



ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## CONFERENCES & MEETINGS



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## THE VENUE

Dear.....

Thank you for considering the Royal Wells Hotel as a venue for your business event.

Here at The Royal Wells Hotel we've made your business our business. We know that planning conferences & meetings can be a difficult task. With that in mind, our dedicated Event Coordinator will guide you through all of the necessary arrangements to ensure that your event is an absolute success.

Situated overlooking the common, the Royal Wells Hotel, or the Wells as it is affectionately known, is a stones throw away from the town centre. The hotel owes its regal title to Queen Victoria, who made frequent visits as a young princess in the early nineteenth century. She later granted the use of her Coat of Arms, which are proudly displayed at the top of the hotel.

You have the opportunity to choose from our 3 well equipped conference rooms which all have natural daylight and air conditioning and offer you a host of services & facilities to suit your every need. The hotel also offers a variety of individually designed, en-suite accommodation including 3 feature rooms.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

Best wishes

*Steve Collins*

General Manager



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## OUR MEETING ROOMS

### THE ALEXANDRA SUITE & CONSERVATORY

The Alexandra Suite is an ideal venue for your meeting, with the Conservatory providing the perfect spot for the hospitality facilities where coffee and tea breaks may be taken, lunch served or for an informal syndicate session. Being in one area, without the need to move around the hotel for different services, means that the "flow" of the meeting is not disturbed.

The Alexandra Suite is air conditioned and has natural daylight.

### THE CONSERVATORY

Our Conservatory which is part of the Alexandra Suite, provides a splendid setting in which to enjoy corporate lunches, dinners, networking receptions or business breakfasts. It is light and airy with a view over the common and town to be savoured.

### THE EPHRAIM SUITE

The largest of our meeting rooms is our Ephraim Suite which is located on the ground floor. It can be used in conjunction with our Victoria Room or it can be sectioned off to accommodate your needs. It has a modern look, natural day light, air conditioning, a private bar and built in AV Equipment. It is a great place to hold the larger meetings, lunches and dinners.

### THE VICTORIA ROOM

This is our smallest meeting room which can be used on its own or with our Ephraim Suite. With its light and modern look it is the ideal room to use for those smaller meetings, networking events, interviews or as a syndicate room.

### LIBRARY BAR

This modern and comfortable lounge area is able to accommodate smaller, more informal meetings, networking events or can be used as a break out area.



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## ROOM CONFIGURATIONS

Our conference rooms can be set up in a multitude of styles, however the below numbers are examples of some of the layouts we can accommodate.

	<i>Theatre</i>	<i>Classroom</i>	<i>Boardroom</i>	<i>Cabaret</i>	<i>U Shape</i>	<i>Sit Down</i>	<i>Receptions</i>
Ephraim Suite	90	36	40	48	30	80	110
Ephraim Suite & Victoria Room	90	36	40	48	30	100	130
Alexandra Suite	60	24	24	24	20	50	60
Conservatory	-	-	-	-	-	35	-
Victoria Room	40	20	18	18	16	30	40
Library Bar	-	-	-	-	-	-	30



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## ROOM HIRE

Including

AV Equipment, flip-chart, projector screen, LCD projector

	<i>Full Day</i>	<i>Half Day</i>
Ephraim Suite	£350	£250
Alexandra Suite & Conservatory	£250	£125
Victoria Room	£200	£100
Library Bar	£100	£75.00



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## MEETING RATES

### BREAKFAST MEETINGS

Designated Event Co-ordinator  
Exclusive use of conference room 7am – 10am  
Full English or Continental breakfast  
tea, coffee & orange juice  
Use of projector, screen & flip-chart  
Pens & paper  
Free WI-FI throughout

**£14.95 PER HEAD**

### HALF DAY DELEGATE RATE

*A minimum of 10 delegates is required to qualify for the half day delegate rate*

Designated Event Co-ordinator  
Exclusive use of conference room 9am – 12pm or 2pm – 5pm  
tea, coffee & orange juice  
Use of projector, screen & flip-chart  
Pens, paper, water & mints  
Free WI-FI throughout

**£18.00 PER HEAD**

### PACKAGE UPGRADES

*Include lunch with the following menus:*

Gold Menu: £24.95 per head  
Emerald Menu: £27.95 per head  
Diamond Menu: £32.50 per head



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## DAY DELEGATE RATE

*A minimum of 10 delegates is required to qualify for the day delegate rate*

Designated Event Co-ordinator  
Exclusive use of conference room 9am – 5pm  
Gold menu in our restaurant or our conference fork buffet served in the meeting room  
tea, coffee & orange juice  
Use of projector, screen & flip-chart  
Pens, paper, water & mints  
Free WI-FI throughout

**£37.00 PER HEAD**

## 24HR DELEGATE RATE

*A minimum of 10 delegates is required to qualify for the 24hr delegate rate*

Standard room accommodation with Full English breakfast  
Designated Event Co-ordinator  
Exclusive use of conference room 9am – 5pm  
Conference fork buffet served in the meeting room  
tea, coffee & orange juice  
3 course evening meal in our Restaurant with our Gold Menu  
Use of projector, screen & flip-chart  
Pens, paper, water & mints  
Free WI-FI throughout

**£150.00 PER HEAD**



# ROYAL WELLS HOTEL

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## OUR MENUS

The Pearl fork buffet or our Gold menu is included in the Day & 24 Hour delegate packages. We also have a selection of alternative menus, each offering something slightly different to help you cater for differing tastes and fit varying budgets. Please speak to your Event Coordinator should you wish to upgrade your lunch or extend the day with an evening meal.

Our selection of menus have been designed to help simplify your planning. Should you have any special dietary requirements please discuss this with your Event Coordinator and we will endeavour to cater for your every need.





# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## GOLD MENU

*Please choose 1 dish from each of the following courses to create a set meal for your entire party*

### STARTERS

Seasonal soup  
*With crusty bread*

Chicken liver parfait <sup>(600)</sup>  
*Served on toasted shards with dressed leaves & balsamic onion chutney*

Feta, beetroot and caramelised walnut salad <sup>(600) (v)</sup>  
*With balsamic dressing*

### MAINS

Roasted pork loin  
*With caramelised apple and wholegrain mustard sauce*

Sautéed chicken breast <sup>(600)</sup>  
*With creamy mushroom, onion & parsley sauce*

Oven baked cod loin <sup>(600)</sup>  
*Garlic & herb crusted with roasted red pepper coulis*  
*All served with a selection of seasonal vegetables and potatoes*

### DESSERTS

Zingy double cream citrus sponge fool <sup>(600) (v)</sup>  
*Topped with crystallised orange*

Chocolate brownie  
*Served with clotted cream & chocolate sauce*

Baked vanilla cheesecake  
*An oaty biscuit base, topped with golden brown baked vanilla cheesecake,  
with blueberry compote and clotted cream*

\*\*\*

Coffee & mints

## £24.95

PER HEAD

*Vegetarian and vegan alternatives are available*



# ROYAL WELLS HOTEL

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## EMERALD MENU

*Please choose 1 dish from each of the following courses to create a set meal for your entire party*

### STARTERS

Seasonal soup  
*With crusty bread*

Chicken liver & mushroom parfait <sup>(600)</sup>  
*Toasted sourdough shards and balsamic onion chutney*

Prawn, mango, chilli & coriander salad <sup>(600)</sup>  
*With balsamic dressing*

Baked halloumi & balsamic onion confit tart <sup>(600)</sup> (v)  
*Wheat berry, apricot, apple & cranberry salad with red wine dressing*

### MAINS

Roast topside of beef  
*Served with Yorkshire pudding and red wine gravy*

Roasted pork belly  
*With caramelised apple & wholegrain mustard sauce*

Oven roasted chicken breast <sup>(600)</sup>  
*Stuffed with mozzarella & basil, wrapped in bacon and drizzled with roasted red pepper coulis*

Pan seared cod loin <sup>(600)</sup>  
*Served with crayfish & dill butter cream sauce*  
*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & citrus posset (v)  
*With mango and passion fruit compote & shortbread biscuits*

Blackberry & apple eton mess <sup>(600)</sup> (v)  
*With crushed meringue, whipped cream & raspberry coulis*

\*\*\*

Coffee & mints

**£27.95**

PER HEAD

*Vegetarian and vegan alternatives are available*



# ROYAL WELLS HOTEL

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## DIAMOND MENU

*Please choose 1 dish from each of the following courses to create a set meal for your entire party*

### STARTERS

Seasonal soup  
*With crusty bread*

Pressed ham hock terrine <sup>(600)</sup>  
*Spring onion & leek purée & toasted sourdough shards*

Stilton, chicory & radicchio salad <sup>(600)</sup> (v)  
*With figs and caramelised walnuts*

Cornish crab, coconut & salmon fishcake <sup>(600)</sup>  
*With seasonal leaves & mint, lime, coriander & chilli sauce*

### MAINS

Roast leg of lamb  
*With lemon stuffing, red wine & mint jus*

Striploin of beef  
*With Yorkshire pudding, horseradish & mustard jus*

Roasted chicken breast  
*Stuffed with mushroom mousse & wrapped in pancetta, with a tarragon cream sauce*

Pan fried sea bream fillet <sup>(600)</sup>  
*With roasted fennel, orange & citrus butter sauce*  
*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*

Warm honey poached pear <sup>(600)</sup> (v)  
*Caramel sauce and vanilla crème brûlée*

Lemon posset <sup>(600)</sup> (v)  
*With berry compote and shortbread fingers*

\*\*\*

Coffee & mints

**£32.50**

PER HEAD

*Vegetarian and vegan alternatives are available*



# ROYAL WELLS HOTEL

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## VEGETARIAN & VEGAN

The following dishes have been designed specifically for your vegetarian & vegan guests. Please select one of the following dishes in place of your chosen starter & main course.

### STARTERS

Avocado and tofu mini toast <sup>(600)</sup> (v/vg)

*With red onion, pickled cucumber, toasted pumpkin & sesame seeds  
all finished with a drizzle of sriracha sauce*

Beetroot, samphire and courgette fritters <sup>(600)</sup> (v/vg)

*With seasonal leaves and basil pesto*

Beetroot falafel bites <sup>(600)</sup> (v/vg)

*On mango chutney with pomegranate, mint & red onion salsa, pea shoots and lemon oil*

Crispy thyme charred polenta <sup>(600)</sup> (v/vg)

*On a wild mushroom ragu, topped with rocket leaves*

Crushed avocado and sautéed mushrooms <sup>(600)</sup> (v/vg)

*On toasted sourdough with onion confit and quinoa houmous*

Kale & onion fritters <sup>(600)</sup> (v/vg)

*With spicy aubergine chutney, dressed rocket leaves, pomegranate seeds & flaked toasted almonds*

Roast tandoori spiced cauliflower florets <sup>(600)</sup> (v/vg)

*On tahini soya yoghurt topped with pickled red cabbage,  
pomegranate molasses, coriander & pumpkin seeds*

Sweet potato falafel bites <sup>(600)</sup> (v/vg)

*On mango chutney with pomegranate, mint & red onion salsa, pea shoots and lemon oil*

Tandoori spiced cauliflower, broccoli & onion fritters <sup>(v/vg)</sup>

*Served with mango chutney & seasonal leaves*

Tempura vegetables <sup>(600)</sup> (v/vg)

*Lightly battered vegetables, with a pot of sweet chilli dipping sauce,  
toasted sesame seeds, red chilli and spring onion to finish*

Vegetable gyoza <sup>(600)</sup> (v/vg)

*Crispy pastry dumplings with sweet chilli dipping sauce, dressed rocket and pickled red onions*



# ROYAL WELLS HOTEL

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## VEGETARIAN MAINS

Lemon & black pepper breaded halloumi <sup>(600)</sup> (v)  
*On a vegetable risotto with heritage tomatoes,  
balsamic roasted red peppers & asparagus*

Creamy wild mushroom, cranberry and spinach Wellington <sup>(v)</sup>  
*With buttered herb new potatoes*

Persian red quinoa, squash & pistachio nut roast <sup>(600)</sup> (v)  
*With sumac roasted Brussels sprouts, fennel &  
broccoli with red pepper & tomato sauce*

Courgette, pistachio & mushroom nut loaf <sup>(v)</sup>  
*With creamy peppercorn sauce & seasonal vegetables*

Blue cheese, spinach & cranberry risotto <sup>(v)</sup>  
*With dressed leaves*

Porcini mushroom & truffle mezzaluna parcels <sup>(v)</sup>  
*With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil*

Tofu & vegetable Malaysian curry <sup>(v)</sup>  
*Served with basmati rice, toasted almonds & warm chapati bread*

Asparagus, pea & cheese ravioli <sup>(v)</sup>  
*With soya & green beans and a herb pesto*

Wild mushroom & thyme risotto <sup>(600)</sup> (v)  
*Topped with pea shoots*

Potato gnocchi <sup>(v)</sup>  
*Sautéed with peas and courgette, finished with vegan cheese & rocket leaves*

Sweet potato, cannellini bean & quinoa croquette <sup>(v)</sup>  
*With rocket, heritage tomato relish, roasted onions,  
orzo pasta salad and bell pepper coulis*



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Lemon & black pepper breaded halloumi <sup>(600)</sup> (v)  
*On a vegetable risotto with heritage tomatoes,  
balsamic roasted red peppers & asparagus*

Creamy wild mushroom, cranberry and spinach Wellington (v)  
*With buttered herb new potatoes*

Persian red quinoa, squash & pistachio nut roast <sup>(600)</sup> (v)  
*With sumac roasted Brussels sprouts, fennel &  
broccoli with red pepper & tomato sauce*

Courgette, pistachio & mushroom nut loaf (v)  
*With creamy peppercorn sauce & seasonal vegetables*

Blue cheese, spinach & cranberry risotto (v)  
*With dressed leaves*

Porcini mushroom & truffle mezzaluna parcels (v)  
*With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil*

Tofu & vegetable Malaysian curry (v)  
*Served with basmati rice, toasted almonds & warm chapati bread*

Asparagus, pea & cheese ravioli (v)  
*With soya & green beans and a herb pesto*

Wild mushroom & thyme risotto <sup>(600)</sup> (v)  
*Topped with pea shoots*

Potato gnocchi (v)  
*Sautéed with peas and courgette, finished with vegan cheese & rocket leaves*

Sweet potato, cannellini bean & quinoa croquette (v)  
*With rocket, heritage tomato relish, roasted onions,  
orzo pasta salad and bell pepper coulis*



# ROYAL WELLS HOTEL

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## PEARL FORK BUFFET

### STARTERS

*Please choose 1 starter & 1 dessert which will be served for your entire party*

Seasonal soup  
*With crusty bread*

Prawn, mango, chilli & coriander salad <sup>(600)</sup>  
*With balsamic dressing*

Baked halloumi & balsamic onion confit tart <sup>(600)</sup> <sup>(v)</sup>  
*Wheat berry, apricot, apple & cranberry salad with red wine dressing*

### MAINS

*Served from the buffet table*

Meat platter  
*Honey roasted ham, topside of beef & roast turkey*

Sweet potato & chestnut frittata <sup>(v)</sup>

Hot minted new potatoes <sup>(v)</sup>

Salad of plum tomatoes, cucumber & red onions <sup>(v)</sup>  
*With lemon & balsamic dressing*

Carrot & cranberry raita <sup>(v/vg)</sup>

Roasted vegetable quinoa salad <sup>(v/vg)</sup>  
*With herb pesto*

Warm mixed breads <sup>(v)</sup>

### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Blackberry & apple Eton mess <sup>(600)</sup> <sup>(v)</sup>  
*Crushed meringue, whipped cream & raspberry coulis*

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*

**£25.95**

PER HEAD



# ROYAL WELLS HOTEL

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## JADE FORK BUFFET

### STARTERS

*Please choose 1 starter & 1 dessert which will be served for your entire party*

Seasonal soup  
*With crusty bread*

Pressed ham hock terrine <sup>(600)</sup>  
*Spring onion & leek purée with toasted sourdough shards*

Stilton, chicory & radicchio salad <sup>(v)</sup> <sup>(600)</sup>  
*With figs and caramelised walnuts*

Cornish crab, roasted salmon & coconut fishcake <sup>(600)</sup>  
*With seasonal leaves, mint, lime, coriander & chilli sauce*

### MAINS

*Served from the buffet table*

Roasted sirloin & noodle salad <sup>(600)</sup>  
*With Asian slaw, wasabi mayo & roasted peanuts*

Cured salmon & beetroot Nicoise salad <sup>(v)</sup> <sup>(600)</sup>  
*With horseradish dressing*

Cumin & coriander roasted vegetables & freekah salad <sup>(v/vg)</sup>  
*With avocado, crispy kale, walnuts & pomegranate dressing*

Grilled lamb loin chops <sup>(600)</sup>  
*Pomegranate & cucumber salad, salsa verde & pistachio crumbs*

Duck fat roasted potatoes

Curried fennel, red cabbage & apple slaw <sup>(v)</sup>

Roasted vegetable pasta salad with herb pesto <sup>(v/vg)</sup>

Warm mixed breads

### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & citrus posset <sup>(v)</sup>  
*With mango and passion fruit compote & shortbread biscuits*

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*

**£30.95**  
PER HEAD





# ROYAL WELLS HOTEL

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## FINGER BUFFETS

### CHINA

Selection of sandwiches

*Pulled salt beef & BBQ mustard | Maple roasted ham & tomato  
Prawn Marie Rose | Cheddar cheese & balsamic onion marmalade*

Mini Yorkshire puddings with roasted chicken, lemon stuffing & cranberry mayonnaise

Braised leek Welsh rarebit toasts <sup>(v)</sup> | Plaice goujons with tartare sauce

Cocktail sausages with Bombay curry glaze | Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup>

**£13.95** PER HEAD

### SILVER

Selection of open sandwiches

*Crayfish in Szechuan pepper & sriracha sauce | Pulled salt beef & BBQ mustard  
Whipped brie, tomato & smashed avocado*

Mini cheese burger sliders with smoky tomato & onion chutney

Crispy coated chicken fillets with Indian sweet chilli sauce | Feta, spinach and pine nut parcels <sup>(v)</sup>

Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup>

**£15.95** PER HEAD

### BUFFET ADD ONS

*In addition to all our buffets you can enhance your meal with the following dishes*

Dressed salmon £6.95 per head

Kentish cheese board £7.95 per head



# ROYAL WELLS HOTEL

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## CANAPÉS

*Homemade canapés make an ideal accompaniment to your reception drinks.*

Fresh fig, walnut & stilton bon bon sticks <sup>(v)</sup>

Smoked salmon & dill blini's

Roasted Mediterranean vegetable & goats cheese canapé cups <sup>(v)</sup>

Fried sesame feta & watermelon sticks

Baby plum tomatoes, basil, olive & mozzarella skewers <sup>(v)</sup>

Crispy bacon & braised leek Welsh rarebit

Aromatic seared salmon phaenang on rye bread

Confit chicken parfait & roasted mushroom blini's

Balsamic mushroom, herb & tapenade canapé cups <sup>(v/vg)</sup>

Chicken, caramelised shallot & asparagus canapé cups

*Please select 3 of the above to be served with your reception drinks*

£7.95  
PER HEAD

*Additional choices will be charged at £2.95 per person, per item*

### SWEET CANAPÉS

*Ideal for finger buffets @ £2.95 each per head (please choose 1 option)*

Mini chocolate churro shots

Lemon curd & ginger cheesecake lollipops

Chocolate brownie, raspberry & marshmallow



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## OUR ACCOMMODATION

Our hotel offers your guests a wide selection of individually designed en-suite rooms, from singles to feature rooms. All of our rooms offer televisions, direct dial telephones, complimentary Wi-Fi, tea and coffee making facilities and hair dryers.

All our prices are inclusive of full English breakfast.  
*(Please ask your Events Co-ordinator for the tariff list.)*

Rooms are available from 14.00hrs on the day of check in and guests are requested to vacate their rooms by 11.00hrs on the day of check out. However if your guests wish to explore the surrounding area, we are able to offer a left luggage facility\*.

*\*Subject to availability*



# ROYAL WELLS HOTEL

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## WHERE WE ARE

The Royal Wells Hotel is conveniently accessed by both road and rail and is approximately 45 minutes from London, 13 miles from the M25 motorway.

The nearest train station is approximately a 10 minute walk.

To find us by road, please enter the following postcode into your Sat Nav  
TN4 8BE

The hotel boasts its own private car park for 20 cars.



Mount Ephraim, Tunbridge Wells, Kent, TN4 8BE  
T: 01892 511 188 - E: [royalwells@shepherd-neame.co.uk](mailto:royalwells@shepherd-neame.co.uk)  
[www.royalwells.co.uk](http://www.royalwells.co.uk)



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## THE SMALL PRINT

### *Conference & Banqueting / Functions & Parties Terms and Conditions:*

The following terms and conditions of contract shall apply to all bookings for Conference & Banqueting and Functions & Parties (functions)  
Reference to The Company shall be The Hotel

One signed copy to be retained by the client and one copy to be returned to The Hotel

### *Deposits, Payments & Confirmation:*

Provisional dates must be confirmed in writing within 14 days along with a signed acceptance of our Terms & Conditions, otherwise the date will be released and re-offered for sale

A non refundable deposit of £350.00 is required at the time of booking

The customer shall notify The Hotel in writing not less than 14 days prior to the function, the final number of guests anticipated attending the function

Full payment of charges must be made at least 14 days prior to the commencement of the function (unless otherwise agreed)

The final amount payable by the customer shall be calculated on this final number or the number that actually attended, whichever is greater. If additional guests are added to attend the function after 14 days prior to the function, full payment will be required for those additional guests prior to the function

The Company reserve the right to charge interest at 2% above Bank Of England interest base rate for each day on any outstanding balances and all subsequent days thereafter

### *Cancellation Policy:*

In the unlikely event of you cancelling your function we reserve the right to apportion the following charges

On confirmation of the event a non refundable deposit of is paid

For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total amount of the function including any accommodation, food and beverage, and optional associated costs.

For cancellations less than 4 weeks prior to the start date the charge will be 100%

Any deposits paid will be deducted from the amount of any outstanding monies due

### *General Conditions:*

*Licensing and Statutory Regulations:* Functions held within the hotel are subject to Statutory Regulations. All such regulations must be strictly observed. Details of any such regulations can be provided on request.

*Third Party Insurance:* The Company shall not be liable for any loss or damage suffered by the customer, except in respect of death or personal injury caused by the Company's negligence. This agreement does not affect any rights which The Company has under the Hotel Proprietors Act 1956 where the act applies

*Damage:* The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay The Company on demand the amount required for making good or remedying any such damage

Please be aware that all areas of the Royal Wells Hotel are non smoking

CONTINUED



# ROYAL WELLS HOTEL

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## THE SMALL PRINT - CONTINUED

*Food and Drink:* We cannot allow food or drink, other than that purchased on the premises be consumed with the hotel

All our food is prepared in a kitchen where nuts, gluten and other food allergens are present, if any guest has or you have a food allergy or intolerance, please let us know in advance

Please notify us in advance if you require wheelchair access or the use of high chairs

*Finishing Times:* Functions are required to finish at an agreed time when the booking is made. Extensions to this time are at the sole discretion of The Company and are subject to The Licensing act and Statutory Regulations previously mentioned

*Alterations to Bookings:* These are required to be made in writing and are subject to approval by The Company

*External Suppliers:* These are always subject to approval by The Company and may be subject to additional Terms and Conditions. The company reserve the right to object to the employment by customers and guests of any third party supplier.

A copy of the public liability insurance certificate for any live entertainment or DJ is required

*Force Majeure:* If the Hotel is prevented or hindered from carrying out any of its obligations here under circumstances beyond its control including (without prejudice) government intervention, local planning decision, strikes by Company Employee's or Company Supplier's, labour disputes, accidents, Acts of God, national or local disasters, Acts of terrorism, then The Company's liability to the Client shall be no greater than the amount paid to the Company by the client in respect of the function

All prices quoted are inclusive of VAT.

Please note the contents of this brochure are subject to change.

The hotel reserves the right to cancel any function if any of the above terms are not adhered to

We accept the above terms and conditions associated with our booking and agree we are bound by them

Please sign below and return a copy to the Hotel

### *Hotel Copy*

Event Date .....

Minimum No. of Guests .....

Signed.....

Signed.....

On behalf of The Hotel

On behalf of the Client .....

Name (Printed).....

Name (Printed).....

Position .....

Position .....

Date.....

Date.....



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For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total amount of the function including any accommodation, food and beverage, and optional associated costs.

For cancellations less than 4 weeks prior to the start date the charge will be 100%

Any deposits paid will be deducted from the amount of any outstanding monies due

### *General Conditions:*

*Licensing and Statutory Regulations:* Functions held within the hotel are subject to Statutory Regulations. All such regulations must be strictly observed. Details of any such regulations can be provided on request.

*Third Party Insurance:* The Company shall not be liable for any loss or damage suffered by the customer, except in respect of death or personal injury caused by the Company's negligence. This agreement does not affect any rights which The Company has under the Hotel Proprietors Act 1956 where the act applies

*Damage:* The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay The Company on demand the amount required for making good or remedying any such damage

Please be aware that all areas of the Royal Wells Hotel are non smoking

CONTINUED



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## THE SMALL PRINT - CONTINUED

*Food and Drink:* We cannot allow food or drink, other than that purchased on the premises be consumed with the hotel

All our food is prepared in a kitchen where nuts, gluten and other food allergens are present, if any guest has or you have a food allergy or intolerance, please let us know in advance

Please notify us in advance if you require wheelchair access or the use of high chairs

*Finishing Times:* Functions are required to finish at an agreed time when the booking is made. Extensions to this time are at the sole discretion of The Company and are subject to The Licensing act and Statutory Regulations previously mentioned

*Alterations to Bookings:* These are required to be made in writing and are subject to approval by The Company

*External Suppliers:* These are always subject to approval by The Company and may be subject to additional Terms and Conditions. The company reserve the right to object to the employment by customers and guests of any third party supplier.

A copy of the public liability insurance certificate for any live entertainment or DJ is required

*Force Majeure:* If the Hotel is prevented or hindered from carrying out any of its obligations here under circumstances beyond its control including (without prejudice) government intervention, local planning decision, strikes by Company Employee's or Company Supplier's, labour disputes, accidents, Acts of God, national or local disasters, Acts of terrorism, then The Company's liability to the Client shall be no greater than the amount paid to the Company by the client in respect of the function

All prices quoted are inclusive of VAT.

Please note the contents of this brochure are subject to change.

The hotel reserves the right to cancel any function if any of the above terms are not adhered to

We accept the above terms and conditions associated with our booking and agree we are bound by them

Please sign below and return a copy to the Hotel

### *Client Copy*

Event Date .....	Minimum No. of Guests .....
Signed.....	Signed.....
On behalf of The Hotel	On behalf of the Client .....
Name (Printed).....	Name (Printed).....
Position .....	Position .....
Date.....	Date.....