

# Conferences and Meetings



## Conference Room Capacities

Suite	Theatre	Boardroom	U Shape	Dinner
William Tell	70	25	25	70
Geneva	30	16	12	16
Chalet	30	16	12	16
Aqua Brasserie	50		35	150

### Room Hire Only Rates\* (no food or drinks served in the room)

	Full Day	Half Day
William Tell and Aqua Brasserie	£300.00	£200.00
Chalet and Geneva	£175.00	£125.00
Syndicate Rooms	£75.00	

## Bronze Day Delegate rate £25.00\*

### Includes

Main Conference room set up to your specifications

Overhead projector, flip chart with conference stationery

Tea, Coffee and Biscuits

Working Buffet Lunch

Conference room refreshments: Jugs of Water, Cordials, Sweets

## Silver Day Delegate rate +£5.00\*

### Includes: All the Bronze Delegate Rate +

3 Course Lunch (In place of working Buffet)

Fresh Danish Pastries with morning Coffee

Unlimited Tea, Coffee and Biscuits

## Gold Day Delegate rate +£5.00\*

### Includes: All the Silver Delegate Rate +

Fresh Cakes with Afternoon Tea

LCD Projector

Bottled Mineral Water

\* Rates are plus VAT

## Residential 24 hour conference rate

**£90.00\* per person**

**£70.00\* per person sharing a room**

### Includes

Overnight accommodation

Three Course dinner in the Aqua Brasserie

Full English Breakfast

Main Conference room set up to your specifications

Overhead projector, flip chart with conference stationery

Tea, Coffee and Biscuits

Working Buffet Lunch

Conference room refreshments: jugs of iced water, cordials and sweets

Free use of our Aqua Health and Leisure Club

## Executive Residential 24 hour conference rate + £15.00\*

### Includes All of the above plus:

Digital projector, overhead projector, flip chart with conference stationery

Fresh Danish pastries with morning Coffee

Fresh Cakes with Afternoon Tea

Unlimited Tea, Coffee

3 course lunch with soft drinks

Conference room refreshments: Mineral Water, cans of soft drinks and sweets

\* Rates are plus VAT

# Terms & Conditions

## CONFIRMATION OF BOOKINGS

A booking will only be considered as confirmed when either; it has been guaranteed with a credit card number, upon payment of the appropriate non-refundable deposit or on receipt of a written confirmation from a client with approved credit facilities.

An individual provisional accommodation reservation will be held until 24 hours prior to the day of arrival at which time it will be automatically released. A confirmed individual accommodation reservation will be held until 6pm of the day of arrival unless a written confirmation has been received advising the hotel of late arrival.

## PAYMENT

For Functions, Conferences and Group Bookings where a credit facility is not approved in advance, the following non-refundable deposits will be required;

1. A deposit of 10% of the confirmed value is payable at the time of confirmation.
2. A further 40% of the confirmed value is payable 30 days prior to the date of arrival.
3. The balance of the confirmed value is payable 7 days prior to the date of arrival.

Where the confirmed booking has been made on behalf of another party, the person or company making the booking will be liable for all payments and costs unless expressly described otherwise, in which case the payment methods above will apply.

## CANCELLATIONS

An individual confirmed accommodation reservation cancelled less than 48 hours prior to arrival, or a non-arrival, will be charged for the confirmed value of the entire stay. If the booking is cancelled more than 48 hours prior to arrival a fixed charge of £10.00 per adult will be charged.

In the event of a Function, Conference or Group Booking being cancelled the following charges will be made;

Period of Notice	Cancellation charge as % of confirmed value
60 days or more prior to arrival	25%
Less than 60 days but 30 days or more	50%
Less than 30 days but 14 days or more	75%
Less than 14 days prior to arrival	100%

## VARIATION OF CONFIRMED BOOKINGS

The hotel reserves the right at its own discretion to treat as a cancellation:

1. Any variation being a reduction of 10% or more of the confirmed numbers or value, or
2. Any postponement to the confirmed booking date

Up to 14 days prior to the date of arrival, clients may reduce the numbers attending a function or conference by up to 10% without invoking the cancellation provisions. For variations of more than 10% of the confirmed value or numbers where the function or event is held, the hotel reserves the right to make a charge of 90% of the confirmed value. The cancellation provisions will apply at the sole discretion of the hotel.

If the variation is a reduction of 10% or more of the confirmed booking, the hotel may at its discretion provide a more appropriate room.

For catering purposes the hotel requests that final numbers are provided at least 7 days prior to arrival and the client charged accordingly. In cases where there is a reduction in numbers or value, the above provisions will apply.

## ADDITIONAL CHARGES

The client agrees to pay the hotel for any food or beverage or other services not provided for in this contract but made available upon request of the client or one of its representatives, unless the hotel has received specific instructions in writing that such services are provided only on the basis of direct cash settlement by the guest or attendee.

## INSURANCE

Cancellation cover is available for all bookings the full details of which are available on request. Coast Hotels and Leisure Limited is not able to accept any liability for loss or damage to property owned by or in possession of the client whilst that property is on the hotel premises. The client is advised to arrange appropriate insurance cover at all times.

## LIABILITY

Coast Hotels and Leisure limited accept no responsibility for death, bodily injury or disease arising from any cause whatsoever to persons attending or visiting the premises, except for legal liability arising due to negligence of the hotel, its servants, employees or representatives.

The client hereby undertakes to indemnify Coast Hotels and Leisure Limited for any damages to the premises or property whether or not owned by Coast Hotels and Leisure Limited, caused by the actions or activities of any person attending or visiting a function, staying at the hotel or a guest of anyone using the hotel under his contract. The client shall ensure that the client or attendees and guests of the client shall observe a high standard of behaviour at all times and the hotel reserves the right to expel or remove any guest or attendee behaving in a manner which it regards as detrimental to the standing of the hotel or likely to cause inconvenience or annoyance to any other guests or user. In the event of such actions by the hotel, the hotel shall not be obliged to pay any compensation or make any refunds to the client.



From the M3/27 Bournemouth is approached on the A338, which leads onto the Wessex Way. Follow the signs to the East Cliff, carry on over 2 roundabouts onto Gervis Road and The Hotel Royale is located on your right hand side.



16 Gervis Road, East Cliff, Bournemouth

Dorset, BH1 3EQ

Phone: 01202 554794

Fax: 01202 299615

E-Mail: [sales@thehotelroyale.com](mailto:sales@thehotelroyale.com)