



WELCOME TO THE COMFORT HOTEL READING WEST

Thank you for requesting information about our conference facilities here at the Comfort Hotel. The details contained in this pack should answer any questions you may have, should this not be the case then please contact us.

We would be happy to arrange a time to meet with you and discuss your personal plans, together with a show around of our facilities.

The Comfort Hotel is situated within easy reach of all of the areas business locations. On the A4 only 3 ½ miles from junction 12 of the M4 motorway. Follow the signs for Theale along the A4 towards Newbury.

The Thames Suite

Freshly refurbished & located on ground floor level, the Thames Suite is the ideal venue to suit a variety of functions, from conferences to presentations.

This Suite offers air conditioning with ample space for displays & projection equipment, it also benefits from an integral dance floor.

The Avon & Kennet Suites

Located on ground floor level with Air-conditioning, these rooms are ideal for syndicate work or as a quality boardroom

The Willows Bar & Restaurant.

Conveniently located on the ground floor, the ideal location for all of your refreshment breaks.

Conference and Meetings

Day Delegate Rate, inclusive of;

Hire of Meeting Room
Arrival Tea, Coffee & Biscuits
Mid-Morning Tea, Coffee & Danish Pastries
Buffet Lunch with Coffee
Afternoon Tea, Coffee & Biscuits
Conference Pads and Pens
Flip Chart x 2
OHP & Screen
Iced Water, Cordials and Sweets

£35.00 per delegate

Not used our conference facilities before?

Then ask about our 'new customer incentive tariff' for your first conference, this is available for day delegates.

24 Hour Residential Rate, inclusive of;

Hire of Meeting Room
Arrival Tea, Coffee & Biscuits
Mid-Morning Tea, Coffee & Danish Pastries
Buffet Lunch with Coffee
Afternoon Tea, Coffee & Biscuits
Conference Pads and Pens
Flip Chart x 2
OHP & Screen
Iced Water, Cordials and Sweets
3 Course Dinner, Bed and Full English Breakfast

£ 99.00 per delegate sharing a twin/double room

£105.00 per delegate in a single bedded room (limited number available)

£130.00 per delegate sole use of a twin/double room

All prices include VAT @ 17.5%

All prices are subject to change without prior notice unless previously contracted

Additional Information

	<u>Full day</u>	<u>½ day</u>
Thames Suite Room Hire Only	£400.00	£250.00
Avon & Kennet Suite Room Hire Only	£150.00	£ 85.00 (per room)
Conservatory (10.00am – 5.00pm)	£250.00	
Bacon Rolls	£1.95	
Tea, Coffee & Biscuits	£2.25	
Tea, Coffee & Pastries	£2.95	
Flip Chart	£10.00 per day	
TV & Video	£35.00 per day	
Data Projector	£90.00 per day	

Booking Procedure

Provisional Reservations

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

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 may be 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.

Sample of a Buffet Lunch

Assorted Open Sandwiches

Classic Chicken Caesar Salad

Potato & Chive Salad

Coleslaw

Egg Mayonnaise

Chinese Shredded Duck Parcels

Chicken & Vegetable Kebab

Seasoned Potato Wedges & Melted Cheese

Cocktail Sausage Rolls

Marinated Chicken Yackatori

Vegetable Spring Rolls

Tempura of King Prawns

Margarita Pizza

Tea/ Coffee

The above is a sample of the items served; the actual content of the menu may vary.

We are able to adjust the menu to assist with any special dietary requests that you may have. For this we request information from those requiring the special diet.

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 1964 as amended 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 of 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 of 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 good 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 please 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 maybe 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 incurring 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.