park inn by Radisson

Day Delegate Package

Inclusive of:

- Room hire of the main meeting room
- Catered lunch – either as a two course restaurant lunch in the RBG Bar and Grill or as a Hot and Cold Finger Buffet Lunch served to your meeting room or pre arranged location.
- Three servings of tea and coffee throughout your event
- Themed breaks in the morning and afternoon
- Meeting room stationery
- On site technician from PSAV
- Supply of mints and water in the room
- Dedicated Conference Planner
- Dedicated Conference Service Partner

Residential Delegate Package

Inclusive of:

- Overnight Accommodation in one of our en suite rooms
- 3 Course Evening Meal in the RBG Bar and Grill or Private dining room (subject to availability)
- Full Breakfast, offering English and Continental selections
- Also includes the day delegate package above

All prices are fully inclusive of VAT @ 20%

Delegate Charges		**Prices**
Day Delegate Rates	Min	£ 32.00
	Max	£ 55.00
Residential Delegate Rates	Min	£ 125.00
	Max	£ 164.00
Room Hire	Min	£ 100.00 per day
	Max	£ 5000.00 per day

Equipment

All equipment is organised through our on site experts PSAV

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Park Inn Value Added Extras

Included with Delegate Packages

Receive TWO VALUE Added EXTRAS FOR 8 HOUR RATES

- Orange Juice and Mineral Water with Lunch
- Free Wifi
- Free LCD Projector and Screen
- Danish Pastry on arrival
- Bacon Sandwiches/Rolls on arrival
- Contracted minimum numbers reduced to 35%

Receive ONE Additional VALUE Added EXTRAS FOR 24 HOUR RATES

- Complimentary Drinks Reception
- Extra Soup or Sorbet Course
- Additional 10 River View Bedroom upgrades
- 1/2 Bottle house wine per person

Minimum numbers of 8 delegates.

Something Extra . . . . .

RBG Delegate Luncheon	£ 11.95
Table D'hôte Dinner – 3 Courses	£ 18.95
Breakfast Buffet	£ 13.50
Additional Servings Tea and Coffee, with Biscuits	£ 2.95
with Danish Pastries	£ 3.50
with Cookies	£ 3.50
with Bacon Rolls	£ 4.50
with Afternoon Tea to include Plain and fruit scones, jam and clotted cream	£ 5.50
Mineral Water, litre bottle (serves 6)	£ 3.95
Orange Juice, per litre jug (serves 6)	£ 6.50
House Wine, per 75cl (serves 5)	£ 15.85
Internet Access - 24 hour	£ 15.00
Photocopying	25p per sheet

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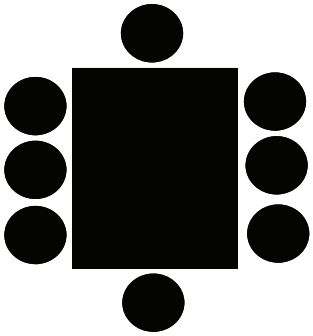
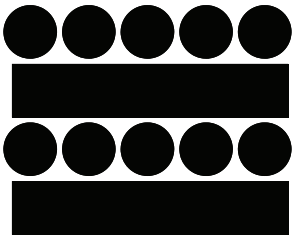
Room Layouts

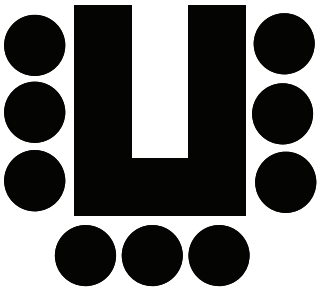
Boardroom

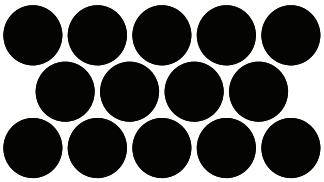




Classroom

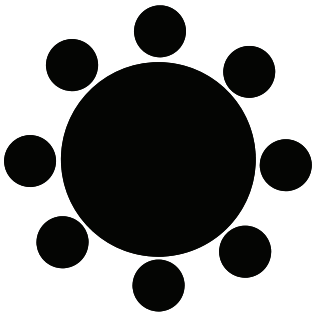
U-Shape

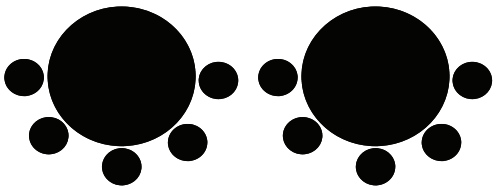




Theatre

Banquet





Cabaret

Reception

Dinner Dance

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	Rooms	Boardroom	Classroom	U-Shape	Theatre	Banquet	Cabaret	Reception	Dinner Dance
1	Regatta Suite	45	45/30	40	100/60	72	50	100	n/a
2	Henley Regatta Suite	n/a	150/120	75	400/300	250	150	400	220
3	Henley Suite	60	150/120	50	300/250	192	120	300	150
4	North Ridings	20	15	15	40	25	n/a	50	n/a
5	West Ridings	20	15	15	40	25	n/a	50	n/a
6	Ridings Suite	40	35	40	80	50	32	100	50
7	Castle Suite	20	15	15	40	25	n/a	50	n/a
8	Howard Suite	20	15	15	40	25	n/a	50	n/a
9	Castle Howard Suite	40	35	40	80	50	25	100	50
10	Wharfe	15	n/a	10	20	n/a	n/a	n/a	n/a
11	Loxley	15	n/a	10	20	n/a	n/a	n/a	n/a
12	Esk	10	n/a	n/a	20	n/a	n/a	n/a	n/a
13	Swale	20	20	15	30	n/a	20	n/a	n/a
14	Derwent	20	20	15	40	n/a	20	30	n/a
15	Derwent Suite	40	50/35	40	100/65	100	50	100	60
16	Riverside Suite	60	70	35	140	100	80	140	100
17	Foss Room	15	15	15	30	n/a	15	n/a	n/a
13/14	Swale and Derwent	30	24	20	60	n/a	24	n/a	n/a
12/13	Esk and Swale	20	20	20	50	n/a	24	n/a	n/a

	Rooms	Ceiling Height	M²	Door Height	Door Width	Power Sockets	No. of Telephone	WFI	Daylight
1	Regatta Suite	3.6	15.2 x 6.7	1.9	1.5	21	1	Yes	Yes
2	Henley Regatta Suite	3.6	19.9 x 17.3	2.0	1.5	51	2	Yes	Yes
3	Henley Suite	3.6	17.3 x 13.1	2.1	2.7	30	1	Yes	No
4	North Ridings	2.7	10.3 x 4.8	2.0	1.4	22	1	Yes	Yes
5	West Ridings	2.7	9.7 x 4.8	2.0	1.4	27	1	Yes	Yes
6	Ridings Suite	2.7	19.5 x 4.8	2.0	1.4	49	2	Yes	Yes
7	Castle Suite	2.7	8.5 x 4.5	2.0	2.7	14	1	Yes	Yes
8	Howard Suite	2.7	8.0 x 4.5	2.0	1.4	14	1	Yes	Yes
9	Castle Howard Suite	2.7	16.5 x 4.5	2.0	2.7	28	2	Yes	Yes
10	Wharfe	3.6	6.4 x 4.5	1.9	0.7	8	1	Yes	Yes
11	Loxley	3.6	5.4 x 4.5	1.9	0.7	8	1	Yes	Yes
12	Esk	2.7	9.4 x 2.7	1.7	1.4	6	1	Yes	Yes
13	Swale	2.7	9.0 x 2.7	2.6	2.2	4	1	No	Yes
14	Derwent	2.7	7.0 x5.5	1.9	1.4	6	1	Yes	Yes
15	Derwent Suite	2.7	17.0 x 7.1>9	1.7	1.4	16	3	Yes	Yes
16	Riverside Suite	2.7	13.0 x 8.0	1.9	1.4	16	1	Yes	No
17	Foss Room	2.7	8.4 x 5.2	1.9	1.4/0.7	14	1	Yes	No
13/14	Swale and Derwent	2.7	11.4 x 7.5	1.9	1.4	4	2	Yes	Yes
12/13	Esk and Swale	2.7	7.6 x 10	2.6	2.2	4	2	Yes	Yes

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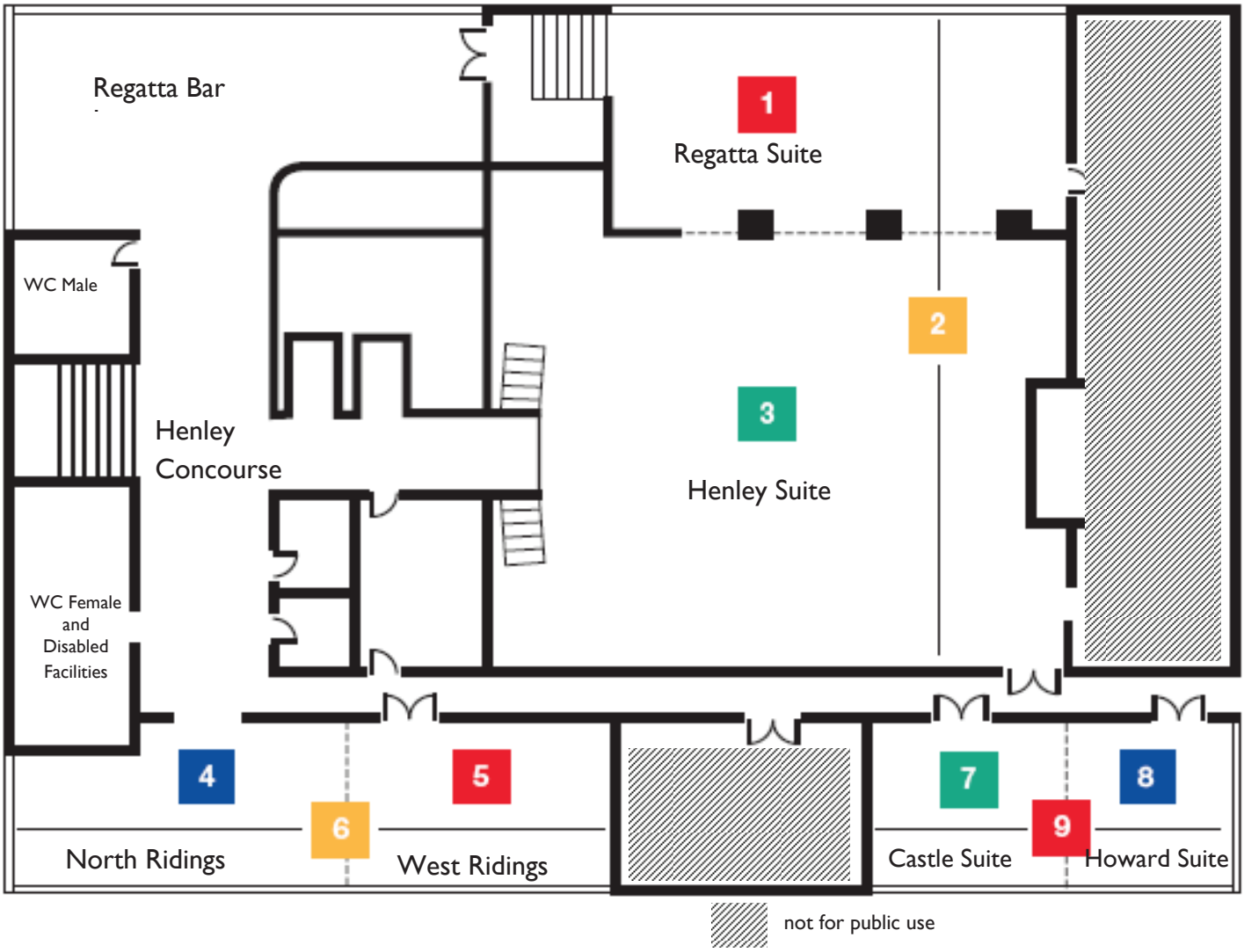
Room Layouts and Location Map

First Floor Meeting Rooms



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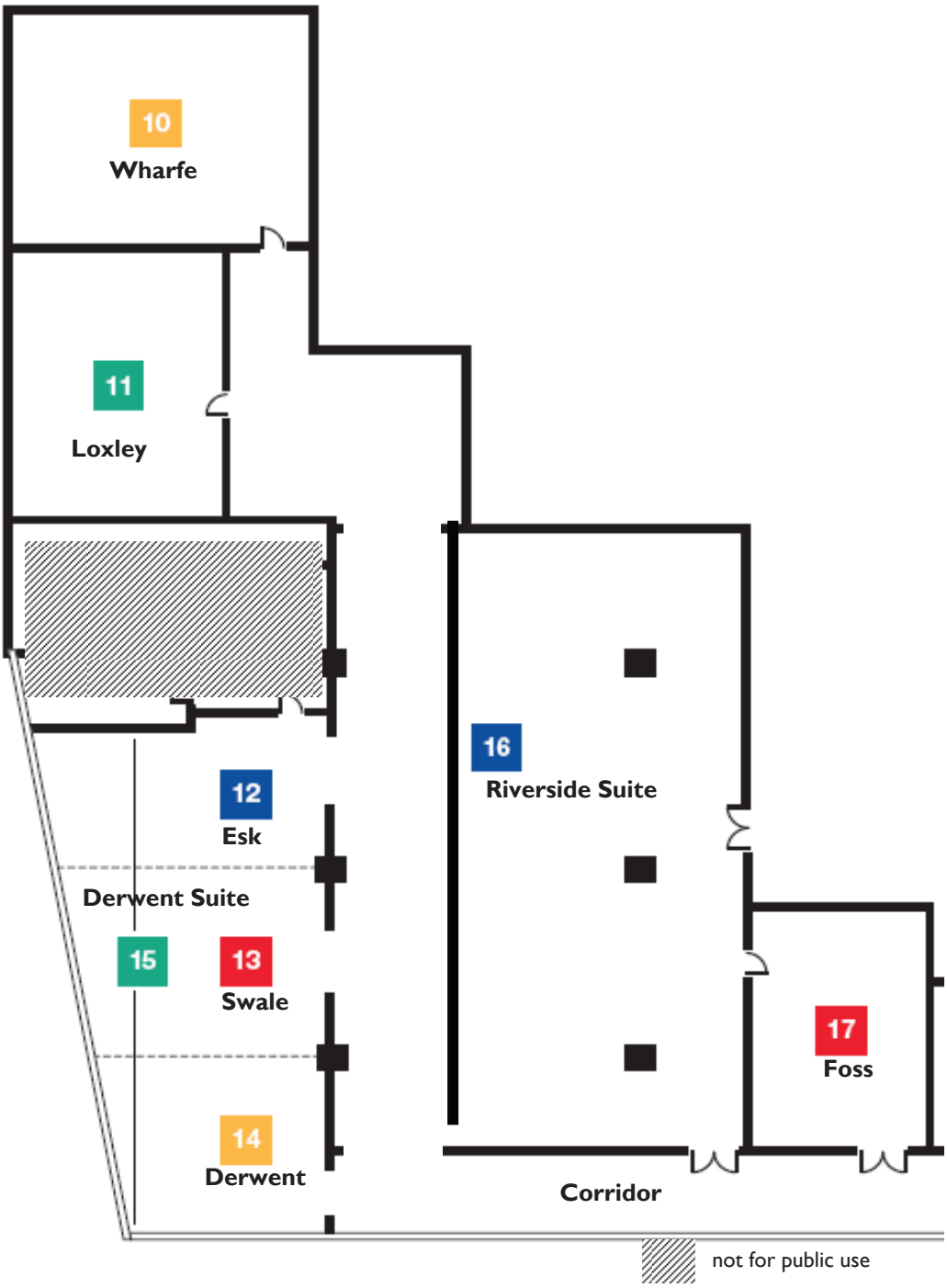
Room Layouts and Location Map

Riverside Conference Centre



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Terms and Conditions Meeting and Events

The Rezidor Hotel Group

Charges and Payment – Meetings & Events/Accommodation

- If the basic Function cost is in excess of £5000.00, a 10% deposit upon signature on the contract will be required. In the event of cancellation, administration charges of £100.00 will be non-refundable.
- 40% of the total value of the booking is due 90 Days prior to date of reservation.
- Final 50% due and payable 28 days prior to the date of reservation. In the event of the booking confirmation 28 days or less before the date of arrival, 100% of the basic function cost will be requested for the event.
- If the above payment terms are not met, The Hotel reserves the right to cancel the reservation and re-let the function room and bedroom accommodation.
- If credit facilities with The Hotel are requested, a credit application form must be completed and returned to The Hotel Accounts Department, attention Credit Manager 10 working days before the event. Bill back facilities will only be available for events over £1000.00.
- Where credit has been established, payment is due 14 days after the invoice date. If payment is effected after the due date, an interest rate of 1.5% per month will be charged on the outstanding balance.

Cancellations – Accommodation

- 90 days prior to arrival, group reservations can be reduced by 25% of rooms contracted without charge.
- 28 days to 7 days before arrival, groups can be reduced by up to 10% of rooms contracted without charge.
- Presentation of list of guests must be received 14 days prior to arrival. Any unnamed rooms will automatically be released 7 days prior to arrival.
- Upon presentation of list of guests, any rooms cancelled there after will be charged.
- All notices of cancellation must be in writing to The Hotel.
- If the Company fails to return the signed contract, The Hotel reserves the right to release any rooms booked by the Company without notice.

Cancellations – Meetings & Events

- The Company may cancel the reservation by written notice to The Hotel without incurring any charges other than the Administration charge at any time up to 180 days prior to the date of the Function.
- If the Company cancels the reservation within 180 days of the date of the Function, The Hotel shall be entitled to make the following charges:-
  - Cancellation effected:-
    - Between 180 days and 91 days – 25% of the Basic Function Cost
    - Between 90 days and 28 days – 50% of the Basic Function Cost
    - 27 days of the date of the function – 100% of the Basic Function Cost
    - The Basic Function Cost shall be calculated upon the basis of the Guaranteed Minimum Numbers due to attend the Function and on the basis of the catering, beverage, room hire and other requirements reserved for the Function.

Meeting & Events - General

- Final numbers will be required no less than 7 days before the time of the function. If fewer than the guaranteed number of persons attending the function, the Company will be charged for the guaranteed number. If more than the guaranteed minimum numbers attend the function, the Company will be charged according to the total number attending. The Hotel cannot be responsible for service to a number in excess of 10% above the guaranteed minimum number
- If any dispute arises as to the number of those who attend the function, The Hotel shall determine the number and such determination shall be binding and final to parties.
- The Company agrees that The Hotel may accept verbal amendments to the arrangements given during the course of the function or its preparation by the Company or by anyone acting or purporting to act on the Company's behalf and the Company agrees to pay for any additional services so provided.
- The Company undertakes to begin the function at the agreed time and to ensure that its guests, invitees and other persons vacate the premises at the closing hour indicated.
- The Company undertakes not to bring beverages or food of any kind to The Hotel and not to cause or permit its guests or invitees to do so (subject to the General Managers approval).
- The Company assumes responsibility for any damage caused by him or any of his guests, invitee or other persons attending the function, whether in rooms reserved or in any other part of The Hotel and undertakes to make good or pay full restitution for the making good of any material damage to furniture, fixtures and equipment howsoever caused by persons working on their behalf during set-up or dismounting of equipment used by them. Nothing shall be affixed to the floors, walls, ceilings or columns of the allocated rooms by nails, screws, drawing pins, tape or any other means or be suspended from the room or ceiling of the room.
- No advertisement, notice, sign, decoration, flag, emblem or device referring to the function may be attached to or displayed in or about the interior of The Hotel without prior approval of The Hotel. The same conditions apply to outside advertisements.
- The Company undertakes to conduct the function in an orderly manner in full compliance with rules of The Hotel management and with all applicable legislation.
- Under the Fire Precautions Act, the Rules of Conduct in force with regard to the management of places of entertainment licensed by the County Council "the means of escape provided for all persons on the premises shall be maintained, unobstructed and immediately available".
- If for any reason beyond its control, The Hotel fails to make available the rooms reserved for the Company or to provided any of the agreed goods or services, it shall not be liable for any resulting loss or damage suffered by the Company; and, without prejudice to the generality of the foregoing, The Hotel shall in no event be liable to loss or damage caused by labour disputes, power failure, government regulations or act of God.

- The Hotel reserves the right at all times to alter or change the rooms or accommodation to be provided to the Company for the purpose of the function, provided that such alterations or change does not materially and adversely affect the function.
- Subject always to guaranteed minimum number, not less than 7 days prior to the date of the function; the Company shall give written confirmation of the numbers of persons attending the function.
- The Hotel shall in no event be obliged or responsible for providing facilities, catering or accommodation for persons attending the function in excess of twenty persons above that number notified to The Hotel.

Cancellation by the Hotel

- If it might be prejudice the reputation of the Hotel and in such event the Hotel will refund all advance payments made but will have no further liability to the Company.
- If the Company's more than 14 days in arrears with any payment to the Hotel: or If the Company becomes insolvent or enters into liquidation or receivership.

Third Party

- Where the Company requests the Hotel to arrange for the provision by third parties of goods and services on the Company's behalf, the Hotel shall do so as the Company's agent and the Company shall be liable for all charges and liabilities in respect there of and fully indemnify the Hotel of the same.
- The Company shall not be entitled to assign the Agreement to any third party nor utilise the accommodation for any group other than stated in the Agreement without the Hotels prior written consent.
- The Agreement is between the Hotel and the Company, and the Company undertakes that is not entering into the agreement on behalf of any third party.
- No variation to the agreement shall be effective unless in writing and signed on behalf of both the Hotel and the Company. These conditions shall prevail over any standard conditions, which might otherwise apply.
- Any waiver, breach, declaration of invalidity of any of these terms and conditions does not constitute waiver, breach or invalidity of any of the other term, which shall continue in full force and affect.
- Your signature overleaf constitutes acceptance of these terms and conditions and this agreement supersedes the terms of any previous agreement made between us relating to the same subject matter.
- English law governs this contact and the parties submit to the non-exclusive jurisdiction of the English courts.

Agent Commissions

Agent commission is payable after the event and is applicable to all pre-booked items, with the exception of third party services. Commission payment is paid on Nett Rates and is processed via WPS. Please log onto www.WPSnetwork.com for further details. Commission deducted from payment is not acceptable.

Minimum Numbers

Please be advised that minimum numbers for this event are set at 10% less the contracted numbers
This agreement shall be governed by English Law and the services provided by The Hotel shall be provided on these conditions.

Intellectual Property (Brand Protection)

The Company/Agent expressly recognizes that it does not obtain without the express prior written approval of the HOTEL, any right to HOTEL's or The Rezidor Hotel Group's materials, trademarks, brand names, logos and signs, nor any other information, data, databases, software, design, name or any other material provided/developed and owned by the HOTEL or the Rezidor Hotel Group ("Materials"). The Company/Agent shall not use, without the HOTEL's prior written approval, any Materials in any radio, television or internet marketing or advertising including with regards to the internet the use of the Material in conjunction with paid listings in search engines, meta tags, keywords, links and any other means intended to influence the results for internet searches invoking the Materials. Any breach of this clause shall entitle the HOTEL to terminate this Agreement immediately without prejudice to any other rights or remedies that it may have against the Company/Agent.

Indemnity

The Company/Agent shall hold harmless and shall indemnify HOTEL in respect of any loss, liability, obligation, damage, claim, demand, suit, action, deficiency, penalty, tax, levy, fine, judgement, settlement, cost, expense, legal fees and disbursements or liability incurred by the HOTEL where such is caused otherwise than by the performance of the HOTEL's duties under this Agreement provided that the aforementioned instances are solely caused by non-performance.

Signed For the Hotel	**For the Client**
Name	Name
Title	Title
Signature	Signature
Date	Date