

We are delighted that you are considering the beautiful Angel and Royal hotel as your Function venue and have pleasure in enclosing our function and conference information pack.

The Angel and Royal hotel is Britain's oldest inn dating back to 1203 and is idyllically situated in the southwest corner of Lincolnshire in the heart of Grantham.

This ancient market town is 1 hour GNER express train from London and is situated just off the A1. The town is served by all the major road networks and is within 1 hour of the International Airports of Birmingham and East Midlands.

Within a 25 mile radius we are surrounded by an area of outstanding natural beauty which is fondly known as the Heart of England's best kept secret. Grantham, birthplace of Britain's first female Prime Minister, Margaret Thatcher, is within striking distance of glorious Stamford, a picture postcard town, Rutland the smallest county in the British Isles and the vibrant fast growing city of Nottingham.

Now safely back in private ownership, the location makes it a perfect base for holding a small meeting or function, or simply relaxing in one of the 29 individually designed bedrooms.

I do very much hope that you will favourably consider the Angel and Royal as the venue for your function and if you would like to visit the hotel I would be more than delighted to show you round.

Please do not hesitate to contact us should you require any further information.

Best regards

From all at the Angel and Royal

High Street Grantham, Lincolnshire NG31 6PN

Telephone: 01476 565816

Fax: 01476 567149

Email: enquiries@angelandroyal.co.uk

Website: www.angelandroyal.com

Angel and Royal Hotel

Conference room hire rates

Function Room	Day Let	Half Day Let (max 5 hours)	Hourly let
Prince of Wales	£150.00	£85.00	£30.00
Kings Room	£200.00	£120.00	£40.00

Equipment Hire charges

(Prices are for hire per day)

LCD Projector	£50.00
Dolby wide screen TV/DVD/CD	£30.00
Overhead Projector	£20.00
Screen	£10.00
Flipchart	£ 8.00

All prices include VAT

Room hire charges include, cordials, water and basic stationary

All conference venues have wireless internet access, which is free of charge

Venues

The Kings Room

This beautiful room is an ideal venue for larger conferences or functions requiring a lot of floor space

- ♣ Seats up to 65 for a sit down meal
- ♣ Seats up to 25 boardroom style
- ♣ Seats up to 45 theatre style

The Prince of Wales Suite

Ideal for board meetings

- ♣ Seats up to 16 boardroom
- ♣ Seats up to 20 theatre style
- ♣ Room dimensions L: 20'5" (6.3m)
by W: 17'5" (5.3m)

Accommodation

Accommodation and full English breakfast

Single £80.00	Standard double/twin £52.25*	Superior double/ twin £70.00*
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Accommodation, full English breakfast & 3 course dinner

Single £95.00	Standard double/twin £72.00*	Superior double/twin £90.00*
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*Single supplements apply

The above rooms are priced per person, per night inclusive of Full Lincolnshire breakfast and VAT

We have 29 individually designed bedrooms fitted throughout with many personal extras.

All rooms have the following features:

- En suite facilities
- The latest TV/CD/DVD technology
- Luxurious toiletries
- Hospitality tray
- Iron and ironing board
- Hairdryer
- Telephone
- Radio Alarm Clocks
- Free wireless internet

We also have an accessible room with a wet room shower facility

Standard Package Contents

Day delegate £30.00 per person (minimum 10 delegates)

- ♣ Morning Coffee or tea with biscuits
- ♣ Two course hot and cold buffet lunch
- ♣ Afternoon tea with biscuits
- ♣ Iced water, cordials and sweets
- ♣ Delegate stationary and a flip chart and pens
- ♣ Overhead projector and screen
- ♣ Room hire of main conference room

24-Hour delegate £129.00 per person (minimum 10 delegates)

- ♣ Day delegate contents
- ♣ Three course dinner with a minimum of three dishes per course and coffee afterwards
- ♣ Overnight accommodation in an en-suite bedroom
- ♣ Full Lincolnshire breakfast

Breakfast meetings £25.00 per person (minimum 10 delegates)

- ♣ Room hire of main room for up to 4 hours.
- ♣ Full Lincolnshire breakfast
- ♣ Tea or coffee
- ♣ Flipchart and pens

Conference Promise

- ♣ All telephone and email enquiries will be responded to within two office hours
- ♣ Brochure and information requests will be mailed within 24 hours.
- ♣ You will be greeted on arrival by a member of the management team to confirm room layout, equipment and timing requirements.
- ♣ All meals and refreshment breaks will be served promptly and regularly in accordance with your agreed timings.
- ♣ Iced water, cordials and sweets will be refreshed during meal breaks.
- ♣ Clear and accurate invoicing - no hidden extras! You will receive a follow up call after the event.

We have put together a collection of menus to satisfy most tastes and budgets, however if your favourite menu item is missing, please let my chef put together a unique menu for you.

Vale of Belvoir

Freshly prepared tomato and basil soup

Oak smoked salmon with mixed leaves, capers and lemon wedge

Fan of melon with parma ham

Wild mushroom and goat's cheese tart served on a herb salad

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Roast rib of beef with traditional Yorkshire pudding, roast potatoes and gravy

Pan-fried salmon fillet served with wilted spinach and lemon cream

Baked chicken breast with asparagus and a whole grain mustard sauce

Wild mushroom and rocket risotto with a pesto dressing

Served with a selection of seasonal vegetables and potatoes

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Traditional apple pie and custard

Bitter chocolate mousse with crème fraiche dressing

Brandy snap basket filled with fresh fruit salad served with clotted cream

Selection of local cheeses, served with walnut bread, biscuits and homemade chutney

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Coffee and petit fours

£21.95 per person
£11.00 per person ages 5 – 12 years old
Under 5's free

Rutland

Freshly prepared soup of the day

Classic Angel and Royal prawn cocktail with a marie rose sauce

Broccoli and stilton tartlet on dressed leaves with a balsamic dressing

Homemade chicken liver pate with melba toast and a red onion marmalade

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Freshly roasted rib of beef with a Yorkshire pudding, roast potatoes and onion gravy

Breast of chicken stuffed with wild mushrooms and spinach

Scottish salmon fillet with a prawn and white wine sauce

Pancake cannelloni with spinach and goats cheese

Stuffed pork tenderloin with a honey and wholegrain mustard sauce

Served with a selection of seasonal vegetables and potatoes

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Chocolate bread and butter pudding served with vanilla ice cream

Classic lemon tart with a fruit coulis

Chocolate and hazelnut tart with chantilly cream

Rhubarb crumble with traditional custard

Selection of local cheeses served with walnut bread, biscuits and homemade chutney

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Coffee with petit fours

£23.50 per person

£11.75 per person ages 5 – 12 years old

Under 5's free

Newton

Freshly prepared soup of the day

Smoked mackerel fillet with a horseradish cream

Cherry tomato and spinach tartlet on dressed leaves and a balsamic glaze

Oak smoked salmon with shallots, capers and lemon wedge

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Freshly roasted rib of beef served with a Yorkshire pudding, roast potatoes and gravy

Roast pork loin stuffed with sage and apricots

Cod loin with a tomato fondue and parmesan crust

Pancake cannelloni with spinach and a four cheese sauce

Chicken breast with asparagus tips and a white wine sauce

Served with a selection of seasonal vegetables and potatoes

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Apricot and almond tart served with toffee sauce

Meringue, Chantilly cream with summer berries and caramel

Lemon posset with homemade shortbread

Sticky toffee pudding with clotted cream ice cream

Selection of local cheeses served with walnut bread, biscuits and chutney

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Coffee with petit fours

£25.95 per person
£13.00 per person ages 5 – 12 years old
Under 5's free

Belton

Freshly prepared soup of the day

Avocado and prawn salad with a marie rose sauce

Chicken liver parfait served with a red onion marmalade and toasted brioche

Smoked haddock chowder

Field mushrooms stuffed with goats cheese and red onion

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Roast strip loin of beef served with Yorkshire pudding, roast potatoes and gravy

Braised lamb shank with a red wine and rosemary sauce

Poached cod loin with a pernod scented cream sauce

Wild mushroom ravioli with fresh parmesan

Breast of chicken wrapped in parma ham with a pesto dressing

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Chocolate and raspberry roulade served with tiramisu ice cream

Baileys and coffee mousse with dark chocolate shortbread

Blueberry and mascarpone cheese cake with a lemon cream

Apple tart tatin served with a calvados ice cream

Selection of local cheeses served with walnut bread, biscuits and homemade chutney

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Coffee with petit fours

£28.50 per person

£14.25 per person ages 5 – 12 years old

Under 5yrs free

Angel buffet

Cherry tomato and spinach tartlet on dressed leaves with a balsamic glaze (v)

or

Angel and Royal prawn cocktail with a marie rose sauce

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Decorated whole poached salmon with prawns, cucumber and lemon

The following can be served hot or cold

Roast sirloin of English beef with creamed horseradish sauce

Honey baked ham with cloves and brown sugar

Roast turkey breast with an apricot compote

Asparagus, leek and Somerset brie quiche (v)

Mediterranean vegetable and mozzarella pasta bake (v)

Salad selection

Broccoli and almond, coleslaw, waldorf, rice and pepper, mushroom with garlic and olive oil, tomato and red onion, cucumber with yogurt, mixed leaves, minted new potatoes

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Classic lemon tart with raspberry coulis

or

Pavlova with summer berries and Chantilly cream

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Coffee and petit fours

(selection of one starter, three main dishes and one pudding)

£24.50 per person

£12.25 per person ages 5 – 12 years old

Under 5's free

Buffets

"Select any five items for £10.95 per person"

Assorted cocktail sandwiches
Spicy chicken wings
Crispy potato skins with grated cheese and tabasco mayonnaise dip
Grilled skewer of Mediterranean vegetables with a spicy tomato mayonnaise
Whole roasted potatoes with garlic, bacon and herbs with a garlic mayonnaise dip
Mini spring rolls
Corn tortillas with homemade dips
BBQ belly port of ribs
Cocktail sausages
Sausage rolls
Cheese and tomato twists
Spinach and tomato lattice
Cherry tomato and mozzarella bruschetta

For each additional item please add £1.95 per person

Alternatives

Bacon, sausage or egg baps **£4.95 per person**
With chips **£5.50**

BBQ's

Sausages, burgers, lamb koftas, chicken kebabs, salads, potato wedges or potato and breads
£15.95 per person

With desserts (cheesecake, gateau, mousse or fresh fruit salad)
£19.00 per person

Continental buffet

Local cheeses, sliced meats, breads, cheese biscuits and chutneys
£8.95 per person

Hog roast

Minimum of 50 people

Hog roast, bread, apple sauce, potato wedges and salads
£17.95 per person

Canapés and extensive BBQ menus are available upon request

Arrival drinks

Angel's punch	£14.00 per jug
Angels non alcoholic punch	£ 7.00 per jug
Pimms No 1 and lemonade	£12.00 per jug
Glass of red or white wine	£ 2.95 per glass (175ml)
Bottle of house red or white from	£13.95 per bottle
Orange juice	£ 1.10 per glass
Orange squash	£ 6.00 per jug
Bucks fizz (with champagne)	£ 5.95 per glass
Bucks fizz (with sparkling wine)	£ 3.95 per glass
Champagne	£5.95 per glass
Champagne	£38.50 per bottle
Rose champagne	£ 6.25 per glass
Rose champagne	£40.00 per bottle
Sparkling wine	£20.00 per bottle

(we suggest you work on 8 glasses to the jug)

BOOKING TERMS AND CONDITIONS

1. Definitions and Interpretation

1.1 In these conditions

"Agent" means any third party making a booking on behalf of the Client, "Client" and "you" means the user of the venue

"Confirmation" means a confirmation of booking sent by Angel and Royal Hotel to the Client.

The "contract means the agreement between the Venue and the Client for a specific booking or series of bookings Angel and Royal Hotel whose registered office is at High Street Grantham NG31 6PN.

"Purpose" means the purpose of which the Venue is to be used in accordance with the Contract "these terms" means these terms and conditions.

"Venue" means Angel and Royal Hotel where the conference, meeting or event is to take place.

1.2 The headings in these terms are for convenience only and shall not affect their interpretation of the Contract.

Reference to clauses are to the clauses in these terms.

2. Confirmation

2.2.1 It is your responsibility to ensure that any agent or other person engaged by you to book the venue on your behalf makes you aware of the terms of Contract. If there you have booked the venue through an Agent or other person on your behalf these terms will be binding on you (whether or not the agent has notified you of the terms) if they have been sent to such agent or other person before the issue by the Venue of a Confirmation.

2.2.2 If the booking is made by an Agent for the Client it is the Agent's responsibility to ensure that the Client is aware of the terms of the Contract. If the Agent has booked on behalf of a Client these terms will be binding on the Client (whether or not the Agent has notified the Client of these terms) if they have been sent to the Agent before the issue by the Venue of a Confirmation.

2.3 If a confirmation of the booking is not sent to you within 48 hours of the time of arrival the Venue reserved the right to release the provisional booking and re-let the facilities.

2.4 You must notify the numbers of guests, final timings, menus and any special requests must be confirmed to the Venue at least 14 days prior to arrival.

3. Amendments by the Client

3.1 Any amendments to guest numbers and/or arrangements must be confirmed to the Venue in writing by letter or fax.

3.2 Any reduction in the duration or contracted value of the booking will be subject to the Venue's cancellation terms in clause 4 below.

3.3 No charges will be made for any reductions in numbers less than 10% from those stated on the Contract, provided they are received by the Venue in writing at least 14 days prior to arrival.

3.4 If a reduction in number of 10% or more shall be made at any time prior to the event the Venue will endeavour to resell any facilities and service released to a similar value. If the released facilities and services cannot be resold, then any reductions of 10% or more shall be subject to the cancellation terms in clause 4 below.

3.5 The final numbers notified by the Client in accordance with clause 2 above will be the minimum number for which the Client will be charged.

3.6 If numbers fall by 10% or more within 14 days of the event, the Venue reserved the right to relocate the booking to an alternative space within the same Venue as best fits the revised number.

3.7 If numbers reduce significantly a smaller room may be substituted to reflect the change. Alternatively an additional room charge may be levied to reflect the value of the original room size allocated. Details of any room charge will be notified to the Client prior to any charge being made.

4. Cancellation by the Client

- 4.1 If you have to cancel or postpone your confirmed booking at any time prior to the event, the Venue shall be entitled to require you to pay a sum equal to 90% of the contracted accommodation and room hire revenue and 65% of the contracted food and beverage revenue, being a genuine pre-estimate of the Venue's loss of profit. Without prejudice to the Venue's right to require payment of the cancellation charge the Venue will make every effort to resell the facilities on your behalf.
- 4.2 Any cancellation, postponement or partial cancellation should be advised verbally to the management of the Venue in the first instance. You will be advised at that stage of the cancellation reference number. You must also notify such cancellations in writing. The cancellation date will be the date the written notification of cancellation arrives at the Venue.
- 4.3 Definitive cancellation charges due can only be confirmed to you after the intended date of your event, when the Venue will reduce the charge by the profit on any alternative business (if any) which the Venue has been able to secure to replace the space released.
- 4.4 You may protect yourself against any cancellation by an insurance policy.

5. Cancellation by the Venue

- 5.1 If for reasons beyond its control the Venue needs to make any amendments to your booking, the Venue reserve the right to offer an alternative choice of facilities.
- 5.2 If the Client make significant changes to the programme or the expected number of guests this may result in amendments in the applicable rates and/or facilities offered by the Venue.
- 5.3 The Venue may cancel the booking if:
- (a) The booking might, in the opinion of the Venue, prejudice the reputation of the Venue or if the purpose for which the venue is required or used differs from that described in the Contract. In those circumstances the Client is entitled to get back any advance payments, but the Venue will not have any other liability.
 - (b) The Client is more than 30 days in arrears of previous payments to the Venue;
 - (c) If the Venue becomes aware of any alteration in the Client's financial situation;
 - (d) Either party becomes insolvent or, in the case of an individual becomes subject to a bankruptcy petition.
 - (e) Any part of the Venue is closed or otherwise unavailable because of events outside the Venue's control;
 - (f) There are conflicting reservations.
- 5.4 The meeting rooms are available for the time shown on your Contract. Additional charges may be made if that time is extended.

6. Payment Terms

- 6.1 The prices quoted may vary due to changes in the rate of Value Added Tax or (if applicable) currency variations that are beyond the Venue's control.
- 6.2 Unless the Client has credit facilities with the Venue, a deposit may be payable on Confirmation.
- 6.3 If the Client has a credit arrangement, the amount is due for payment on the invoice date. If any amount is not paid within 28 days of the due date for payment, the Venue reserves the right to charge interest at 1.5% per month on the outstanding amount.
- 6.4 Any disputed item or price contained in an invoice must be raised in writing with the Venue within 7 days of receipt of the invoice. Disputed items will be dealt with separately from the remainder of the monies due, which must still be paid when due.

7. Use of the Venue

- 7.1 If the Client is planning to bring electrical or other equipment to the Venue, for example computers, amplification equipment, lighting, please obtain written permission from the Venue first and make sure that it complies with the Electricity at Work regulations.
- 7.2 Care must be taken in the use of anything that may be hazardous or dangerous. If there is a safety risk on anything the Client may want to bring to the Venue, please discuss it with the Venue.
- 7.3 Permission must be sought from the Venue prior to the start date if the Client wishes to stick or attach anything to walls, floors or the ceiling of any room in the Venue.
- 7.4 The Venue cannot accept responsibility for any loss or damage to the Client's equipment.
- 7.5 The Venue reserves the right to object to the employment of customers and guests of any photographer, toastmaster, band, musician, entertainer or other person in connection with any event. It is the responsibility of the Client, where appropriate to comply with all requirements of the Performing Rights Society in respect of any music played or musician employed.

- 7.6 The Client shall be responsible for any damage caused to rooms and the Venue's furnishings and equipment by any act, default or negligence on the part of the Client or any of the Client's guests and the Client will be obliged to reimburse the amount required to make good or remedy any such damage.
- 7.7 The Venue reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and cannot accept liability for the resultant cost. Any such cost will be charged to the Client's account.
- 7.8 No wines, spirits or foods brought in to the Venue may be consumed without prior consent of the Venue.
- 7.9 The Venue's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Venue.
- 7.10 The Venue must comply with certain licensing and statutory regulations and requires the Client to fulfil their obligations in this respect.

8. General

- 8.1 The Client confirms that the user of the Venue is the person described as such in the Contract.
- 8.2 Any equipment or item specifically requested by you will be charged to your account.
- 8.3 Any particular or peculiar term or condition related to a special booking must be agreed and confirmed in writing between the Client and the Venue.
- 8.4 Third-party agents or suppliers must liaise and seek approval from the Venue for any activity that may affect the Venue in any way, or for any procedure being carried out on behalf of the Client.
- 8.5 Clients are subject to the Venue's standard liabilities in relation to health, safety and security.
- 8.6 These terms do not affect any rights the Client may have under the Hotel Proprietors Act, where the Act applies.
- 8.7 The Venue does not accept any liability for any loss of profit, economic loss or other indirect loss or for any loss suffered by any third party. In any event the liability of the Venue shall not exceed the price payable by you.
- 8.7.1 Nothing in these terms excludes or limits any liability for death or personal injury caused by the negligence of the Venue or its employees.
- 8.8 These terms and the Contract shall be governed by and construed in accordance with English law and the parties agreed to submit to the exclusive jurisdiction of the Courts in England.

I confirm that I have read and understood the Conference and Meetings Reservations Terms and Conditions of business and agree to be bound by them.

Signed: _____

Name: _____ Position: _____

Company Name: _____

Date: _____

Date of meeting/Conference: _____

Please fax back to the Conference Office on: 01476 567149