

## Conference & Events

We acquired The Spa Hotel in 2007 and immediately began a total renovation and refurbishment programme. The Spa is located on the western edge of Tunbridge Wells with extensive car parking and sits in its own 14 acres of beautiful landscaped grounds and gardens, including 3 spring fed lakes.

The Hotel now offers a fine selection of individually redecorated conference rooms and suites catering for up to 300 people.

We are also members of the Hotel Booking Agents Association (HBAA).

### Conference Day Delegate Package includes:

Main conference room hire

WiFi access

Mineral Water with cordials & mints

Flipchart & stationery

3 servings of tea and coffee

Morning pastries & afternoon biscuits

Working Buffet served in the room or 2 course Conference Lunch served in the Restaurant

### Conference 24 Hour Package includes all of the above, plus:

3 course dinner in the Chandelier Restaurant

Luxurious overnight accommodation

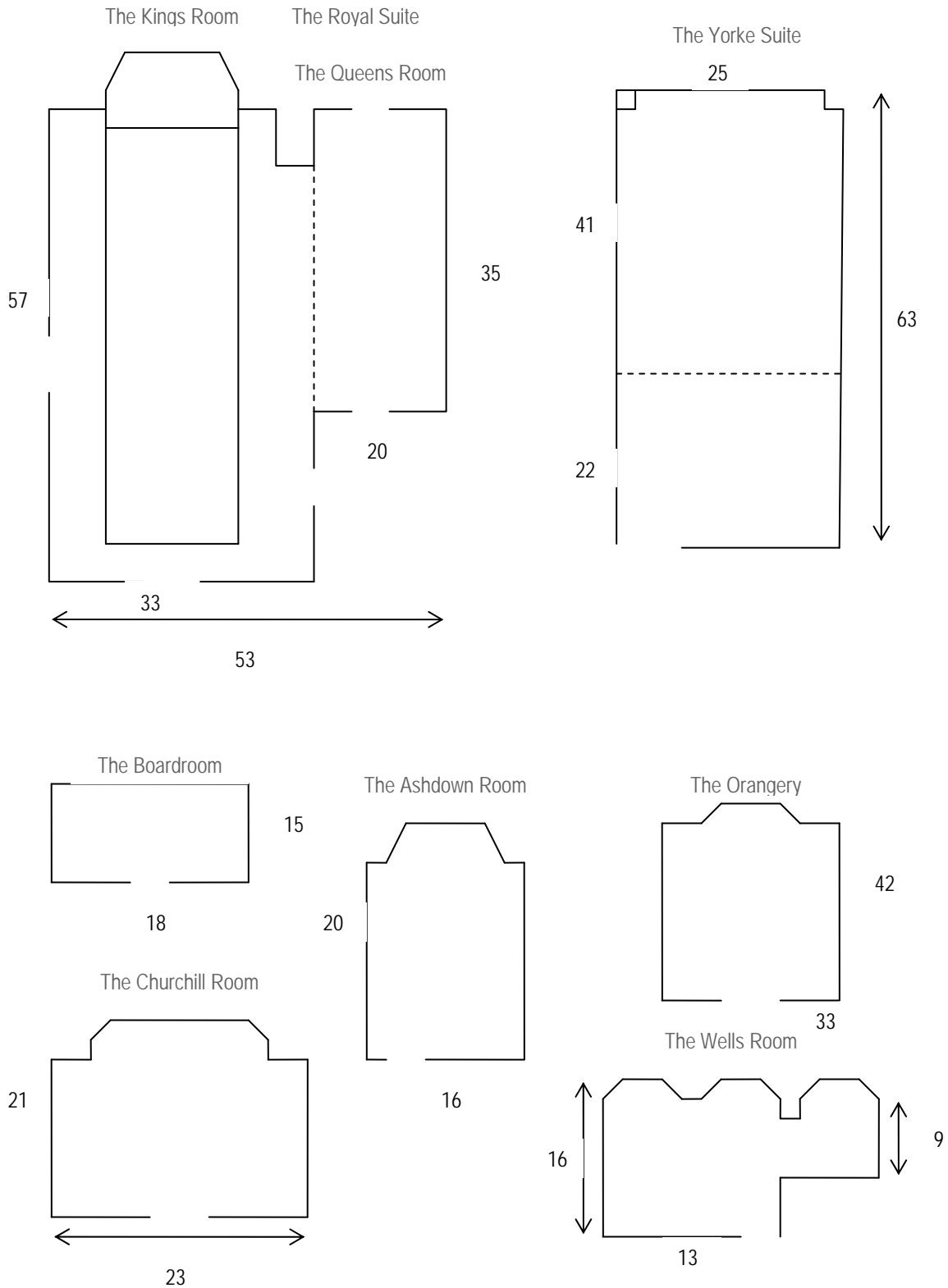
Full English breakfast

Full use of Spa Health Leisure Club

	Kings Room	Queens room	Royal Suite	Yorke Suite	Churchill Room	Ashdown Room	Board room	Wells Room	Orangery
Max length ft/m	57/17	35/11	57/17	63/19	21/6	20/6	18/6	21/6.5	42/13
Max width ft/m	33/10	20/6	53/16	25/8	23/7	16/5	15/4	16/5	33/10
Max height ft/m	22/7	16/5	22/7	15/4	11/3	11/3	12/3.5	11/3	11/3
Theatre style	250	90	300	100	45	25	-	20	60
Class room	63	30	93	60	18	12	-	10	-
Board room	60	25	90	50	24	16	10	14	-
U shape	60	25	-	30	15	8	-	-	-
Reception buffet	200	70	300	150	30	20	15	25	100
Banquet	-	48	200	80	24	16	10	14	60
Dinner dance	-	-	200	80	-	-	-	-	60
Natural daylight	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Location	GF	GF	GF	GF	FF	GF	GF	GF	GF

# Floor Plans

Dimensions shown in feet



# 24-Hour Residential Conference

## SAMPLE DINNER MENU

### STARTERS

Chef's soup of the day, herbed sippets, crusty bread (V)  
Asparagus wrapped in Parma ham, parmesan, grilled, poached egg hollandaise  
Lightly seared tuna, asparagus gazpacho, parmesan wafer  
Chicken liver and sweet onion confit pate "En Croute" red cherry marmalade  
Fresh mackerel "Escabeche" smooth avocado

### MAIN COURSES

Southdown mutton cutlet "hot pot" style  
Grilled whole lemon sole, vegetable fondue, jersey royals  
Gloucester old spot free range pork steak, wild mushroom, fresh asparagus, Dijon cream  
Fine pasta, asparagus, vegetable julienne, fried cashews, parmesan cream  
All served with potatoes and fresh vegetables

### DESSERTS

Fresh fruit salad, pouring cream  
Mixed berry Pavlova, Chantilly cream, fruit coulis  
Double chocolate torte, glazed Kentish cherries  
Selection of farmhouse cheeses and biscuit, grapes, celery with homemade fruit chutney  
Vanilla crème brûlée, fresh sugary shortbread

Freshly brewed coffee and mints

## Fork Buffet

Our fork buffets offer choice and flexibility. May we suggest that 3 main course items at £15.00 per person (including a vegetarian option) provide the perfect choice for your guests.

### MAIN COURSES – HOT

Baked Sussex cod fillet with Welsh rarebit  
Vegetable hotpot with herb potato crust (V)  
Moroccan lamb casserole with apricots and artichokes  
Field mushroom and pepper stroganoff (V)  
Seared salmon with shallot and herb sauce  
Roasted Mediterranean vegetable bake (V)  
Fish pie with saffron hinted mashed potato topping  
Lasagne with cheddar cheese  
Vegetable lasagne (V)  
Moussaka topped with yoghurt and cheese sauce  
Beef stew and herb dumplings  
Prime English steak and kidney pie  
Cream cheese and vegetable crumble with basil drizzle (V)  
Prime English steak and ale pie  
Prime English beef stroganoff finished with sour cream  
Chicken korma curry

### MAIN COURSES – COLD

Roast salmon with cherry tomato and spring onion salsa  
Spinach and blue cheese tart (V)  
Goat cheese and caramelised onion tart (V)  
Selection of cold meats with homemade pickle (beef, turkey, ham)  
Best British pork pie and branston with pickled red cabbage  
Decorated whole dressed salmon with lemon mayonnaise, prawns and caviar (£2.00 per person supplement)

### SALADS: choose 2 of these at £2.50 per item:

Pasta and olives, rocket pesto  
New potato, red onion and sunblush tomato  
Seasonal leaves with mustard seed dressing  
French beans with spring onion and radish  
Carrot and orange with almonds and sultanas  
Greek salad of feta and beef tomatoes  
New potato salad with crispy bacon  
Traditional coleslaw  
Red cabbage coleslaw  
Waldorf salad  
Madras rice and vegetable salad  
Beef tomatoes, basil and red onion  
Caesar salad of romaine leaves  
Beetroot hinted with orange and sour cream

### Choose one of these to accompany the above at £2.50 per item:

Saffron rice  
Pilau rice  
Buttered noodles  
New potatoes with chives  
Jacket potato with butter  
Creamed potatoes with fresh herbs and a hint of mustard

### DESSERTS

Choose from our menu selector

# Schedule of Conditions

## Contract between The Spa Hotel (Tunbridge Wells) Ltd

and..... event date: .....

Minimum number of guests attending event: .....

All confirmed bookings made by customers in respect of suites or rooms are accepted by The Spa Hotel, (hereinafter called the Hotel), upon the following terms and conditions.

### 1. GENERAL POINTS

In the event of cancellation of any confirmed booking or non arrival by the customer, the customer shall pay to the Hotel a cancellation or non arrival fee. However, the Hotel shall do its utmost to re-let the accommodation, but if having used their best endeavours the Hotel is unable to do so, the following cancellation charges will apply.

### 2. CHARGES

Where a cancellation of an event for a conference, accommodation or pre-booked facilities is made, the following charges will apply:

If the booking is for less than 50% of the Hotel's total number of bedrooms, or in the case of room hire bookings only:

91 to 120 days before date of arrival	20% of anticipated revenue
61 to 90 days before date of arrival	40% of anticipated revenue
31 to 60 days before date of arrival	60% of anticipated revenue
15 – 30 days before date of arrival	80% of anticipated revenue
0 to 14 days before date of arrival	100% of anticipated revenue

For bookings of half or more than half of the Hotel bedrooms:

120 to 150 days before date of arrival	25% of anticipated revenue
91 to 120 days before date of arrival	50% of anticipated revenue
31 to 90 days before date of arrival	75% of anticipated revenue
0 to 30 days before date of arrival	100 % of anticipated revenue

- All cancellations must be made in writing, by registered post, otherwise 100% charge will be made for total business lost.
- The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food supplies, strikes walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another similar hotel of equal standard.
- The customer shall notify the Hotel in writing not less than 5 clear working days prior to a function or event of the final number attending. If a customer's booking is accepted by the Hotel on the basis that a minimum number will attend the function for which the booking is made, the amount payable shall be calculated on such minimum numbers or the numbers actually attending, whichever is the greater.
- If the number of persons attending is reduced by 10% or more from the original number guaranteed, the hotel reserves the right to change the booking to a different suite, or room (as best fits the numbers involved). If the number of persons attending reduces and the client requires the originally agreed suite or room, and if this is agreed with the Hotel in writing, minimum numbers will be charged.
- The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to the holding of the function, the amount of which is determined generally as follows. For Wedding Receptions and private functions, a non refundable deposit of £1,000 is required. Full payment of the expected balance is due 14 days prior to the day of the wedding/function. A credit card number and authorisation will be taken to cover the balance of extras due on departure. For exhibitions, full payment is required one month prior to the event.

8. Deposits are non-refundable.
9. Some bedrooms have air conditioning. If this facility fails for reasons beyond our control the hotel cannot be held responsible or accept a claim. We will however, in the event of this failure, still be able to provide all the other facilities as contracted.
10. Customers may request direct billing by filling out a credit request form and returning it to the Hotel at least 21 days prior to the event. With credit approval by the Hotel, the Hotel will open a customer account, to which all authorised charges will be billed directly. Credit facilities will only be extended to approved account holders. Our settlement terms are strictly 14 days after the date of invoice. Presentation of any queries should not affect immediate payment of any other outstanding amounts, or the balance of the bill. In view of the high cost of financing, interest will be charged to customers.
11. The Hotel cannot accept responsibility for the property of customers or guests at the Hotel. Cloakrooms are provided for the convenience of customers and guests but any goods deposited in the cloakrooms are deposited at the owners risk and without obligation on the part of the Company. We refer to the Innkeeper Liability Act 1956, a copy of which is available at the Reception desk.
12. The customer shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer and shall pay to the Company on demand the amount required to make good or remedy such damage.
13. The customer shall not deliver or arrange for delivery of any goods or materials to the Hotel unless on hand to accept the delivery or have made prior arrangements with the Hotel. The Hotel cannot accept responsibility for the property of customers or guests of the hotel.
14. The customer shall not store or place in the hotel or other buildings on the site or in the grounds any inflammable, combustible or objectionable substance or liquid.
15. We cannot allow food or drink, other than that purchased on the premises, to be consumed within the hotel.
16. The whole hotel is non-smoking and should guests smoke in bedrooms or any other area and we subsequently have to arrange professional cleaning of the room, a charge will be levied.
17. On the day of arrival bedrooms are not retained after 18.00 hours unless one night's terms have been paid in advance or a confirmation has been received in writing of the expected time of arrival. Check in time is 15.00 hours or later. Guests arriving prior to 15.00 hours may leave luggage in reception if their room is not ready. Check out time is 11.00 hours on the morning of departure.
18. All meetings must terminate by 17.30 hours unless a later time is specifically agreed by the Hotel at the time the booking is made.
19. The conference rooms and exhibition space or any part thereof shall not be sublet by the customers to any third party without prior consent of the hotel.
20. Customers booking a corporate hospitality or team building event must ensure they have read and accepted the special terms and conditions relating to such events.

Signed: .....

Signed: .....

On behalf of The Spa Hotel

On behalf of: .....

Name (printed): .....

Name (printed): .....

Position: .....

Position: .....

Date: .....

Date: .....