

## EVENTS & PARTIES\*

	Room Hire	Max Banquet*	Max Cabaret	Max Reception																				
Bentley Room	£1,000	300	200	300																				
Bentley Room Dry Hire <i>(Kosher only Sun-Thu)</i>	£5,000 - £7,000																							
Sala Room	£500	120	60	150																				
Barnet Room	£400	60	-	60																				
Restaurant	£500	120	-	150																				
Upstairs Bar – The Crown <b>FREE</b> room hire subject to min numbers/spend	£300-£500	-	-	150																				
<b>The Bentley Room*</b> 23 x round tables of 12 and three x round tables of 8 with no dance floor (300)  22x round tables of 12 & top table of ten – no dance floor (274) 17 x round tables of 12, top table of ten with dance floor (214)  <b>Floor plans available on request</b>		<b>The Sala Room*</b> 10 x round tables of 10 in main room & 2 tables on balcony (120)  8 x round tables of 10 & 1 top table of 8 in main room, plus 2 tables of 10 on balcony (108)  <b>Floor plans available on request</b>																						
<b>Entertainment:</b> If you opt to book your own DJ or band, you will need to provide us with a copy of their public liability insurance no later than three weeks prior to your event.																								
DJ (Five hours)		£350	-	-																				
Pianist - per hour		From £100	-	-																				
Harpist - per hour		From £100	£100	£100																				
<table border="1"> <thead> <tr> <th>Measurements</th> <th>Bentley Room</th> <th>Sala Room</th> <th>Barnet Room</th> <th>Restaurant</th> </tr> </thead> <tbody> <tr> <td>Width</td> <td>12.4m</td> <td>8m</td> <td>8m</td> <td>8m</td> </tr> <tr> <td>Length</td> <td>32m</td> <td>20m</td> <td>18m</td> <td>24m</td> </tr> <tr> <td>Height</td> <td>3m</td> <td>5m</td> <td>3m</td> <td>3m</td> </tr> </tbody> </table>					Measurements	Bentley Room	Sala Room	Barnet Room	Restaurant	Width	12.4m	8m	8m	8m	Length	32m	20m	18m	24m	Height	3m	5m	3m	3m
Measurements	Bentley Room	Sala Room	Barnet Room	Restaurant																				
Width	12.4m	8m	8m	8m																				
Length	32m	20m	18m	24m																				
Height	3m	5m	3m	3m																				

### Choosing Your Menu

- Three course sit down and fork buffet menus **from £25** per person, including ethnic options
- Bespoke menus **from £35** per person
- Drinks packages **from £15** per person
- Finger Food menus **from £10** per person
- Crown Bar menus are not available in the hotel function rooms Thursday-Saturday and during December

### Accommodation

- Special rates on accommodation - **from £99** - including breakfast, are available for your guests, subject to availability/terms and conditions

### What Next?

- Contact the Conference & Banqueting Co-ordinator to discuss your requirements or to book a show around: **020 8452 4175/crowncb@moranhotels.com**

\* Room hire rates are valid from 1<sup>st</sup> January 2010 - 31<sup>st</sup> December 2011, subject to receipt of the deposit and signed contract. Entertainment prices may be subject to annual or other increases as specified in the contract.



## BANQUETING MENUS

For a minimum of 10 persons

### £25 | Three Courses

Pick one starter, one main and one pudding only

<p>Cream of vegetable soup with herb croutons</p> <p>Country leek and potato soup</p> <p>Salmon and spring onion fishcake with mixed leaf salad and caper mayonnaise</p> <p>Greek feta cheese salad with marinated olives</p>	<p>Pan roasted breast of free range chicken with herb mash, bacon and parsley jus and seasonal vegetables</p> <p>Steamed fillet of salmon, white wine and dill cream, minted crushed new potatoes and seasonal vegetables</p> <p>Roast Norfolk Turkey with ham, lemon and sage stuffing, roast potatoes and seasonal vegetables</p>	<p>Traditional apple pie with vanilla ice cream</p> <p>Blackcurrant cheesecake, forest fruits and crème chantilly</p> <p>Melting chocolate cake with vanilla ice cream</p>
---	---	--

- One vegetarian or vegan option may be selected as an alternate to dishes that contain meat, fish, eggs or dairy only
- Main courses can be prepared with halal chicken or lamb if required - we do not charge a supplement for halal meat
- Children under 12 years – half size portion £12.50

### £30 | Three Courses

Pick one starter, one main and one pudding only

<p>Irish smoked salmon terrine, new potato salad and herb crostinis</p> <p>Warm smoked bacon, Irish cheddar and red onion tart, baby leaf salad and herb dressing</p> <p>Sweetcorn, potato and leek chowder with Welsh rarebit crouton</p> <p>Chicken liver, ham hock and puy lentil terrine with spiced apple chutney and herb toast</p>	<p>Rosemary and thyme stuffed leg of Slaney Valley lamb with roasted onion mash and seasonal vegetables</p> <p>Steamed sea bass with prawn and crayfish sauce, creamed lemon and dill rice and a panache of green vegetables</p> <p>Braised top rump of beef in a Dijon mustard and mushroom sauce with colcannon and root vegetables</p> <p>Pan roasted breast of guinea fowl confit, red cabbage and fondant potato with apple jus and seasonal vegetables</p>	<p>Tiramisu slice, hazelnut sauce and rum ice cream</p> <p>Warm chocolate tart with cherry sauce and Black Forest ice cream</p> <p>Apple, sultana and cinnamon tart tatin with vanilla ice cream</p> <p>Glazed lemon tart with citrus sorbet</p>
---	--	--

- One vegetarian or vegan option may be selected as an alternate to dishes that contain meat, fish, eggs or dairy only
- Main courses can be prepared with halal chicken or lamb if required - we do not charge a supplement for halal meat
- Red meats can be served rare, medium/rare, medium or well done but only one preference can be specified for all guests
- Children under 12 years – half size portion £15.00

\*Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.

## £35 | Three Courses

Pick one starter, one main and one pudding only

Traditional smoked salmon with Irish soda bread	Prime roast sirloin of beef, Yorkshire pudding, roast potatoes and seasonal vegetables	Traditional apple pie with vanilla ice cream
Lobster bisque with brandy cream	Herb crusted best end of lamb, fondant potato and seasonal vegetables	Blackcurrant cheesecake, forest fruits and crème chantilly
A terrine of foie gras and Bayonne ham with pear chutney and melba toast	Pan fried fillet of red snapper, Asian greens and curried risotto	Melting chocolate cake with vanilla ice cream
Chilled king prawn and baby leaf salad with crab and lemon dressing	Pot roasted loin of veal, truffle jus, gratin of potatoes and vegetable casserole	Melting heart of chocolate pudding with vanilla ice
		Baked Alaska, forest fruit compote and honeycomb
		Almond shortbread lemon tart with glazed meringue and lemon meringue ice cream
		Raspberry crème brûlée, violet ice cream
<ul style="list-style-type: none"><li>• One vegetarian <u>or</u> vegan option may be selected as an alternate to dishes that contain meat, fish, eggs or dairy only</li><li>• Main courses can be prepared with halal chicken or if required - we do not charge a supplement for halal meat</li><li>• Red meats can be served rare, medium/rare, medium or well done but only one preference can be specified for all guests</li><li>• Children under 12 years – half size portion £17.50</li></ul>		
<p>*Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.</p>		

## BESPOKE MENUS

Bespoke menus are available on request from £35 per person.

### SUPPLEMENTS

- £2.00 Coffee/Tea
- £2.50 Coffee/Tea and cookies
- £3.50 Coffee/Tea and chocolates



## HOTEL FORK BUFFETS | £25<sup>†</sup>

For a minimum of 30 persons. £6 supplement for each extra main course choice.

### PICK 2 MAINS<sup>‡</sup>

Sauté of chicken with mushroom and tarragon sauce • Chilli con carne • Irish stew • Bacon, cabbage and potato casserole • Chicken Madras curry • Lasagne Verdi • Penne pasta with roasted vegetables • Spinach and mushroom risotto • Steak mushroom and Guinness pie • Cottage pie • Salmon and spring onion fishcakes • Fisherman's pie • Salmon and vegetable casserole • Vegetable Rogan josh • Sweet and sour pork • Deep fried fillet of fish • Cumberland sausages and onion gravy • Fried chicken • Mutton curry • Jerk Chicken •

### PICK 2 SIDES

Seasonal vegetables • New potatoes • Braised rice • Boiled rice • Mashed potato • Baby carrots and petit pois • Sauté potatoes • Ratatouille • Sweet and sour vegetables • Chinese stir fried noodles • Rice and peas • Fried plantain •

### PICK 4 SALADS

Tomato and onion • Cucumbers • Mixed leaf • Coleslaw • Potato and onion • Beetroot • Indian rice • Couscous • Pasta and vegetable • Spiced bean • Oriental vegetables • Chick pea and chilli • Potato salad •

### PICK 1 PUDDING

Chocolate fudge cake • Apple pie • Blackcurrant cheesecake • Fresh fruit salad • Caramel • Chocolate mousse • Lemon posset • Ice cream sundae •

**Please note:** China and cutlery will only be provided for the final numbers paid for

---

<sup>†</sup>Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.

<sup>‡</sup> Main courses can be prepared with halal chicken or lamb if required. We do not charge a supplement for halal meat.



## SAMPLE BANQUETING WINE LIST

A full Champagne & wine list is available on request

### CHAMPAGNE \*

#### Saint—Evremond Brut, NV

The house Champagne belongs to the Taittinger family and is a blend of several crus from vineyards in the Champagne region.

Country of  
Origin

France £36.50

#### Taittinger Brut Reserve, NV

Brilliant, golden straw yellow with fine bubbles. The nose is both fruity and bready.

France £42.50

#### Veuve Cliquot Ponsardin Brut, NV

Initially reminiscent of white fruits and raisins, then of vanilla and later of brioche.

France £49.50

### WHITE WINES\*

#### Embleme d'Argent Chardonnay

An elegant, well-balanced wine with a creamy texture and pleasant notes of citrus fruit and peach.

France £16.50

#### Santa Puerta Sauvignon Blanc

Rich, ripe and very intense Sauvignon. This powerful wine has refreshing acidity and an intense herbaceous character typical of the grape.

Chile £16.50

#### Peter Lehmann Weighbridge Chardonnay

A modern un-oaked chardonnay. The nose is youthful with notes of fresh melons, peach and citrus fruit. On the palate the wine is well balanced, with complex tropical fruit flavours and clean refreshing finish.

Australia £18.50

#### Gavi

Aromas of ripe yellow fruits and elegant minerality. The palate is dry, refreshing with a creamy texture.

Italy £24.50

### RED WINES\*

#### Santa Puerta Cabernet Sauvignon

Intense aromas of cassis, dark chocolate and spices. Well balanced.

Chile £16.50

#### Chateau Plantier Claret

Youthful yet soft claret with elegant notes of blackcurrant, cassis and violet aromas. Well structured, medium body and pleasant soft finish.

France £18.50

#### Peter Lehmann Weighbridge Shiraz

A soft style shiraz with plenty of red berry fruit and a subtle hint of spice.

Australia £18.50

#### Sherwood Pinot Noir

Intense aroma of cherries and plums that are mirrored on the palate, integrated with fine tannins with subtle oak.

New  
Zealand £20.50

\*Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.



## DRINKS PACKAGES<sup>§</sup>

To help with budgeting, we offer the following drinks packages. However, if you would prefer a customised drinks package for your event, just let us know and we can assist you with this. All package prices quoted are per person.

	1 - 50	50 - 100	100+
<b>Option 1</b> <ul style="list-style-type: none"> <li>One glass of Pimms, bucks fizz or sparkling wine on arrival</li> <li>Two glasses of house red or house white wine served with the meal</li> <li>One glass of sparkling wine for the toast</li> </ul>	£16.00	£15.50	£15.00
<b>Option 2</b> <ul style="list-style-type: none"> <li>One glass of Pimms, bucks fizz or sparkling wine on arrival</li> <li>Three glasses of house red or house white wine served with the meal</li> <li>One glass of sparkling wine for the toast</li> </ul>	£18.00	£17.50	£17.00
<b>Option 3</b> <ul style="list-style-type: none"> <li>One glass of alcoholic fruit punch or cocktail on arrival</li> <li>Three glasses of house red or house white wine served with the meal</li> <li>One glass of Champagne for the toast</li> </ul>	£21.50	£20.50	£19.50
<b>Soft Drinks</b> A selection of soft drinks* (for a period of 4 hours) – excludes juices <ul style="list-style-type: none"> <li>Adults £8.00</li> <li>Children £5.00</li> <li>Fruit juice supplement £2.00</li> </ul> <p>*Carbonated drinks only - this package does not include any bottled or canned soft drinks or fruit juices.</p>			

If you are unable to find the wine or Champagne you require from our extensive list, please let us know and we will try to source it for you. Alternatively, you may bring in your own wine or Champagne but you will be charged the following corkage:

- **Wine** £12.00 per bottle
- **Champagne** £15.00 per bottle

<sup>§</sup>Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December, 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.



## FINGER FOOD\*\*

### CANAPÉS | £9.50 PER PERSON

Please select **six** canapés from the list below for a minimum of 10 persons

Smoked salmon blinis  
Duck pâté with orange  
Freshwater prawn with mascarpone  
Cashel blue and walnut  
Baby mozzarella and cherry tomato  
Mini vegetable spring rolls  
Mini chicken bouches  
Asparagus with avocado mousse  
Mini vegetable samosas  
Steamed vegetable won tons  
Deep-fried beef and horseradish cake  
Mini cheese and tomato pizza  
Foie gras mousse with cranberry  
Bangers and mash éclairs  
Curried potato soup shots  
Smoked salmon mousse  
Salmon and spring onion fish cakes  
Mini cottage pies  
Chilli tiger prawns in filo  
Sausage and tomato plaits

### HOTEL FINGER BUFFET 1 | £10.00 PER PERSON

For a minimum of 10 persons

Assorted sandwiches  
Cajun spiced chicken  
Cocktail sausage rolls  
Vegetable samosas  
Cocktail spring rolls  
Salmon goujons

### HOTEL FINGER BUFFET 2 | £15.00 PER PERSON

For a minimum of 10 persons

Assorted sandwiches  
Salmon and spring onion fishcakes  
Crudites and savoury dips  
Mini pizza selection  
Cheese and ham tartlets  
Curry puffs  
Mini curried beef kebabs  
Herb and lemon roasted chicken drumsticks

**Please note:** China and cutlery will only be provided for the final numbers paid for

---

\*\* Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December, 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.



## CROWN BARS BUFFET MENUS<sup>††</sup>

These menus are available in The Crown bars

### CROWN BARS FINGER BUFFET | £10.00 PER PERSON

For a minimum of 10 persons

Assorted sandwiches  
Pizza slices  
Vegetable samosas  
Onion bhajis  
Spiced meatballs  
Crudités and savoury dips

### CROWN BARS FINGER BUFFET | £15.00 PER PERSON

For a minimum of 10 persons

Sausage rolls  
Mini Cornish pasties  
Mini burgers  
Salmon fish cakes  
Open sandwiches  
Lamb koftas  
Chicken satay

### CROWN BARS INFORMAL FORK BUFFET | £12 PER PERSON

For a minimum of 10 persons. Choose 1 main course and 1 pudding. £6 supplement for each extra choice.

#### Mains

Lasagne Verdi • Irish Stew • Fish and chips cone • Steak, Guinness and horseradish pie with bubble and squeak  
• Cottage pie • Chicken curry and rice • Vegetable curry and rice • Salmon fishcakes and chips cone •  
Vegetarian pasta bake • Spanish paella

#### Puddings

Apple pie • Chocolate fudge cake • Forest fruit cheesecake • Baked rice pudding • Sticky toffee pudding •  
Bread and butter pudding • Fruit crumble

### CROWN BARS FORK BUFFET | £15 PER PERSON

For a minimum of 30 persons. Pick 2 main courses only.

#### Mains

Chicken, mushroom and bacon casserole with rice  
Traditional Irish stew with soda bread  
Deep-fried cod, chips and mushy peas  
Cumberland sausages, mash and onion gravy  
Italian lasagne Verdi  
Old fashioned fisherman's pie  
Macaroni and vegetable cheese bake

All served with seasonal vegetables, mixed salad and coleslaw

#### Puddings | £3 PER PERSON

As part of buffet for a minimum of 30 persons. Pick 1 pudding only.

Sherry trifle  
Tiramisu  
Banoffee mousse  
Chocolate and orange mousse  
Passion fruit mousse

**Please note:** China and cutlery will be provided for the final numbers paid for only

<sup>††</sup>Prices are guaranteed from 1<sup>st</sup> January - 31<sup>st</sup> December 2010, subject to receipt of the deposit and signed contract. Prices are not guaranteed on provisionally held bookings. Prices may be subject to annual or other increases as specified in the contract.



### TERMS & CONDITIONS - EVENTS

All bookings made for events are subject to the regulations of the hotel and the following conditions as stipulated below. This agreement should be read carefully and be returned to us within seven days. If the event to be held is within two months, it must be signed and returned upon receipt with the specified payment/s.

#### Quotations

- The quotation herein may be subject to a proportionate increase to meet increased costs of food, beverages and other costs of the operation existing at the time of performance by reason of increases in commodity prices, labour costs, taxes or currency values
- In exceptional circumstances it may be necessary to increase prices herein quoted or to make reasonable substitutions to the menu - the client agrees to pay the increased prices or accept the substitutions
- All prices quoted are inclusive of VAT

#### Minimum & Final Numbers

- The client will supply the hotel with the 'final number' of guests/delegates at least 72 hours prior to the scheduled time of the event - the final number will be the minimum number of meals and/or drinks packages for which the client guarantees payment
- Extra meals/drinks packages may be served if conditions permit but without guarantee or obligation by the hotel to provide them - any such meals/drinks packages will be charged at the quoted price
- The hotel reserves the right to move an event to another room or space if guest/delegate numbers fall below the minimum numbers that follow: The Bentley Room, 120; The Sala Room, 60; The Barnet Room, 12

#### Food

- Only food that has been prepared and supplied by the hotel may be consumed on the premises, with the exception of a wedding or other celebratory cake - in this instance, the client must complete and sign a liability waiver form
- A liability waiver form will also need to be completed and signed if the client or guests want to take any food, including a wedding or other celebratory cake, off the premises
- Menu prices are based on food that is served before 10.30pm
- Menu prices may be subject to an increase of up to 10% per annum
- Final confirmation of menu choice is required three weeks prior to the event

#### Beverages

- No beverages [alcoholic or non alcoholic] may be brought on to the premises or consumed on the premises by the client or the client's guests without explicit written permission from the hotel
- Where written permission is granted, the hotel reserves the right to make a charge for the service of such beverages

#### Accommodation

- Special rates for accommodation and parking are offered to guests attending an event at the hotel, subject to the availability of rooms and parking spaces
- If the client requires six or more rooms for guests, these must be booked as a block when the function deposit is paid
- Any unsold rooms will be automatically released one month prior to the event and rate thereafter is not guaranteed
- The cancellation policy on guestrooms is 2.00pm one day prior to arrival
- In the event of a no-show or late cancellation the client/guests will be charged for the first night's stay

#### Entertainment

- A resident DJ, band or other entertainment may be supplied by the hotel when required at a standard cost
- The client must obtain approval from the hotel for all entertainment that is not booked by the hotel
- The client must provide evidence that the entertainer holds the relevant public liability insurance, at least three weeks prior to the event
- The hotel reserves the right to control sound levels of DJ's, bands and other entertainment

#### Conduct

- The client is responsible and liable for the conduct and discipline of all persons attending the event
- The hotel reserves the right to refuse service and the right to ask guests to leave or to terminate an event, without refund, if there is any failure to correct (when asked) any aspect of poor behaviour or unacceptable activities on the part of any guest - the decision of the hotel manager on duty is final.
- Any alcohol brought onto the property without notifying the hotel to be consumed by guests attending the event will result in the event being terminated with immediate effect. Underage drinking is not tolerated by the hotel and will also result in the termination of an event should any under age guests consume alcohol on the property, whether it is bought by another guest on site or from outside the property.

#### Damage

- The client is responsible for any damage caused to the allocated rooms or furnishings, utensils, equipment therein or to the hotel generally by any act, default or neglect of the client, subcontractor, employee or guests of the client and shall pay to the hotel on demand the amount required to make good or remedy any such damage

**Incident Reporting**

- The hotel will provide an incident report form for the purpose of recording any incident or accident that occurs during the course of the hire period
- It is the duty of the client to report such an incident to the manager on duty and furnish an account of such accident or incident together with names and addresses of all or any witnesses thereto and to sign the incident book in support thereof

**Guests Property**

- The hotel does not accept any liability for loss or damage to any item of guest property while on the premises

**Other Events**

- The hotel reserves the right to hold two or more events on the same day

**Fire Exits**

- Fire exits are to be kept clear at all times

**Installations & Displays**

- All stands and display notices must be entirely self-supporting
- Nails, screws, drawing pins, adhesives and sticky tapes must not be used on the floors, walls, doors or partitions of the meeting rooms, banqueting suites or public areas

**Performance**

- Performance of this agreement is contingent upon the ability of the hotel management to complete the same, and is subject to labour trouble, disputes or strikes, accidents, government requisitions and restrictions upon travel, transportation, foods, beverages or supplies: and other causes whether enumerated herein or not beyond the control of management preventing or interfering with performance
- If it transpires that the hotel was misled at time of booking and the actual event to be held is not the one agreed/approved, the hotel reserves the right to cancel the event **without notice** and retain any monies paid. In this instance the standard refund schedule does not apply.

**Payments Schedule**

The following schedule of payments applies to all events, unless credit facilities have been established:

	Amount	Date Due	
At time of booking			Holding Deposit
First payment			2 months prior to event date: 25% of total balance
Second payment			One month prior to event date: 25% of total balance
Final payment			One week prior to event date: Outstanding balance

Payments by cheque are required seven working days prior to the due date of payment for deposit and interim payments and six weeks prior to the due date for final payments.

**CANCELLATION CHARGES**

**Cancellation Charges & Refunds**

- Cancellations will only be accepted in writing – post, fax and email are acceptable
- All cancellations will result in the forfeiture of any deposit paid, minus the following cancellation charges
- More than six weeks but less than 12 weeks notice 25%
- Between 6-5 weeks notice 40%
- Between 4-3 weeks notice 50%
- Between 2-1 weeks notice 75%
- Less than one weeks notice 100%
- Cancellation charges will be invoiced where credit facilities are established

**Disputes**

- Only the items in dispute maybe withheld from payment

Should any clause in this contract be held to be inoperative or unlawful for whatever reason, it shall not render ineffectual the remainder of the agreement. The Laws of the United Kingdom shall govern this agreement.

By signing below, I accept the terms and conditions as outlined above.

Name: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_