.

**Third Party Injury Insurance** The Hotel accepts no responsibility for the death, bodily injury or disease arising from any cause whatsoever to

- Persons visiting the Hotel and/or the allocated rooms on behalf of, at the invitation of or at the request of the Client, whether death, injury or disease occurs within the allocated rooms or in any other part of the Hotel.
- Persons employed by the Client during the period of hire, whether such death, injury or disease occurs within the allocated rooms or in any part of the Hotel except for legal liability arising due to negligence of the Hotel, its employees, servants, representatives or agents.

**Cloaks and Personal Property** The Hotel accepts no responsibility for loss of or damage to the property of Clients or guests. Cloakrooms are provided for the convenience of Clients and guests but any property deposited in same is strictly at owners risk except for legal liability arising due to negligence of the Hotel, its employees, servants, representatives or agents.

**Equipment and Storage** The Hotel will assist Clients, where reasonably possible, with storage of equipment etc. The Hotel does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like.

**Professional Bodies** The Hotel reserves 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 or conference and will, without obligation, be pleased to give customers and guests the benefit of their advice or recommendations in this connection.

**Corkage** No wines or spirits may be brought into the allocated rooms by the Client or guests for consumption on the premises unless the prior consent of the Hotel has been obtained and for which a charge will be made.

**Finishing Times** Functions and conferences are required to finish at the time agreed when the booking is made. Extensions to this time may be chargeable and are at the sole discretion of the Hotel and are in any event subject to the aforementioned Statutory Licensing Regulations.

**General Liability** The Hotel will not be liable for any failure to provide the services contracted in the following circumstances:

- Industrial action by the Hotel's employees.
- Industrial action by the staff of a major supplier.
- Fire, lightning, aircraft impact, explosion, riot and civil commotion, malicious damage, storm tempest, flood, burst pipes earthquake and impact.
- Postal bookings which do not reach the Hotel.
- Breakdown of plant or any failure to supply the Hotel with gas, electricity, water, etc.

Without prejudice to the foregoing and without incurring any liability against them, the Hotel undertakes to take all possible action to alleviate any such inconvenience. This contract shall not be assignable. This contract shall be governed by, and construed in all respects, in accordance with the law of the country in which the Hotel for which the booking is made is situated and the Client submits to the exclusive jurisdiction of the courts of such country.

**Damage** The Client shall be responsible for any damage caused to the allocated space or the furnishings, utensils and equipment therein by any act, default or neglect of the Client including by any sub-contractor or guest of the Client and shall pay to the Hotel on demand the amount required to make good or remedy any such damage.

**Advertising** Clients wishing to print details of the Hotel or its telephone number in any publication or advertisement must obtain written permission from the Hotel prior to doing so.

**Hotel Proprietors Act 1956.** This agreement does not affect any rights which the Client may have under the Hotel Proprietor's Act 1956 where the act applies.

**Insurance** No responsibility whatsoever is accepted in respect of theft, injury or disease to delegates or visitors, nor for loss of or damage to property of any kind; unless arising as a legal liability for negligence by the Hotel, or employees, or representatives or agents. Clients should arrange their own insurance for the period of the conference or function. Special schemes are available.