

Kings Hotel Terms & Conditions 2017

Provisional Christmas party reservations can be made by telephone or in person. Please confirm in writing within 5 days of making the reservation together with a non-refundable deposit of £10.00pp for Lunches & Party nights or £25.00pp for Christmas Day & New Year's Eve.

Final numbers and full payment are required 4 weeks prior to the date booked. Minimum numbers will be agreed at the time of booking/increased numbers are subject to availability only. Once final payment has been made no refunds will be given. All prices are per person & include VAT at the current rate.

All menu choices MUST be on the hotel's electronic pre-order forms. Please advise us of any special dietary requirements at this time. Please note whilst every care is taken to ensure dietary requirements are fulfilled it is still the responsibility of the individual to ensure that the meal received is correct for consumption.

For Joiner parties the Hotel reserves the right to choose the area of the hotel best suited to your numbers. Management reserves the right to cancel or rearrange events dependent upon demand.

The consumption of liquor on the premises which is not purchased from the Hotel is strictly forbidden. No outside food or beverages are allowed on the premises without the consent of Management. If permission is granted a corkage / service charge will be levied.

Smart dress is required for functions; management reserve the right to refuse admission.

Party Nights: Kings Fizz will be served at 7.30pm, Dinner will be served at 8.00pm the music will stop and bar will close at 1am on Friday & Saturdays, 12am on Sunday - Thursday. For sole use parties special license extensions can be applied for at our discretion.

Group bedroom reservations: We require written confirmation of the reservation on company headed paper or alternatively individual rooms can be guaranteed with credit cards.

The Hotel shall not be liable for any breach of this contract caused by any event or matter beyond its control including strikes, labour disputes, fire, riot, flood, energy failure, war and including any other matter in the opinion of the Hotel proving impossible the performance of the contract but not being limited to matters listed here. In the event that adverse weather conditions prevent the whole event from taking place then a £10.00 per person charge will be made to cover hotel losses – the party may then be offered an alternative date.

Should the function rooms be redecorated, menus redesigned or any information contained within this brochure be changed, reasonable notice will be given.

If Sole Use is required, there will be an additional room hire charge if numbers fall below the minimum numbers agreed.

Minimum numbers apply:-

Thames & Berkshire 180 – sit down meal or 250 – standing buffet

Kings Eating House 80 – sit down meal or 100 – standing buffet

The client shall be held responsible for any damage caused to the premises, utensils or equipment, whether wilfully, neglectfully, by default or otherwise, and will be liable for the cost of repairs and damages arising there from.

Please note: No drinks on the dance floor. The Duty Manager & DJ have an authority to stop music and switch on the lights if this instruction is not followed.

No verbally or physically violent, aggressive or abusive behaviour from anyone attending your party under any circumstances will be tolerated. The Hotel reserves the right to terminate the function at any time if any personal safety of the staff member or guest is under threat. Any individuals with such behaviour will be asked to leave the premises immediately.

Menu may be subject to change – Gluten Free & Dairy Free Options Available. Any person with an allergy of any kind must be notified to the events team 21 days prior to event. A menu detailing allergens is available upon request. Whilst every effort is made to be extremely careful, it is with regret that we cannot guarantee any of our food/ drinks will be free of any traces of allergens, including peanuts. Menu choices must be accurate – any last minute changes on the day will be liable for charges back to client.