

Kings Hotel - Conference Planning

Room Name	Marlow Suite	Henley Suite	Thames Suite	Ascot Suite	Windsor Suite	Berkshire Suite
Dimensions:						
Length	11.5m	11.5m	11.5m	7m	7m	7m
Width	7m	6m	13m	6m	6m	12m
Height	2.75m	2.75m	2.75m	2.77m	2.77m	2.77m
Capacities:						
Theatre	70	60	130	35	35	70
U-Shape	30	30	50	n/a	n/a	30
Classroom	24	20	80	n/a	n/a	30
Boardroom	30	24	40	20	20	30
Lunch/Dinner	50	50	96	n/a	n/a	50
Dinner Dance	n/a	n/a	80/140*	n/a	n/a	n/a
Reception	60	80	80/200*	n/a	n/a	60
Technical Info						
Lightings:						
Tungsten/Flourescent	Both	Both	Both	Tungsten	Tungsten	Tungsten
Control in Rooms	Yes	Yes	Yes	Yes	Yes	Yes
Dimmers	Yes	Yes	Yes	Yes	Yes	Yes
Windows	Yes	Yes	Yes	Yes	Yes	Yes
Sound:						
System Fitted	Yes	Yes	Yes	Yes	Yes	Yes
Powers:						
No of 13 amp sockets	16	7	23	4	4	8
3-phase available	Yes	Yes	Yes	Yes	Yes	Yes
Misc:						
Telephone Points	4	1	5	1	1	2
Air conditioning	Yes	Yes	Yes	Yes	Yes	Yes
Free Hi Speed						
Internet Connection	Yes	Yes	Yes	Yes	Yes	Yes
Suspended Screens	Yes	Yes	Yes	No	No	No
Access:						
Door Height	2.2m	2.2m	2.2m	2.2m	2.2m	2.2m
Door Width	1.2m	1.2m	1.2m	1.2m	1.2m	1.2m

* Maximum capacity incorporates Thames and Berkshire Suite

Conference Tariff

The Kings Hotel offers a number of superbly equipped Conference & Banqueting Rooms. In a distraction-free environment with a dedicated professional co-ordinator, our meeting rooms are ideal for all events from small meetings to large presentations. Most conference rooms have the added advantage of natural daylight and all are climate controlled.

8 Hour Delegate Package

From £30.00 per person

8-hour delegate package includes: -

- Meeting room including our standard audio visual equipment*
- Bespoke menus or working luncheon
- Unlimited tea/coffee/mineral water
- Mid morning home made biscuits
- Afternoon home made cakes
- Conference Supplies
- Free Car Parking

Syndicate Room

Our stylish syndicate room is available and chargeable on a room hire only basis for meetings and private dining:

From £150.00 per day.

The Thames Suite

Comprising the Marlow and Henley Rooms

The Berkshire Suite

Comprising the Windsor & Ascot Rooms

24 HOUR DELEGATE PACKAGE

From £135.00 per person*

24-hour delegate package includes: -

- Overnight accommodation and full English breakfast
- Meeting room including our standard audio visual equipment*
- Bespoke menus or working luncheon
- Dinner, three courses, in The Kings Eating House
- Unlimited tea/coffee/mineral water
- Mid morning home made biscuits
- Afternoon home made cakes
- Conference Supplies
- Free Car Parking

The Hotel has 43 bedrooms which vary in size and character, from traditionally elegant to strikingly modern - offering a variety of singles, twins, double rooms and stylish suites.

All rates are negotiable – Please call our events and marketing manager on 01494 609090 or e-mail: events@kingshoteluk.com

* large discounts available for off peak months

** standard audio visual equipment includes Screen and Flipchart

Conference and Meeting Terms & Conditions

1. Credit card guarantees are required for “pay on departure” bookings. Any extra charges incurred on the day must be guaranteed by credit card and paid for on departure.
2. Companies may apply for credit facilities via our credit application procedure. The account is to be paid within 14 days of the invoice date. The company reserved the right to charge interest on overdue accounts.
3. The Hotel requires written confirmation for every booking which will be deemed as acceptance of our terms and conditions herein. If the Hotel has not received such written confirmation by the date requested, then the Hotel will at its discretion consider the booking cancelled.
4. Rates that have been reduced because of large numbers can be reapplied if numbers decrease significantly. When the numbers reduce significantly the hotel reserves the right to change the room allocated. Please note, should you wish to retain your room as per original booking the minimum numbers will be charged. 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.
5. Where there is a cancellation of an entire event the following charges will apply: -
 - 10 working weeks prior = 25% cancellation charge
 - 8 working weeks prior = 50% cancellation charge
 - 6 working weeks prior = 75% cancellation charge
 - 4 working weeks prior = 100% cancellation charge
6. Cancellations must be made in writing Any additional costs incurred by the Hotel including such items as audio visual, printing, floral decorations, photographers, musicians and any other entertainers engaged will be charged for in full.
7. Where the Hotel is booked for a “sole use” event separate terms & conditions apply
8. Final catering numbers must be received by the Hotel no later than 48 hours prior to the event.
9. Bedrooms cancelled will be charged as per final written confirmation. Guests with confirmed reservations who do not arrive will be considered no shows and charged the applicable rate. Rooming Lists must be received one week prior to the arrival date. This does not apply to 24 hour delegates: cancellations of 1- 2 delegates up to 48 hours prior, Cancellation of 3 – 4 delegates up to 7 days prior, Cancellation of 5 or more delegates up to 14 days prior.
10. In the event that cancellation by the hotel is deemed necessary, alternative, suitable arrangements will be made wherever possible. However, should no such alternative be available then we will provide you with as much notice as possible and refund any deposit in full.
11. It is regretted that no liability can be accepted for the property of the customers brought on to the premises.
12. The client shall be held responsible for any damage caused to the premises, utensils or equipment, whether willfully, neglectfully, by default or otherwise, and will be liable for the cost of repairs and damages arising there from.
13. The Hotel reserves the right to approve outside entertainment or services contracted for the function. The Hotel also reserves the right to judge acceptable levels of noise and to limit them where necessary.
14. No outside food or beverages are allowed on the premises without consent of the management. If permission is granted, a corkage/service charge will be levied.
15. 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, 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.
16. In the event of the contract proving impossible to perform as stated in condition 11, the Hotel shall where appropriate refund the deposit paid without costs, interest or damages, and the contracts shall be deemed cancelled.
17. Affixing signs, displays and posters to walls may only be carried out within the authorisation of the Hotel.
18. It is a term of letting that goods and services cannot be bought or sold on the premises, and no tickets may be sold at the door.
19. Any person with an allergy of any kind must be notified to the events team 14 days prior to the 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.