

BEST WESTERN ROYAL HOTEL

St. Helier, Jersey.

OVERVIEW

The prestigious Royal provides excellent function facilities for clients for both business and special events. This town centre hotel can successfully cater for both small and larger gatherings within fine function rooms.

Our air conditioned Balmoral Suite is one of the largest function rooms on the Island. It is the ideal venue for Clubs and Societies to hold dinners, events, exhibitions or meetings. Equally, business houses may comfortably accommodate seminars or presentations for up to 300 attendees within the Balmoral suite. It has a stage, a dressing room area and is equipped with accessible disabled facilities.

A number of smaller meeting rooms are also available. These may be suited to Board Meetings, smaller dinners or specialist events. The Royal is an established wedding venue.

The hotel consists of eighty-eight bedrooms, including five suites and a number of attractive 'four poster' bedrooms.

The Royal's Restaurant, "Seasons" is newly created with Table d'Hote and A la Carte menus. The hotel also boasts its own comfortable public bar adjacent to the hotel's Reception, providing the ideal social place for business or leisure guests to relax. The restaurant has recently been awarded one rosette for culinary excellence.

You may view the Royal at www.royalhoteljersey.com. We trust that the enclosed information will answer many of your questions but should you wish for further assistance then please e-mail us at sales@royalhoteljersey.com or telephone 726521 where we will be pleased to help with your initial enquiry.

We wish you a pleasant and successful event.

BEST WESTERN ROYAL HOTEL
St. Helier, Jersey

Function Tariff 2009

ROOM HIRE ONLY:

Room	Min No. of Delegates**	Full day	Half day
Balmoral Suite	60	£795	£360
Conservatory	30	£200	£120
Windsor Suite	10	£175	£100
Sovereign Room	10	£175	£100

** Minimum numbers are for day delegate rate only

DAY DELEGATE PACKAGE

Day Delegate Package at £35.00 per person

- Tea/Coffee and biscuits on arrival and mid-morning
- Buffet Luncheon
- Afternoon Tea/Coffee and biscuits
- Room hire (based on minimum numbers)
- Standard conference equipment
- Pads, pens, mints, cordial and mineral water

24 HOUR CONFERENCE PACKAGE

24 hour conference package at £130.25 per person

- Accommodation with private facilities
- Full English breakfast
- Tea/coffee and biscuits on arrival and mid-morning
- Buffet luncheon
- Afternoon tea/coffee and biscuits
- Room hire (based on minimum numbers)
- Standard conference equipment
- Pads, pens, mints, cordial and mineral water
- Table d'hote dinner in Seasons Restaurant
- £15.00 supplement 01 June to 30 September inclusive

CONFERENCE EQUIPMENT INCLUDED

- Telephone extension (excluding cost of calls made)
- Lectern with microphone (not Windsor Suite)
- 1 x Flipchart and pen
- 1 x Projector and Screen
- Basic PA system (not Windsor Suite)

AUDIO VISUAL AND EQUIPMENT HIRE CHARGES

Charges:

Flip Chart (Inclusive of room hire fee)		F O C
Additional Flip Charts & pens		£ 12. 00
OHP & Screen		£ 25. 00
TV & Video Player		£ 50. 00
Large screen 55" TV and Video	- Per day	£100.00
Lectern		£ 15.00
TV plus converter – for laptop presentation	- Per day	£25.00
Divider Screens/Display Boards (maximum of 8)	- Per day	£10. 00 each
Hire of PA System & Mics with Engineer (on request – evening)		£120.00
Hire of 1 Microphone (with no technical support)		£15.00
Hire of P.A. system & Mics with Engineer	- Full day	£250.00
Power Point Projector (on request)		£100.00

LICENSE EXTENSIONS:

For events in the Balmoral Suite it is possible to apply for a bar extension until 2.00.a.m. There is a £45.00 charges for this service. Please note, if granted the bar may remain open until 2.00.a.m. but music will finish at 01.00a.m.

ENTERTAINMENT AND INCENTIVE DAYS:

D.J. and Disco	from	£220.00
Karaoke and Disco	from	£225.00
Live Singers	from	£85.00
Live Bands	from	£200.00
Magicians	from	£ 50.00

We are also able to arrange various incentive activities for team building days or end of conference wind down, such as *Corporate Golf Days * Paint Balling * Sea Fishing *Clay Pigeon Shooting *Blow Karting *Kite Boarding *Abseiling – prices available on request.

We are able to arrange a number of different forms of entertainment such as *Casino Nights * Race Nights * Quiz Nights *Barbecues Nights * Themed Nights *Children's Entertainment and *Island Treasure Hunts

SECRETARIAL SERVICES:

Photocopying	First copy	£ 0.50
	Subsequent	£ 0.25
Facsimile (outgoing)	First page	£ 0.25
E-mail (outgoing) per page type & send		£ 1.00
E-mail (incoming) per page		£ 0.25
Typing/audio secretarial services	per hour	£19.00

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MEETING ROOM OVERVIEW

THE BALMORAL SUITE

The Balmoral Suite can accommodate up to 300 persons seated for a full dinner service function. The air conditioned room has its own stage and bars and is extensively equipped

Capacities: Theatre 300 Classroom 120 Boardroom 50 U-Shape 50
Lunch/Dinner 220 Reception 550 Dinner/Dance 200 Standing Concert 600

WINDSOR SUITE

A popular conference room, the Windsor Suite, which is located on the first floor, is completely self-contained and is fully air conditioned with blackout blinds.

Capacities: Boardroom: 15 Lunch/Dinner: 15 Reception: 25

CONSERVATORY

Located on the first floor and opening onto our terrace area, the Conservatory is perfect for family occasions, exhibitions or smaller meeting. Offering full bar facilities this venue is constantly in demand throughout the year.

Capacities: Theatre: 70 Classroom: 40 Boardroom: 30 U-shaped 25
Lunch/Dinner: 80 Reception: 100

SOVEREIGN ROOM

Located conveniently on the ground floor the Sovereign room is self-contained with full blackout facilities and air conditioning. This room can also be opened up to include a larger area with bar facilities, ideal for a small reception or party.

Capacities: Theatre: 50 Classroom: 30 Boardroom: 25 U-shaped 20
Lunch/Dinner: 40 Reception: 60

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MEETING ROOM STATISTICS

ROOM NAME	BALMORAL SUITE	CONSERVATORY	SOVEREIGN ROOM	WINDSOR SUITE
Floor level	Ground floor	First floor	Ground floor	First floor
Capacities:				
Theatre style	300	70	50	35
Classroom	120	40	30	8
Boardroom	50	30	25	20
“U” Shape	50	25	20	6
Lunch/Dinner	300	70	40	16
Dinner/Dance	240	N/A	N/A	N/A
Reception	550	100	60	25
Standing concert	600	N/A	N/A	N/A
Dimensions Metres:				
Length	25	12.4	9.14	
Width	16.3	8.3	6.1	
Area	407.5	102.9	55.75	32.8
Height (max)	3.1/1.98	4.5/2.5	3.0	2.7
Technical Information:				
Lighting	Fluorescent And Stage	Natural	Fluorescent	Fluorescent And Natural
Control in room	Yes	Yes	Yes	Yes
Dimmers	Yes	No	No	Yes
Blackout Windows	Yes	No	Yes	Yes
Sound system Fitted:	Yes	No	No	No
No. of Power Sockets:	36	15	3	6
3 phase Power	Yes	No	No	No
Telephone Points:	No	Yes	Yes	Yes
Air Conditioning	Yes	Yes	Yes	Yes
Wifi Hotspot	Yes	Yes	Yes	Yes
Access: Door height	1.98/1.52	1.9/1.71		

BEST WESTERN ROYAL HOTEL

David Place, St. Helier.

TERMS AND CONDITIONS OF BOOKING

Please note bookings and reservations are taken subject to the following conditions:

1) Confirmation:

All bookings are considered as provisional until both the client and the Hotel have signed the function Agreement. The Agreement must be signed and returned to the hotel within seven days of issue.

2) Terms of Payment:

Unless prior arrangements have been made and a credit facility opened in advance, payment for any function, meeting or event of any kind must be made on departure or at a prior time as specified by the hotel. Payment will be accepted by Credit Card, Bankers, Draft or Cash. A company cheque will be accepted only by prior arrangement. Clients wishing to open a credit account should contact the Financial Controller at the hotel in order to make arrangements. Unless prior alternative arrangements have been made, payment of credit accounts is due within 28 days from the date of invoice. The Best Western Royal Hotel reserves the right to add interest to accounts outstanding after this time.

3) Deposits, Amendments and Cancellations:

An initial deposit of 10% of the total estimated cost of the booking is required to secure the venue. Deposits are non-refundable and non-transferable unless the space booked is subsequently re-sold by the Hotel to a venue equivalent to the original booking.

The following cancellation charges will apply to all confirmed bookings subsequently cancelled:

Period of notice	Charge:
6 months or longer	No charge
Between 12 and 24 weeks prior to event	25% of rates quoted
Between 4 and 12 weeks prior to event	50% of rates quoted
Between 2 and 4 weeks prior to event	75% of rates quoted
Less than 2 weeks prior to event	100% of rates quoted

Amendments or Cancellation by Hotel:

The hotel reserves the right to cancel any booking forthwith or offers the right to offer alternative facilities without any responsibility on its part in the event of:

- a) Any occurrence beyond the reasonable control of the hotel which shall prevent it from performing its obligations in connection with the booking.
- b) If the booking might, in the opinion of the Hotel, prejudice the reputation of the hotel.
- c) If the client is more than 30 days in arrears of previous payments to the hotel.
- d) If the hotel becomes aware of any change in the Clients financial situation.
- e) From time to time due to changes in market forces, the hotel may have to make a slight increase on quoted prices. You will be made aware of any necessary changes prior to the function.

4) Final Numbers:

Food final number requirements must be given 7 days in advance.

5) General:

Only food and beverages purchased from the hotel may be consumed on the premises unless prior permission has been given by the General Manager.

The hotel will not make refunds should delegates fail to use facilities and services previously booked by the client.

The Client shall be responsible for the orderly conduct of its delegates and shall fully indemnify the Hotel with regard to any damage caused by delegates during their stay.

Bedroom and meeting rooms are offered to the client for their exclusive use and are not for re-sale to unaffiliated parties.

The management of the Best Western Royal Hotel reserves the right at any time to alter, amend or cancel any booking or part thereof in respect of any meeting or function should they feel it necessary to do so.