



CHELTENHAM
REGENCY HOTEL



CONFERENCE &
SEMINARS



CHEL TENHAM
REGENCY HOTEL

MEETINGS & EVENTS

Day Delegate Rate £ 26.95 per person to include;

Principal Meeting Room Hire
Tea & Coffee on arrival
Conference Sweets & unlimited Mineral Water
OHP & Screen
Free Wi-Fi
Flipchart Stand & paper
2 Course Buffet Lunch
Afternoon Tea / Coffee & Danish Pastries

24hr Day Delegate Rate £ 99.50

Principal Meeting Room Hire
Bacon Sandwiches on Arrival
Conference Sweets & unlimited Mineral Water
OHP & Screen
Free Wi-Fi
Flipchart Stand & paper
2 Course Buffet Lunch
Afternoon Tea / Coffee & Danish Pastries
3 Course Dinner within Regency Restaurant
Overnight Accommodation
Full English Breakfast

Additional equipment hire

Day delegate rate to include 2 course lunch (per person)	£14.95
Syndicate room hire	£60.00
OHP & Screen	£25.00
Additional flipcharts	£7.50
TV & Video	£ 60.00
Data projectors	£150.00
PA system	£ 100.00
Fruit basket	£ 8.00
Jugs of orange juice	£ 9.50
Bacon sandwiches on arrival (per person)	£ 2.95
Tea / coffee & biscuits	£ 2.50



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BUFFET LUNCH

HOT & COLD FORK BUFFET

PLEASE CHOOSE TWO FROM EACH OF THESE SECTIONS

Hot Dishes

Chicken a la king
Chicken curry
Beef bourgignon
Beef goulash
Spaghetti bolognaise
Cottage pie
Traditional beef lasagne
Tuna & macaroni bake

Salads

Tomato & basil
Coleslaw
Potato salad
Spicy rice salad
Beetroot & pine nut salad
Noodle salad

Potato Dishes

Potato wedges
French fries
Creamy mash
Roast potatoes
Saute potatoes
Croquet potatoes

Desserts

Fresh fruit salad
Apple crumble
Sherry trifle
Chocolate gateaux
Strawberry cheesecake



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FINGER BUFFET MENU

PLEASE CHOOSE FIVE ITEMS

Chicken goujons

Beef spring rolls

Vegetable samosas with a Hon sin sauce

Sausage rolls

Pigs in blankets

Pizza fingers

Smoked salmon and cream cheese crouton

Savoury vol au vents

Mini pork pies

Stuffed eggs

Chicken liver pate canapés

Chicken samosas

Cajun Chicken wedges

Selection of Quiche

Place Goujons

Savoury Meatballs

Chicken satay



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TERMS & CONDITIONS

In order to confirm a booking, a deposit is required. Provisional bookings will be released within 48 hours unless a deposit is received. The deposit amount will be a minimum of 10% of the final account. The account for the event should be settled 7 days prior to the event, unless credit facilities have been arranged.

Final numbers of guests are required 48 hours before the event.

There is no charge if it is necessary to cancel the function up to 28 days before the event.

Cancellation within 7-28 days will result in a charge of 50%.

Cancellation within 7 days or less will result in a 100% cancellation charge.

Wedding receptions are chargeable at 100% if cancelled within 84 days.

All wedding receptions are strictly non-refundable.

Calculation of cancellation costs will include a charge for loss of additional revenues on all functions.

The management retains the right to cancel the booking without obligations in the unlikely events of fire, disputes with employees, alterations or decorations that are not finished on time, or by any public authority.

The management retains the right to change conference and banqueting room allocations if numbers change within 5 % of original number booked.

The hotel is not responsible for any damage or loss of belongings either prior to the beginning of the function or after it. We may also ask for security guards for exceptional goods.

Unless agreed in advance, meeting room hire charges cover the period between 9.00am and 5.30pm. If the events go on later a 24-hour rate will be made.

It is agreed that any food, drink or services not mentioned in the contract but asked for at the hotel will be paid when the bill is presented.

Fixed signs, displays and posters to the walls of the hotel can only be carried out with permission.

Damage to hotel décor or fabric will be charged at the cost of repair and any loss of sales.

Fire Precautions: In the unlikely event of a fire the guests will use the fire exits to which they are directed.

Any materials, mechanical or electrical equipment brought in or at your request, must be brought to the attention of the hotel in writing. All goods and equipment brought in must comply with all the current relevant regulations. In the event of any problems, you will be liable for damage or injury arising from the use of equipment unless it has been caused by the negligence or bad faith of the Cheltenham Regency, or its employees.

We regret that we can not be held responsible for the security of your property.

Due to fire regulations the use of incendiary or explosive devices in the hotel grounds is strictly prohibited.