



## Corporate Meetings and Functions at The Royal Esplanade Hotel. 2016/17

Our new Corporate brochure is currently in production – but we hope that, in the meantime, the following information will provide you with the answers you are looking for concerning potentially holding your meeting or function at the Royal Esplanade Hotel.

**If you require any more information, or would like a formal quote – please do not hesitate to call us on 01983 562549 or e-mail [info@royalesplanadehotel.co.uk](mailto:info@royalesplanadehotel.co.uk)**

### About The Hotel and our Service

The seventy bedroom Royal Esplanade Hotel is a listed building pleasantly situated, facing the Solent, in the centre of the attractive sea-side town of Ryde.

The hotel underwent a programme of refurbishment in the winter of 2015/16 and is now re-open under new management.

The Royal Esplanade offers overnight accommodation from just £50 for two persons on a bed & breakfast basis – as well as ferry inclusive 7 night holidays, 3 night weekend and 4 night short breaks.

The Hotel offers an excellent variety of facilities in an impressive historic setting. Extensive public parking is available on the sea front facing the hotel.

From intimate to extravagant, traditional to unique, we can accommodate your Corporate meetings and functions requirements. The Hotel's listed Victorian buildings provide an impressive setting for any event. The historic environment is perfectly complimented by its range of flexible character function rooms.

We recognise that little details count and we will work with you at every stage to help you decide what is right for you.

We are confident that our first class service will ensure that your event is successful



## Day, Half Day & 24hr Delegate Package Rates

(Prices shown below correct at time of going to press in February 2016 – but maybe subject to small changes)

- **Full Day Delegate Rate – £29.95 per person**

Our Day Delegate Rate offers excellent value for money with all-inclusive packages, including a suitable meeting room, which deliver everything you need to ensure your meeting runs smoothly and your delegates are well catered for.

• Full day Room hire • Chilled water and sweets • A4 Conference pads and pencils • LCD projector and screen • Flip charts and pens • High speed Wi-Fi • Stationary • Tea, coffee & breakfast roll on arrival • Morning coffee with biscuits • Corporate buffet lunch • Afternoon tea & coffee with cakes

Corporate Lunch Buffet Lunch Menu:-

The Corporate Lunch Buffet is included in our full day delegate rate. It is also available at an additional £13.95 per person should you wish add guests for the lunch only.

*Example Corporate Lunch Buffet Menu:-*

Selection of warm filled wraps, Chicken skewers, Mini Onion Bhajis, Vegetable Quiche, Pork Pie with Pickles, Chunky Chips, Dressed Mixed Salad, Crudités Selection of dips & sauces, Fruit squash & water.

- **Half Day Delegate Rate – £14.95 per person**

• Half day room hire • Chilled water and sweets • A4 Conference pads and pencils • LCD projector and screen • Flip charts and pens • High speed Wi-Fi • Stationary • Tea, coffee & breakfast roll or cake on arrival • Additional serving of tea & coffee with biscuits.

- **Breakfast or room hire only packages**

*Breakfast Meeting – £9.50 per person:-*

• Room Hire • Chilled water and sweets • A4 conference pads & pencils • LCD projector and screen • Flip chart and pens • High speed Wi-Fi • Stationary • Complimentary car parking • Morning tea, coffee & breakfast roll.

*Room Hire only:-*

• Room Hire • Chilled water and sweets • A4 conference pads & pencils • LCD projector and screen • Flip chart and pens • High speed Wi-Fi • Stationary.

Half or Full day rates available. Rates dependent on suite chosen.

- **24hr Day Delegate Rates from £129 per person (based on two sharing a Classic Room)**

Our 24hr Delegate rate is an all-inclusive package offering you excellent accommodation, full meeting room facilities and a sumptuous 3 course evening dinner for all your delegates. Evening entertainment and dancing included if required.

### ***Conference***

- Room hire • Chilled water & sweets • A4 conference pads and pencils • LCD projector and screen • Flip chart and pens • High speed Wi-Fi • Stationary box • Morning coffee with biscuits • Corporate Buffet lunch /Afternoon tea & coffee with cakes

### ***Dinner***

- Glass of Bucks Fizz upon arrival • 3 course dinner including tea & coffee • Private bar until 12:00am & Resident DJ until 12:30am

### ***Accommodation***

- Overnight accommodation and breakfast at the Royal Esplanade Hotel (or another similar local hotel if full availability at The Royal is not available)

## **Flexible Packages and Optional Extras**

You can also build your own package or add additional extras to an existing package. Please see below for our great selection on offer.

### ***Additional Catering:-***

- Selection of Breakfast rolls with condiments £3.95 per person
- Selection of homemade cookies £1.95 per person
- Jugs of orange juice £7.50 per jug

### ***Additional Equipment:-***

- Staging from £50.00
- Flipchart stand with paper & pens £10.00 each
- PA system & mic From £100.00

We work very closely with experienced audio-visual and display specialists and this is just a brief breakdown of what we can offer. If you have any additional or special requirements then please discuss this with our Event Co-ordinator.

## Our Function Rooms

### Harry's Bar and Brasserie



The newly refurbished Harry's Bar and Brasserie offers a relaxed environment for meetings or functions. The décor is classically styled – reminiscent of the golden age of Bogarde and Casablanca - complete with Kensington Palms.

The brasserie offers a range of set corporate menus for you to choose from using fresh, locally sourced ingredients cooked to perfection by our resident chefs – who can create a bespoke menu personalised to your requirements if you wish. Vegetarian and allergy – free options are available.

As well as offering a full range of spirits, unusual ales and fine wines Harry's also has a full Cocktail Bar offering a range of traditional cocktails including, of course, the famous Bellini. The bar also has a separate 'Snug' room – that can be used as a useful 'break out' room

If required these rooms can be specially dressed to match your requirements (extra charges would apply)

**Guide Room hire only charges: £350 per day (max 8 hrs) for Harry's Bar & Brasserie or £175 for Harry's Snug.** (Please ask for details of half day Room only charges)

**Harry's Brasserie and Bar guest numbers capacity** - up to 100 dependent on room/table layout required:-

- Top table and two sprigs -92
- Buffet style with sprigs -76
- Boardroom Dining -52
- Restaurant style -72
- Theatre style- 100
- Classroom style -64
- Cabaret style -50

**Harry's Snug guest numbers capacity - up to 40 dependent on room/table layout required:-**

- Boardroom style -20
- Private Dining -30
- Buffet style -40
- Theatre style -40

### **The Royal Suite**



This room underwent an extensive refurbishment programme in the winter of 2015/16 is suitable for both meetings and dining.

The Royal adjoins the Main Hotel Esplanade lounge – which can be used, in conjunction with The Royal, for welcoming your guests and pre meal drinks.

A range of set Corporate menus are available for you to choose from using fresh, locally sourced ingredient cooked to perfection by our resident chefs – who can create a bespoke menu personalised to your requirements if you wish. Vegetarian and allergy – free options are available.

These function rooms are serviced by the Hotel's main Esplanade bar

If required these rooms can be specially dressed to match your requirements (extra charges would apply)

**Guide Room hire only charges: £350 per day (max 8 hrs) for The Royal Suite (Please ask for details of half day Room only charges)**

**Royal Suite guest numbers capacity - up to 70 dependent on room/table layout required:-**

- Top table with sprigs -50
- Round tables for ten -60

- Conference boardroom style -30
- Class room style – 40
- Theatre style- 70

## **TERMS & CONDITIONS & CONTRACT**

### ***1. Confirmation of booking***

A signed copy of these Terms & Conditions, E-mail or written confirmation of the booking from the Customer will be deemed by the Royal Esplanade Hotel as the Customer's acceptance of these Terms & Conditions and confirmation of the booking being required.

### ***2. Deposits and payment in advance***

All bookings will be provisional and held for a maximum of 14 days until a non-refundable deposit of £200.00 or 10% of the provisional total cost, whichever is greater, is received by The Royal Esplanade Hotel and a receipt issued to the Customer. If no deposit is received the Royal Esplanade Hotel reserves the right to release this booking.

**2.1** 12 weeks prior to the event a further 50% of the estimated final amount is to be settled

**2.2** 28 days prior to the Event final numbers and requirements must be confirmed and the remaining outstanding balance is to be settled.

### ***3. Cancellation by the Customer***

In the event of cancellation/postponements by the Customer, this must be made in writing.

Cancellation fees will be applied based on the minimum numbers and estimated total cost of the Event outlined below.

- In excess of 12 weeks prior to the Event date, the Royal Esplanade Hotel shall retain the non-refundable deposit
- Between 12 weeks and 28 days 50% of the total amount, determined by the agreed minimum numbers, shall be retained by the Royal Esplanade Hotel
- Within 28 days 100% of the total amount, determined by the agreed minimum numbers, will be retained by the Royal Esplanade Hotel.

### ***4. Changes in the number of guests***

Provisional minimum numbers will be required at the time of booking; the Royal Esplanade Hotel's minimum charges will be based on these figures.

**4.1** No later than 28 days prior to the Event the Customer and the Royal Esplanade Hotel will agree final numbers. Should these numbers reduce within the 28 days prior to the Event the hotel reserves the right to charge 50% of the charge per head for non-attending guests. If cancelled Within 7 days prior to the Event the Hotel reserves the right to charge 100% of the charge per head for non-attending guests.

**4.2** In the event of reduction in numbers the Hotel reserves the right at any time to reallocate the booking to a more suitable alternative room.

## **5. Payment**

If payment is to be made by either a credit or charge card this request must be made at the time of booking. Payment by cheque/cash must be made on receipt of the invoice.

**5.1** In any event the outstanding balance of the account is payable by the Customer on completion of the event prior to leaving the Hotel, unless alternative arrangements have been agreed.

**5.3** The customer is responsible for the checking and settlement of all accounts.

**5.3** Credit references are required for all Customers requiring credit facilities but do not guarantee credit being granted.

## **6. Cancellation by the Royal Esplanade Hotel**

The Hotel may cancel the booking:

- If the Hotel or any part of it is closed due to fire, dispute with employees, alteration, decoration or by order of any public authority;
- If the Customer makes any voluntary arrangement with its creditors, becomes subject to an administration order, becomes bankrupt or goes into liquidation (Other than for the purposes of a solvent amalgamation or reconstruction) or any encumbrance takes possession, or a Receiver is appointed over, any of the Customer's property or assets;
- If the Customer is more than 30 days in arrears with payment to the Hotel for previously supplied services.
- If in the opinion of the General Manager it might prejudice the reputation of the Hotel
- If the Customer fails to adhere to any of these terms and conditions.

**6.1** In the event of cancellation by the Hotel, the Hotel will refund any advance payment made, but will have no further liability to the Customer.

## **7. Liability and insurance**

The Hotel will not be liable to Customers or any Guests for loss of or damage to property except where and to the extent that such loss or damage is caused directly and wholly by the negligence of the Hotel or its employees or Agents. All clothing and goods which the Customer and Guests leave in the Hotel including the cloakrooms will be left at their own risk.

***Signed by Customer:***

Signature:

Name of customer:

Date:

***Signed on behalf of The Royal Esplanade Hotel:***

Signature:-

Name:-

Date:-