



BY CHOICE HOTELS

## WELCOME TO COMFORT HOTEL READING WEST

Thank you for requesting information about our banqueting facilities here at the Comfort Hotel Reading West.

The details contained in this pack should answer any questions that you may have, however if this not be the case then please contact us and we shall do you utmost to assist with your enquiries.

Please remember that it is not possible to print every menu choice or combination therefore the menus here are a guide & whilst they can be used as printed we are also happy for you to use them as a start point to devise your own menu which we will happily price for you. Additional menu suggestions can also be devised for you should you wish.

Whilst we are happy to cater for your guests who may require specific diets when attending your party, we are not medically trained in this area we therefore ask that those concerned use their knowledge of their particular dietary requirements to guide us.

More specific leaflets are available for those events which require more specialised attention, (weddings, funerals etc).

My colleagues & I are happy to meet with you to show you the hotel facilities prior to you making any reservation or decision about your venue, so please contact us on 0118 971 3282. Further details & brochures are available & are also downloadable from our website [www.comfortreading.co.uk](http://www.comfortreading.co.uk)

We look forward to welcoming you to the hotel in 2010.

You'll find us Just off Junction 12 of the M4!



## THREE COURSE SITDDOWN MENUS

### Menu B1 £16.75

**Your Choice of Soup**  
From Chef's selection

**Traditional Roast Turkey**  
With chipolata, chestnut stuffing  
& cranberry sauce

**Served with**  
Oven Roasted Potatoes  
Chef's selection of vegetables

**Your choice of dessert**  
From chef's selection

**Coffee/Tea with mints**

### Menu B2 £17.10

**Orange & Grapefruit Cocktail**  
with fresh mint & a summer fruit sauce

**Supreme of Chicken**  
Prime breast of chicken with a  
White wine & mushroom sauce

**Served with**  
New Potatoes  
Chef's selection of Vegetables

**Your choice of dessert**  
from chef's selection

**Coffee/Tea with mints**

### Menu B3 £17.50

**Melon with Champagne Sorbet**

**Roast Loin of Pork**  
With apple sauce & savoury stuffing

**Served with**  
Oven roasted potatoes  
Chef's selection of vegetables

**Your choice of dessert**  
From chef's selection

**Coffee/Tea with mints**

### Menu B4 £17.75

**Camembert Platter**

**Rosemary roast lamb**  
with mint sauce & redcurrant Jelly

**Served with**  
Oven roasted potatoes  
Chef's selection of vegetables

**Your choice of dessert**  
from chef's selection

**Coffee/Tea with mints**

Additional menu suggestions can be devised to suit your event, i.e. christening,  
children's birthday party etc



## FINGER BUFFET MENUS

### PARTY MENU C

£10.25pp inc vat

Assorted finger sandwiches  
Cocktail sausage rolls  
Mini spring rolls  
Crudities & Dips  
Egg Mayonnaise  
Seasoned Fries  
Breaded Onion Rings  
Chicken Satay  
Margarita Pizza

### PARTY MENU D

£12.50pp inc vat

Selection of open sandwiches  
Coleslaw  
Potato Salad  
Prawn Cocktail  
Egg Mayonnaise  
Mini Pork Pies  
Sausage Rolls  
Salmon & Asparagus Quiche  
Crispy Duck Parcels  
BBQ Chicken Drumsticks  
Potato wedges & dips  
Chicken Yackatori

## FORK BUFFET MENUS

Followed by freshly brewed tea/coffee

### FORK BUFFET MENU A

£18.75pp inc vat

#### **COLD BUFFET SELECTION**

Selection of cold meats to include

Roast Topside of beef  
Honey baked ham; Roast Turkey

Poached Salmon  
Prawn & Salmon Medley

Chef's selection of salads  
Tomato, purple onion & cucumber  
Tossed green salad  
Potato & chive salad  
Coleslaw  
Classic Caesar Salad  
Hot new potatoes

#### **DESSERTS**

Chocolate Truffle Cake  
Raspberry Brulée Cheesecake  
Lemon Tart

### FORK BUFFET MENU B

£23.50pp inc vat

#### **HOT & COLD BUFFET**

Selection of cold meats to include

Roast Topside of beef,  
Honey baked ham, Roast Turkey

Chef's Selection of Salads as for  
Cold Buffet Selection  
Hot new potatoes

#### **HOT CHOICE**

Chicken, Garlic & Basil Penne  
Beef Bourguignon & Rice  
Lasagne  
Chicken Korma

**Choose 2 dishes  
(other dishes can be suggested)**

#### **DESSERTS**

Chocolate Truffle Cake  
Raspberry Brulée Cheesecake  
Lemon Tart

## WINE & DRINKS OFFERS

A copy of our wine list is included with this brochure, however the following items are available to function & event organisers at 'offer' prices. Usual calculation for wine quantity is 1 bottle for 3 guests (2 glasses each) 6 glasses per bottle for champagne or sparkling wine.

### TABLE WINE

#### **Echo Falls Californian wine**

WHITE	Pinot Grigio	£11.25 per bottle
ROSE	White Zinfandel	£11.25 per bottle
RED	Merlot	£11.25 per bottle

### SPARKLING WINE

BRUT		£14.95 per bottle
ROSE	(romantic Pink Champagne, ideal for a wedding)	£14.95 per bottle

### ORANGE/APPLE JUICE

£5.50 per 2lt jug

### CORKAGE CHARGES

WINE	70/75cl bottle	£7.50 per bottle
	1.5 lt bottle	£15.00 each

### CHAMPAGNE/SPARKLING WINE

	70 cl bottle	£12.00 per bottle
	Magnum	£25.00 each

It is not permitted to supply your own drinks other than wine & champagne as shown above.

## **BOOKING PROCEDURE**

### **Provisional Reservations**

These will be held for 2 weeks, at which time you must either confirm or cancel your booking.

### **Confirmation Deposit**

Your reservation must be confirmed in writing, giving brief details of your plans. A deposit is required with your confirmation. All deposits & pre-payments are NON-REFUNDABLE & NON-TRANSFERABLE.

Cheques are made payable to Comfort Hotel Reading West

### **Final Details**

Your plans for the day must be finalised with us 4-5 weeks prior to the event. At which time a pro-forma invoice will be raised for the final balance payment, which must be settled 21 days prior to your function. The final number of delegates confirmed at this time is the minimum number that will be charged for. No refund will be given for a reduction in numbers after the final payment is made.

### **Cancellation**

Should it be necessary for you to cancel your reservation all pre-payments are non-refundable. A further charge maybe raised for cancellations made within 6 months of the wedding date. The hotel reserves the right to cancel your reservation for the reasons given in section 11 of the terms & conditions.

### **Insurance**

Your are advised to arrange your own insurance cover for the event in order to mitigate your costs in the event of a cancellation, illness, etc

### **Accommodation**

Your guests are able to reserve accommodation at the hotel for a preferential tariff of £15.00 per room per night less that our weekend tariff (applicable for weekend nights only). They must confirm at the time of booking that they are attending your wedding. The reservation must be confirmed/guaranteed in the usual way by a credit card or deposit payment. Please remember that our cancellation policy is 4.00pm UK time the day prior to arrival any cancellations made after this time will be charged.

# **Comfort Hotel**

## **TERMS & CONDITIONS**

### **1. Proposals**

The following terms and conditions of contract apply from the date of this contract confirmation. Written confirmation of a booking implies acceptance of these terms and conditions.

### **2. Payment**

Payment shall be cash, cheques bankers draft or such credit cards that are recognised by the Hotel. The Hotel reserves the right to require payment of a deposit at any time prior to the holding of a function, the amount of which will be determined by the Hotel. Should the customer fail to pay such deposit within seven days of being asked to do so, the Hotel must treat the booking as having been cancelled by the customer. Full payment of all charges, including VAT, must be made to the Hotel at least 21 days prior to the commencement of the function.

### **3. Licensing and Statutory Regulations**

The Hotel and functions 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 Administration Office. The provisions of the Licensing Act 2003 must also be observed in England and in Scotland the provisions of the Scottish Licensing Act 1976.

### **4. Third Party Personal Insurance**

The Hotel shall not be held responsible for the death or bodily injury arising from any cause whatsoever to

a. Person visiting the allocated room on behalf of, at the request of the customer, whether such death or injury occurs within the allocated room or in any other part of the Hotel.

b. Persons employed by the Hirer during the period of hire whether such death or injury occurs within the allocated rooms or in any parts of the Hotel.

### **5. Cloaks and Personal Property**

The Hotel does not accept responsibility for the property of customers or guests. Cloakrooms are provided for the convenience of the customers and guests but any goods deposited in the cloakrooms are deposited at the owner's risk and without any obligation on the part of the company. Insurers can be recommended by the Hotel to cover any function.

### **6. Equipment**

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.

### **7. Professional Bodies and Performing Rights**

The Hotel reserves the right to object to the employment by customers and guests of any photographer, band, musician or other persons in conjunction with any function and will without obligation be pleased to give customers and guests the benefit of their advice or recommendations in this connection. It shall be the responsibility of the customer that, where applicable, Performing Rights Society Forms are completed by any band, musician employed by the customer. All equipment used by performers at the Hotel must have the relevant safety certificates.

### **8. Corkage**

No wines or spirits may be brought into the allocated rooms by customers 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.

### **9. Finishing Times**

Functions are required to finish at the time agreed when the booking is made. Extensions to this time are at the sole discretion of the Hotel in any event, subject to the Licensing Statutory Regulations referred to in clause 2.

### **10. Re-Confirmation**

The customer shall notify the Hotel not less than 4 – 5 weeks prior to the function, the anticipated number of guests attending. Amendments to the numbers must be notified to the Hotel no less than 48 hours prior to the function and final numbers should be not less than 90% of the number first booked. The amount payable by the customer shall be calculated 21 days prior to event and are based on confirmed numbers, given 4-5 weeks prior. The size of the function space allocated is based on the expected number of attendees, and in the case of more than a 10% reduction, the Hotel reserves the right to change the allocation function space or apply a surcharge.

### **11. Cancellations**

If the client cancels the function, the following surcharge charges will be due.

For cancellations between 52 weeks and 20 weeks prior to the date, the charge will be 20% of the estimated total account.

For cancellations between 20 weeks and 8 weeks prior to the date, the charge will be 50% of the estimated total account.

For cancellations between 8 weeks and 2 weeks prior to the date, the charge will be 80% of the estimated total account.

For cancellations less than 2 weeks to the date the charge will be 100% of the estimated total account.

The Hotel will endeavour to re-let the allocated function space and a reduction of the cancellation charge will be made if the Hotel is successful in re-letting part or all of the allocated space.

### **12. Non Arrivals**

Bedrooms reserved in conjunction with the function are subsequently cancelled or not taken up will be a subject to the cancellation policy set out in paragraph 11.

### **13. General Liability**

The Hotel will not be liable for any failure to provide the services contracted in the following circumstances;

A.

1. Industrial action by the Hotel employees
2. Industrial action by the staff of a major supplier
3. Fire, lighting, aircraft impact, explosion, riot or civil commotion, malicious damages, storm, tempest, flood, burst pipes, earthquake and impact.
4. Postal bookings which do not reach them
5. Breakdown of plant or failure to supply to Hotel of gas, electricity, water services, etc. Without prejudice to the foregoing and without inferring and liability against them, the Hotel to take all possible action to alleviate any such inconvenience.

B. The contract shall not be assignable

C. This contract shall be governed by and constructed in all respect in accordance with the law of the country in which the Hotel for which the booking is made is situated.

### **14. Damage**

The customer shall be responsible for any damages caused to the allocated rooms or the furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay the Hotel on demand

The amount required to make good or remedy any such damage.

### **15. Advertising**

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

### **16. Hotel Proprietor's Act 1956**

This agreement does not affect any rights which the customer may have under the Hotel Proprietors Act 1956 where the Act applies.

## **Comfort Hotel Reading West**

Bath Road, Padworth, Reading, RG7 5HT

Tel: 0118 971 3282 Fax: 0118 971 4238

[info@comfortreading.co.uk](mailto:info@comfortreading.co.uk)

Visit [www.comfortreading.co.uk](http://www.comfortreading.co.uk) for all our latest offers & promotions