



THE SPA HOTEL

Conference & Business Events

Day Rates, Packages & Pricing

The Spa is a family owned and operated Hotel located on the western edge of Tunbridge Wells with extensive car parking and sits in its own 14 acres of beautiful, landscaped grounds and gardens. The Spa offers a fine selection of individually decorated conference rooms and suites catering for up to 300 people. We are also members of the Hotel Booking Agents Association (HBAA).

The following Delegate packages are based on a minimum of 15 delegates attending. For any smaller meeting enquiries, please contact our Conference team for a separate quotation.

Full Day Delegate Rates at £65.00 per person including VAT, includes:-

- Use of private air-conditioned conference room for up to 8 hours
- Dedicated Events Coordinator and assigned point of contact on the day
- Pastries on arrival
- Unlimited tea and coffee replenished throughout the day
- Buffet selection at lunch time
- Biscuits served with afternoon tea and coffee
- Pens and notepaper in the room
- Complimentary Wi-Fi access
- Use of screen, projector and flip chart
- Free car parking for delegates

Light Day Delegate Rates at £55.00 per person including VAT, includes:-

- Use of private air-conditioned conference room for up to 8 hours
- Dedicated Events Coordinator and assigned point of contact on the day
- Tea, coffee and pastries on arrival
- Tea and coffee replenished mid-morning
- Selection of sandwiches, crisps and fruit platter
- Tea, coffee and biscuits mid afternoon
- Pens and notepaper in the room
- Complimentary Wi-Fi access
- Use of screen, projector and flip chart
- Free car parking for delegates

24 Hour Delegate Rate at £215.00 person including VAT

Includes the above Full Day Delegate Package plus:

- Private dining in one of our beautiful function suites
- 3 course dinner with coffee and fudge
- Luxury overnight accommodation in a double room
- Full English or continental breakfast and complimentary use of Spa Health Leisure Club

Delegate Package Upgrades

Arrival Refreshments:

- Granola bar – £1.00 per person
- Yogurt & granola pot – £2.00 per person
- Blueberry or Chocolate muffin - £2.50 per person
- Salmon and cream cheese bagel - £5.00 per person
- Morning fruit smoothie (blueberry, spinach, banana) - £20.00 per jug (serves 7 x glasses)

Lunch Extras:

- Upgrade to BBQ Menu A or Fork Buffet - £5.00 per person
- Charcuterie Platter - £60.00 per platter (serves 10)
(Selection of 3 sliced meats, cornichons, beer pickled onions, house bread)
- Cheese Platter - £60.00 per platter (serves 10)
(Selection of 3 cheeses, chutney, biscuits)

Afternoon Refreshments:

- Doughnuts (Jam or Lemon curd) - £2.00 per person (min. 10 people)
- Cheese scones - £2.00 per person
- Flapjacks - £2.00 per person

Nespresso Coffee

Add a Nespresso machine to your meeting room for the day:

Tier 1 = £80.00 *(includes 24 coffee capsules)*

Tier 2 = £160.00 *(includes 48 coffee capsules)*

Tier 3 = £200.00 *(includes 60 coffee capsules)*

Extra coffee capsules priced at £2.00 each.

Please speak to our Conference team for menus and pricing for any enquiries of 14 delegates or below.

Day Delegate Buffet Menu

Please select 3 sandwich fillings, 2 savoury items, 1 burger and 1 dessert
Additional sandwich filling at £3.50pp

SANDWICHES:

Tuna and sweetcorn mayonnaise
Coastal cheddar, spring onion,
salad cream (V)
Honey roast ham, mustard mayonnaise
Coronation chicken
Smoked salmon, cream cheese, chive
Roast beef, horseradish
Egg mayonnaise (V)
Chicken Caesar wrap
Feta, mixed leaf, pesto wrap

SAVOURY ITEMS:

Pork & leek sausage roll
Pork & caramelised onion sausage roll
Mini fish and chip cones, tartare sauce
Crispy pork shoulder, apple sauce
Beetroot and feta tart fine (V)
Spinach and caramelised onion tart fine (V)
Yorkie, roast beef, horseradish
Wild mushroom arancini (V)
Chicken & leek wellington
Coronation chicken vol-au-vent

OPTIONAL SALADS:

Replace sandwiches with 3 salad choices
OR

Add 1 salad choice at £1.50 per person:

Quinoa & broad bean salad
Dukkha, toasted pumpkin seeds, golden
raisins (V)

Cherry tomato salad, bocconcini, lettuce,
pine nuts, red onion, croutons, basil, olive
crumb, orange dressing (V)

Asian style slaw, sticky chicken,
edamame, coriander, almonds, peanut
dressing

Roast chicken Caesar, baby gem,
crisp pancetta, marinated anchovies

MINI BURGERS:

Beetroot falafel, cabbage slaw (V)
Beef burger, mature cheddar, tomato,
lettuce, tomato relish
BBO pork burger, tomato, lettuce

DESSERTS:

Chocolate brownie, chocolate sauce
Mini chocolate chip cookies
Mini lemon meringue pie
Seasonal berry pavlovas
Your choice of cheesecake:

*Lemon | Strawberry | Cookies & cream |
Hazelnut | Mango | Blueberry | Passionfruit |
Apple*

TEA & COFFEE

Allergen menu available on request

Hog Roast & BBQ

(Additional room hire charges may apply)

HOG ROAST ~ £27.00 per person

Please choose 3 salads and 1 dessert from the following selection.

MAIN:

Slow roasted pork shoulder served with caramelised apple purée and brioche buns
(hot vegetarian option also available).

SALADS:

Please choose from the below BBQ salads

DESSERTS:

Choose one of the below desserts

BBO MENU A ~ £34.00 per person

OR

BBO MENU B ~ £42.00 per person

MAINS

SELECT 2 OF THE FOLLOWING:

(Include a vegetarian option if required)

- Spiced paprika chicken drumsticks & thighs
- Beef burger, brioche bun
- Slow braised barbecue brisket
- Boneless lamb leg steaks, paprika and mint (£2 supp.)
- BBQ glazed pork belly
- Pork chop with onion jam
- Sautéed bone in chicken bourbon glaze
- Veggie burger (V)
- Stuffed portobello mushroom (V)

SELECT 1 FOR MENU A /

SELECT 2 FOR MENU B:

(Include a vegetarian option if required)

- Lamb koftas with yogurt and mint
- Tabasco and honey chicken wings
- Pork loin ribs with barbecue sauce
- Salmon brochette, lemongrass & lime
- Teriyaki salmon
- Mixed prawns with garlic & chili
- King prawn & Cray fish rolls
- Vegetable and haloumi skewers
- Spicy Mediterranean skewers

SIDES & SALADS

SELECT 3 OF THE FOLLOWING:

- Basil pesto pasta with olives (V)
- New potatoes, red onion, sun blushed tomatoes (V)
- Greek salad (V)
- New potato salad with crispy bacon
- Coleslaw with apple & raisins (V)
- Israeli couscous with roasted vegetables (V)
- Caesar salad, anchovies, parmesan
- Tomato salad, burrata, basil (V)
- Mac & cheese (V)
- Baked potato, sour cream (V)
- Pilaf rice (V)
- Chargrilled corn (V)

DESSERTS

SELECT 1 FOR MENU A /

SELECT 2 FOR MENU B:

- Chocolate brownie
- Apple and blackberry crumble
- Warm sticky toffee pudding, toffee sauce
- English cherry trifle
- BBO banana, chocolate ganache
- Your choice of cheesecake:
*Lemon | Strawberry | Cookies & cream |
Hazelnut | Mango | Blueberry | Passionfruit |
Apple*

Fork Buffet Menu

£35.00 PER PERSON

*(Please note seating is required for all guests based on this menu.
Additional room hire charges and minimum numbers apply)*

Please select 2 mains (including a vegetarian option), 2 sides and 1 dessert from the following selection:

MAINS:

Roast aubergine parmigiana (V)
Moroccan lamb tagine
Salmon & prawn tagliatelle
Mediterranean vegetables with lyonnaise potato
Chestnut mushroom lasagne (V)
Sweet potato & coconut curry (V)
Button mushroom & red pepper stroganoff (V)
Beef stew with herb dumplings
Traditional beef stroganoff
Chicken curry
Chili con carne

SIDES/SALADS:

Basil pesto pasta with olives (V)
New potatoes, red onion, sun blushed tomatoes (V)
Greek salad (V)
New potato salad with crispy bacon
Coleslaw with apple & raisins (V)
Israeli couscous with roasted vegetables (V)
Caesar salad, anchovies, parmesan
Tomato salad, burrata, basil (V)
Mac & cheese (V)
Baked potato, sour cream (V)
Pilaf rice (V)
Chargrilled corn (V)

DESSERTS:

Chocolate brownie
Apple and blackberry crumble
Warm sticky toffee pudding, toffee sauce
English cherry trifle
BBO banana, chocolate ganache
Your choice of cheesecake:
*Lemon | Strawberry | Cookies & cream | Hazelnut |
Mango | Blueberry | Passionfruit | Apple*

Allergen menu available on request



THE SPA HOTEL

Terms and Conditions

Contract between The Spa Hotel (Tunbridge Wells) Ltd
and..... event date:.....
Minimum number of guests attending event:

All confirmed bookings made by customers in respect of suites or rooms are accepted by The Spa Hotel, (hereinafter called the Hotel), upon the following terms and conditions.

CANCELLATIONS

1. In the event of a cancellation or non-arrival of an event, conference, accommodation or pre-booked facilities is made, the following charges will apply and must be paid no later than the date of the booked event:

If the booking is for less than 50% of the Hotel's total number of bedrooms, or in the case of function bookings:

91 to 120 days before date of arrival	20% of anticipated revenue
61 to 90 days before date of arrival	40% of anticipated revenue
31 to 60 days before date of arrival	60% of anticipated revenue
15 to 30 days before date of arrival	80% of anticipated revenue
0 to 14 days before date of arrival	100% of anticipated revenue

For bookings of half or more than half of the Hotel bedrooms:

120 to 150 days before date of arrival	25% of anticipated revenue
91 to 120 days before date of arrival	50% of anticipated revenue
31 to 90 days before date of arrival	75% of anticipated revenue
0 to 30 days before date of arrival	100 % of anticipated revenue

2. Where the deposit is more than the cancellation charge, the deposit remains non-refundable and no further cancellation charges will apply.
3. All cancellations must be made in writing; otherwise 100% charge will be made for total business lost.
4. The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food supplies, strikes walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another similar hotel of equal standard.
5. COVID-19, any other pandemic or public service union strikes. In the event of cancellation by the customer our normal cancellation terms apply. In the event of postponement, only due to UK government enforcements to close the hotel/measures outside of the hotels control, we will seek to find a mutually acceptable postponement date. The hotel reserves the right to make any changes to your event to ensure staff and guests are adhering to any unforeseen government restrictions.
6. If a customer's booking is accepted by the Hotel on the basis that a minimum number will attend the function for which the booking is made, the amount payable shall be calculated on such minimum numbers or the numbers actually attending, whichever is the greater.
7. If the number of persons attending is reduced by 10% or more from the original number guaranteed, the hotel reserves the right to change the booking to a different suite, or room (as best fits the numbers involved). If the number of persons attending reduces and the client requires the originally agreed suite or room, and it is agreed with the Hotel in writing, minimum numbers will be charged.

TIMINGS

8. Timings: it is imperative that events run according to the timings given by the organiser, specifically with regard to food service. Therefore, if the sit down time of an event is delayed by the organiser for more than 30 minutes, an additional charge of £100 will be payable.

9. The function suite/s which have been booked have been reserved for the timings specified in your confirmation if they are required for a longer period additional charges will apply and this must be requested to your coordinator in writing.
10. Access to your function room is guaranteed from the time detailed in your confirmation, if you require earlier access for set up this will be need to be requested to your coordinator.
11. All evening events must terminate at midnight.

GENERAL POINTS

12. Event organiser and bill payer must be over the age of 18.
13. Any items relating to an event for example: gifts, flowers, course material etc. must be taken on departure from the hotel. Any items left and not claimed for after the event will be disposed of and the hotel will not be liable for any loss or damage.
14. All meetings/conference bookings must terminate by 1700 hours unless a later time is specifically agreed by the Hotel.
15. The conference rooms and exhibition space or any part thereof shall not be sublet by the customers to any third party without prior consent of the hotel.
16. The customer shall notify the Hotel in writing not less than 10 clear working days prior to a function or event of the final number attending.
17. Fireworks and Lanterns are not permitted at the hotel.
18. Some bedrooms/ function suites have air conditioning. If this facility fails for reasons beyond our control the hotel cannot be held responsible or accept a claim. We will however, in the event of this failure, still be able to provide all the other facilities as contracted.
19. The Hotel cannot accept responsibility for the property of customers or guests at the Hotel. Cloakrooms are provided for the convenience of customers and guests but any goods deposited in the cloakrooms are deposited at the owners risk and without obligation on the part of the Company. We refer to the Hotel Proprietors Act 1956, a copy of which is available at the Reception desk.
20. The customer shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer and shall pay to the Company on demand the amount required to make good or remedy such damage.
21. The customer shall not deliver or arrange for delivery of any goods or materials to the Hotel unless on hand to accept the delivery or have made prior arrangements with the Hotel. The Hotel cannot accept responsibility for the property of customers or guests of the hotel.
22. The customer shall not store or place in the hotel or other buildings on the site or in the grounds any inflammable, combustible or objectionable substance or liquid.
23. The whole hotel is non-smoking and should guests smoke in bedrooms or any other area and we subsequently have to arrange professional cleaning of the room, a charge will be levied. Guests are not permitted to smoke outside the main Hotel entrance and must use the designated smoking area opposite the bar.
24. Smoking Policy: Please note smoking is not permitted anywhere inside the hotel. If we believe you have been smoking in your room we will charge the card details held £100 for specialist cleaning.
25. The Hotel reserves the right to refurbish or change function rooms and other areas of the building at any time. We will always inform any existing bookings of such changes as far in advance as possible.

PAYMENT TERMS

26. All prices include VAT and are correct at the time of booking
27. The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to the holding of the function, the amount of which is determined generally as follows: For private functions, a non-refundable deposit of a percentage of the booking or the amount that is equivalent to the room hire being charged is required.
28. Deposits are non-refundable and non-transferable.
29. Full payment of the expected balance is due 14 days prior to the day of the function.
30. Any outstanding charges are to be settled on the day, prior to the client's departure from the hotel, unless an "Application for Credit" form has been completed and agreed by the hotel.

- 31. Outstanding balances: If you depart the hotel without settling any outstanding balances we reserve the right to charge the card details used to settle the deposit and held for you/your booking.
- 32. Customers may request direct billing by filling out a credit request form and returning it to the Hotel at the time of confirmation. With credit approval by the Hotel, the Hotel will open a customer account, to which all authorised charges will be billed directly. Credit facilities will only be extended to approved account holders. Our settlement terms are strictly 14 days after the date of invoice. Presentation of any queries should not affect immediate payment of any other outstanding amounts, or the balance of the bill. In view of the high cost of financing, interest will be charged to customers.

CATERING

- 33. We cannot allow food or drink, other than that purchased on the premises, to be consumed within the hotel. If the customer requests external food items (such as celebration cakes, sweetie carts) these are at the discretion of the Event Coordinator and a signed disclaimer may be required.
- 34. For any food prepared by our team at the Hotel and taken away after the event a disclaimer must be signed. The Hotel will not accept responsibility/liability of items taken off site.
- 35. Catering must be provided for 100% of all guests from one of our event menus. Unless agreed otherwise at the time of booking by your event coordinator.
- 36. Where a menu tasting is booked, we will endeavour to have your meal presented the same as it was at your tasting, however there can be occasions where events occur out of our control that may affect the presentation.
- 37. We reserve the right to run our outdoor pizza oven during your event. Access may be made from the side to dispense the Pizzas and this will not affect your access to the patio, if you have the patio reserved as part of your event booking.
- 38. Due to functions being booked in advance, our wine prices are subject to change, we will endeavour to keep the increases to a minimum but any beverages ordered will be charged at the beverage rate at the time of your function.
- 39. Buffet items can only be left out in your function suite for 90 minutes and will be cleared away after this time has elapsed unless agreed with your coordinator to be cleared earlier.
- 40. All details such as dietary requirements must be confirmed to your coordinator at least 14 days prior to your event. We cannot guarantee that any additional dietary requirements supplied within the 14 days of your event or on the day itself will be catered for. While we do our best to reduce the risk of cross-contamination in our restaurant, we cannot guarantee that any of our dishes are free from allergens and therefore cannot accept any liability in this respect
- 41. In the event of dietary requirements not being pre booked and being requested on the day - a supplementary charge will apply for all additional dishes prepared and served

ACCOMMODATION

- 42. Bedroom check in time is guaranteed from 1500 hours or later. Guests arriving prior to 1500 hours may leave luggage in reception if their room isn't ready. Check out time is 1100 hours on the morning of departure.
- 43. All hotel bedrooms are available to book on a first come first served basis, we will not hold any bedrooms for your function without a non-refundable deposit being paid. Any guests that require accommodation should book bedrooms at the time you confirm your function to avoid disappointment.
- 44. Room Charges / Outstanding Balances: If you depart the hotel without settling any outstanding balances we reserve the right to charge the card details held for you / your booking.

We would like to contact you about special offers, promotions and competitions via email, please tick here if you are happy for us to contact you

By signing this page I agree to all terms on pages 1, 2 and 3 of The Spa Hotels terms and conditions.

Hotel Signature

Client Signature

Signed:	Signed:
On behalf of The Spa Hotel	On behalf of:
Name (printed):	Name (printed):
Position:	Position:
Date:	Date: