



ROYAL WELLS HOTEL

TUNBRIDGE WELLS

CONFERENCES & MEETINGS

Mount Ephraim, Tunbridge Wells, Kent, TN4 8BE
T: 01892 511 188 - E: royalwells@shepherd-neame.co.uk
www.royalwells.co.uk



ROYAL WELLS HOTEL

TUNBRIDGE WELLS

THE VENUE

Dear.....

Thank you for considering the Royal Wells Hotel as a venue for your business event.

Here at The Royal Wells Hotel we've made your business our business. We know that planning conferences & meetings can be a difficult task. With that in mind, our dedicated Event Coordinator will guide you through all of the necessary arrangements to ensure that your event is an absolute success.

Situated overlooking the common, the Royal Wells Hotel, or the Wells as it is affectionately known, is a stones throw away from the town centre. The hotel owes its regal title to Queen Victoria, who made frequent visits as a young princess in the early nineteenth century. She later granted the use of her Coat of Arms, which are proudly displayed at the top of the hotel.

You have the opportunity to choose from our 3 well equipped conference rooms which all have natural daylight and air conditioning and offer you a host of services & facilities to suit your every need. The hotel also offers a variety of individually designed, en-suite accommodation including 3 feature rooms.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

Best wishes

Steve Collins

General Manager



ROYAL WELLS HOTEL

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OUR MEETING ROOMS

THE ALEXANDRA SUITE & CONSERVATORY

The Alexandra Suite is an ideal venue for your meeting, with the Conservatory providing the perfect spot for the hospitality facilities where coffee and tea breaks may be taken, lunch served or for an informal syndicate session. Being in one area, without the need to move around the hotel for different services, means that the "flow" of the meeting is not disturbed.

The Alexandra Suite is air conditioned and has natural daylight.

THE CONSERVATORY

Our Conservatory which is part of the Alexandra Suite, provides a splendid setting in which to enjoy corporate lunches, dinners, networking receptions or business breakfasts. It is light and airy with a view over the common and town to be savoured.

THE EPHRAIM SUITE

The largest of our meeting rooms is our Ephraim Suite which is located on the ground floor. It can be used in conjunction with our Victoria Room or it can be sectioned off to accommodate your needs. It has a modern look, natural day light, air conditioning, a private bar and built in AV Equipment. It is a great place to hold the larger meetings, lunches and dinners.

THE VICTORIA ROOM

This is our smallest meeting room which can be used on its own or with our Ephraim Suite. With its light and modern look it is the ideal room to use for those smaller meetings, networking events, interviews or as a syndicate room.

LIBRARY BAR

This modern and comfortable lounge area is able to accommodate smaller, more informal meetings, networking events or can be used as a break out area.



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ROOM CONFIGURATIONS

Our conference rooms can be set up in a multitude of styles, however the below numbers are examples of some of the layouts we can accommodate.

	<i>Theatre</i>	<i>Classroom</i>	<i>Boardroom</i>	<i>Cabaret</i>	<i>U Shape</i>	<i>Sit Down</i>	<i>Receptions</i>
Ephraim Suite	90	36	40	48	30	80	110
Ephraim Suite & Victoria Room	90	36	40	48	30	100	130
Alexandra Suite	60	24	24	24	20	50	60
Conservatory	-	-	-	-	-	35	-
Victoria Room	40	20	18	18	16	30	40
Library Bar	-	-	-	-	-	-	30



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ROOM HIRE

Including

AV Equipment, flip-chart, projector screen, LCD projector

	<i>Full Day</i>	<i>Half Day</i>
Ephraim Suite	£350	£250
Alexandra Suite & Conservatory	£250	£125
Victoria Room	£200	£100
Library Bar	£100	£75.00



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MEETING RATES

BREAKFAST MEETINGS

Designated Event Co-ordinator
Exclusive use of conference room 7am – 10am
Full English or Continental breakfast
tea, coffee & orange juice
Use of projector, screen & flip-chart
Pens & paper
Free WI-FI throughout

£14.95 PER HEAD

HALF DAY DELEGATE RATE

A minimum of 10 delegates is required to qualify for the half day delegate rate

Designated Event Co-ordinator
Exclusive use of conference room 9am – 12pm or 2pm – 5pm
tea, coffee & orange juice
Use of projector, screen & flip-chart
Pens, paper, water & mints
Free WI-FI throughout

£18.00 PER HEAD

PACKAGE UPGRADES

Include lunch with the following menus:

Gold Menu: £24.95 per head
Emerald Menu: £27.95 per head
Diamond Menu: £32.50 per head



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TUNBRIDGE WELLS

DAY DELEGATE RATE

A minimum of 10 delegates is required to qualify for the day delegate rate

Designated Event Co-ordinator
Exclusive use of conference room 9am – 5pm
Gold menu in our restaurant or our conference fork buffet served in the meeting room
tea, coffee & orange juice
Use of projector, screen & flip-chart
Pens, paper, water & mints
Free WI-FI throughout

£37.00 PER HEAD

24HR DELEGATE RATE

A minimum of 10 delegates is required to qualify for the 24hr delegate rate

Standard room accommodation with Full English breakfast
Designated Event Co-ordinator
Exclusive use of conference room 9am – 5pm
Conference fork buffet served in the meeting room
tea, coffee & orange juice
3 course evening meal in our Restaurant with our Gold Menu
Use of projector, screen & flip-chart
Pens, paper, water & mints
Free WI-FI throughout

£150.00 PER HEAD



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OUR MENUS

The Pearl fork buffet or our Gold menu is included in the Day & 24 Hour delegate packages. We also have a selection of alternative menus, each offering something slightly different to help you cater for differing tastes and fit varying budgets. Please speak to your Event Coordinator should you wish to upgrade your lunch or extend the day with an evening meal.

Our selection of menus have been designed to help simplify your planning. Should you have any special dietary requirements please discuss this with your Event Coordinator and we will endeavour to cater for your every need.



ROYAL WELLS HOTEL

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GOLD MENU

*Please choose 1 dish from each of the following courses**

STARTERS

Seasonal Soup
With crusty bread

Chicken Liver Parfait
Served on toasted shards with dressed leaves & balsamic onion chutney

Feta, Beetroot and Caramelised Walnut Salad (v)

MAINS

Roasted Pork Loin
With caramelised apple and wholegrain mustard sauce

Sautéed Chicken Breast
With creamy mushroom, onion & parsley sauce

Oven Baked Cod Loin
Garlic & herb crusted with roasted red pepper coulis

All served with a selection of seasonal vegetables and potatoes

DESSERTS

Zingy Double Cream Citrus Sponge Fool
Topped with crystallised orange

Chocolate Brownie
Served with clotted cream & chocolate sauce

Baked Vanilla Cheesecake
*An oaty biscuit base, topped with golden brown baked vanilla cheesecake,
with blueberry compote and clotted cream*

Coffee & Mints

£24.95
PER HEAD

**For your entire party*



ROYAL WELLS HOTEL

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EMERALD MENU

*Please choose 1 dish from each course**

STARTERS

Seasonal Soup
With crusty bread

Chicken Liver & Forest Mushroom Parfait
Served on toasted shards with balsamic onion chutney

Prawn, Mango, Chilli & Coriander Salad
With balsamic dressing

Baked Halloumi & Balsamic Onion Confit Tart (v)
Wheat berry, apricot, apple & cranberry salad with red wine dressing

MAINS

Roast Topside of Beef
Served with Yorkshire pudding and red wine gravy

Roasted Pork Belly
With caramelised apple & wholegrain mustard sauce

Oven Roasted Chicken Breast
Stuffed with mozzarella & basil wrapped in bacon and served with roasted red pepper coulis

Pan Seared Cod Loin
Served with crayfish & dill butter cream sauce

All served with a selection of seasonal vegetables and potato

DESSERTS

Chocolate Brownie
With sweet black cherry compote, clotted cream & chocolate flake

Coconut & Lime Posset
With mango and passion fruit compote & shortbread biscuits

Blackberry & Apple Eton Mess
With crushed meringue, whipped cream & raspberry coulis

Coffee & Mints

£27.95
PER HEAD

**For your entire party*



ROYAL WELLS HOTEL

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DIAMOND MENU

*Please choose 1 dish from each course**

STARTERS

Seasonal Soup
With crusty bread

Pressed Ham Hock Terrine
With spring onion & leek purée

Stilton, Chicory & Radicchio Salad (v)
With figs and caramelised walnuts

Crab, Coconut & Salmon Fishcake
With seasonal leaves & mint, lime, coriander & chilli sauce

MAINS

Roast Leg of Lamb
With lemon stuffing, red wine & mint jus

Striploin of Beef
With Yorkshire pudding, horseradish & mustard jus

Roasted Chicken Breast
Stuffed with mushroom mousse & wrapped in pancetta with a tarragon cream sauce

Pan Fried Sea Bream Fillet
With roasted fennel, orange & citrus butter sauce

All served with a selection of seasonal vegetables and potato

DESSERTS

Vanilla Cheesecake
With pecan brittle and salted caramel sauce

Warm Honey Poached Pear
With vanilla crème brûlée & toffee sauce

Lemon Posset
With berry compote and shortbread fingers

Coffee with mints

£32.50
PER HEAD

**For your entire party*



ROYAL WELLS HOTEL

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PEARL FORK BUFFET

STARTERS

*Please choose 1 starter & 1 dessert**

Seasonal Soup
With crusty bread

Prawn, Mango, Chilli & Coriander Salad
With balsamic dressing

Baked Halloumi & Balsamic Onion Confit Tart
Served with wheat berry, apricot, apple & cranberry salad with red wine dressing

MAINS

Served from the buffet table

Meat Platter
Honey roasted ham, topside of beef & roast turkey

Sweet Potato & Chestnut Frittata (v)

Hot Minted New Potatoes

Salad of Plum Tomatoes, Cucumber & Red Onions (v)
With lemon & balsamic dressing

Carrot & Coriander Raita (v)

Roasted Vegetable Quinoa salad (v)
With herb pesto

Warm Mixed Breads

DESSERTS

Warm Triple Chocolate Brownie
With sweet black cherry compote, clotted cream & chocolate flake

Blackberry & Apple Eton Mess
Crushed meringue, whipped cream & raspberry coulis

Vanilla Cheesecake
With pecan brittle and salted caramel sauce

£25.95
PER HEAD

**For your entire party*



ROYAL WELLS HOTEL

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JADE FORK BUFFET

STARTERS

*Please choose 1 starter & 1 dessert**

Seasonal Soup
With crusty bread

Pressed Ham Hock Terrine
With spring onion & leek purée

Stilton, Chicory & Radicchio Salad (v)
With figs and caramelised walnuts

Cornish Crab, Roasted Salmon & Coconut Fishcake
With seasonal leaves, mint, lime, coriander & chilli sauce

MAINS

Served from the buffet table

Roasted Sirloin & Noodle Salad
With Asian slaw, wasabi mayo & roasted peanuts

Cured Salmon & Beetroot Nicoise Salad (v)
With horseradish dressing

Cumin & Coriander Roasted Vegetables & Freekah Salad (v)
With avocado, crispy kale, walnuts & pomegranate dressing

Grilled Lamb Loin Chops
Dusted with pistachio crumbs with a pomegranate & cucumber salad with salsa verde

Duck Fat Roasted Potatoes

Curried Fennel, Red Cabbage & Apple Slaw (v)

Roasted Vegetable Pasta Salad with Herb Pesto (v)

Warm mixed breads

DESSERTS

Warm Triple Chocolate Brownie
With sweet black cherry compote, clotted cream & chocolate flake

Coconut & Lime Posset
With mango and passion fruit compote & shortbread biscuits

Vanilla Cheesecake
With pecan brittle and salted caramel sauce

£30.95
PER HEAD

**For your entire party*



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VEGETARIAN & VEGAN OPTIONS

The following main course dishes have been designed specifically for your vegetarian guests. Please select one of the following dishes in place of your chosen main course.

VEGAN STARTERS

Beetroot, Samphire & Courgette Fritters

With seasonal leaves and basil pesto

Tandoori Spiced Cauliflower, Broccoli & Onion Fritters

Served with mango chutney & seasonal leaves

Tempura Vegetables

With sweet chilli dipping sauce, toasted sesame seeds, red chilli & spring onions

VEGAN & VEGETARIAN MAINS

Persian Red Quinoa, Squash & Pistachio Nut Roast

With sumac roasted Brussels sprouts, fennel & broccoli with red pepper & tomato sauce.

Porcini Mushroom & Truffle Mezzaluna Parcels

With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil.

Asparagus, Pea & Cheese Ravioli

With soya & green beans and a herb pesto

Courgette, Pistachio & Mushroom Nut Loaf

With creamy peppercorn sauce & seasonal vegetables

Fig, Cashew Nut & Carrot Rosti (vg)

With roasted forest mushrooms & herb pesto

Blue Cheese, Spinach & Cranberry Risotto

Wild Mushroom & Thyme Risotto

Butternut Squash & Sweet Potato Gnocchi (vg)

With roasted pepper coulis

Lemon & Asparagus Gnocchi (vg)

With mint pesto

Tofu & Vegetable Rendang Malaysian Curry

Served with basmati rice, toasted almonds & warm chapati bread



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FINGER BUFFETS

CHINA

Selection of sandwiches served on white or granary bread

Pulled Salt Beef & BBQ Mustard
Maple Roasted Ham & Tomato
Prawn Marie Rose

Cheddar Cheese & Balsamic Onion Marmalade

Mini Yorkshire Puddings

*Filled with roasted chicken, lemon stuffing
& cranberry mayonnaise*

Braised Leek Welsh Rarebit Toasts (v)

Seasoned Rock Salted Chips (v)
With smoky tomato mayonnaise

Cocktail Sausages
With Bombay curry glaze

Plaice Goujons
Served with tartare sauce

£13.95 PER HEAD

SILVER

Selection of open sandwiches

Crayfish in Szechuan Pepper & Sriracha Sauce

Pulled Salt Beef & BBQ Mustard

Whipped Brie, Tomato & Smashed Avocado

Mini Cheese Burgers Sliders
With smoky tomato & onion chutney

Seasoned Rock Salted Chips (v)
With smoky tomato mayonnaise

Crispy Coated Chicken Fillets
With Indian sweet chilli sauce

Feta, Spinach and Pine Nut Parcels (v)

£15.95 PER HEAD

BUFFET ADD ONS

*In addition to all our finger and fork buffets you can enhance
your selection with the following dishes*

Dressed Salmon
£6.95 per head

Kentish Cheese Board
£7.95 per head



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CANAPÉS

Homemade canapés make an ideal accompaniment to your reception drinks.

Fresh Fig, Walnut & Stilton Bon-Bon Sticks (v)

Smoked Salmon & Dill Blini's

Roasted Mediterranean Vegetable & Goats Cheese Canapé Cups (v)

Fried Sesame Feta & Watermelon Sticks

Baby Plum Tomatoes, Basil, Olive & Mozzarella Skewers (v)

Crispy Bacon & Braised Leek Welsh Rarebit

Aromatic Seared Salmon Phaenang on Rye Bread

Confit Chicken Parfait & Roasted Mushroom Blini's

Balsamic Mushroom, Herb & Tapenade Canapé Cups (v)

Chicken, Caramelised Shallot & Asparagus Canapé Cups

Please select 3 of the above to be served with your reception drinks

**£7.95
PER HEAD**

Additional choices will be charged at £2.95 per person, per item

SWEET CANAPÉS

Ideal for finger buffets @ £2.95 each per person (please choose 1 option)

Mini Chocolate Churro Shots

Lemon Curd & Ginger Cheesecake Lollipops

Chocolate Brownie, Raspberry & Marshmallow



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OUR ACCOMMODATION

Our hotel offers your guests a wide selection of individually designed en-suite rooms, from singles to feature rooms. All of our rooms offer televisions, direct dial telephones, complimentary Wi-Fi, tea and coffee making facilities and hair dryers.

All our prices are inclusive of full English breakfast.
(Please ask your Events Co-ordinator for the tariff list.)

Rooms are available from 14.00hrs on the day of check in and guests are requested to vacate their rooms by 11.00hrs on the day of check out. However if your guests wish to explore the surrounding area, we are able to offer a left luggage facility*.

**Subject to availability*



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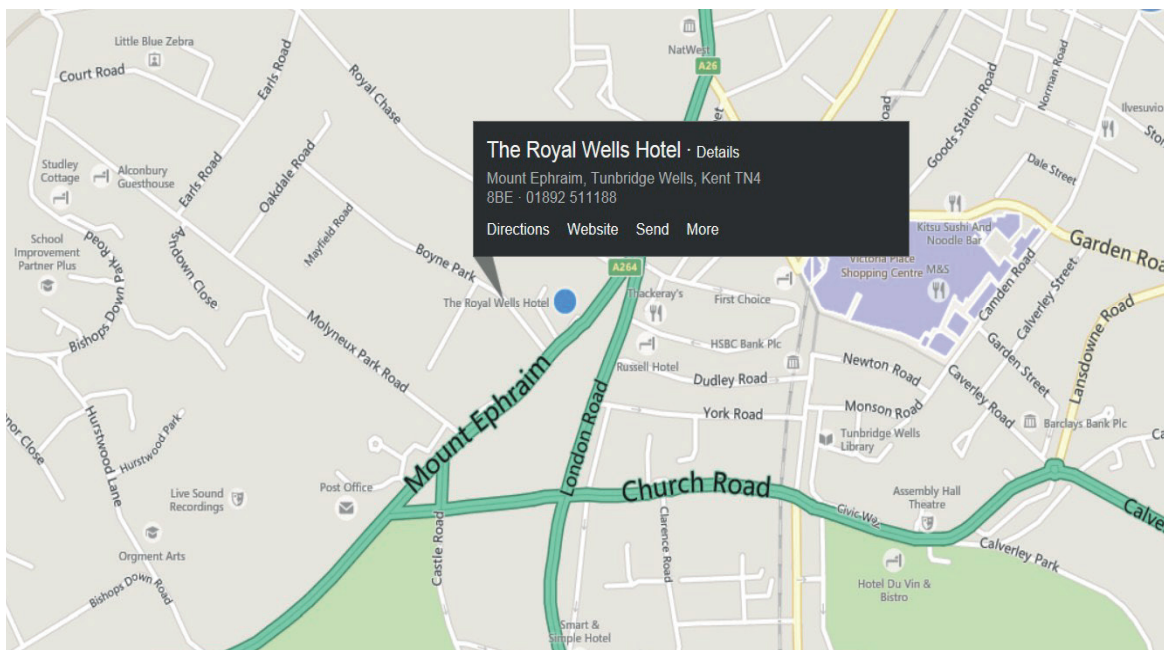
WHERE WE ARE

The Royal Wells Hotel is conveniently accessed by both road and rail and is approximately 45 minutes from London, 13 miles from the M25 motorway.

The nearest train station is approximately a 10 minute walk.

To find us by road, please enter the following postcode into your Sat Nav
TN4 8BE

The hotel boasts its own private car park for 20 cars.



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THE SMALL PRINT

Conference & Banqueting / Functions & Parties Terms and Conditions:

The following terms and conditions of contract shall apply to all bookings for Conference & Banqueting and Functions & Parties (functions)
Reference to The Company shall be The Hotel

One signed copy to be retained by the client and one copy to be returned to The Hotel

Deposits, Payments & Confirmation:

Provisional dates must be confirmed in writing within 14 days along with a signed acceptance of our Terms & Conditions, otherwise the date will be released and re-offered for sale

A non refundable deposit of £350.00 is required at the time of booking

The customer shall notify The Hotel in writing not less than 14 days prior to the function, the final number of guests anticipated attending the function

Full payment of charges must be made at least 14 days prior to the commencement of the function (unless otherwise agreed)

The final amount payable by the customer shall be calculated on this final number or the number that actually attended, whichever is greater. If additional guests are added to attend the function after 14 days prior to the function, full payment will be required for those additional guests prior to the function

The Company reserve the right to charge interest at 2% above Bank Of England interest base rate for each day on any outstanding balances and all subsequent days thereafter

Cancellation Policy:

In the unlikely event of you cancelling your function we reserve the right to apportion the following charges

On confirmation of the event a non refundable deposit of is paid

For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total amount of the function including any accommodation, food and beverage, and optional associated costs.

For cancellations less than 4 weeks prior to the start date the charge will be 100%

Any deposits paid will be deducted from the amount of any outstanding monies due

General Conditions:

Licensing and Statutory Regulations: Functions held within the hotel are subject to Statutory Regulations. All such regulations must be strictly observed. Details of any such regulations can be provided on request.

Third Party Insurance: The Company shall not be liable for any loss or damage suffered by the customer, except in respect of death or personal injury caused by the Company's negligence. This agreement does not affect any rights which The Company has under the Hotel Proprietors Act 1956 where the act applies

Damage: The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay The Company on demand the amount required for making good or remedying any such damage

Please be aware that all areas of the Royal Wells Hotel are non smoking

CONTINUED



ROYAL WELLS HOTEL

TUNBRIDGE WELLS

THE SMALL PRINT - CONTINUED

Food and Drink: We cannot allow food or drink, other than that purchased on the premises be consumed with the hotel

All our food is prepared in a kitchen where nuts, gluten and other food allergens are present, if any guest has a you have a food allergy or intolerance, please let us know in advance

Please notify us in advance if you require wheelchair access or the use of high chairs

Finishing Times: Functions are required to finish at an agreed time when the booking is made. Extensions to this time are at the sole discretion of The Company and are subject to The Licensing act and Statutory Regulations previously mentioned

Alterations to Bookings: These are required to be made in writing and are subject to approval by The Company

External Suppliers: These are always subject to approval by The Company and may be subject to additional Terms and Conditions. The company reserve the right to object to the employment by customers and guests of any third party supplier.

A copy of the public liability insurance certificate for any live entertainment or DJ is required

Force Majeure: If the Hotel is prevented or hindered from carrying out any of its obligations here under circumstances beyond its control including (without prejudice) government intervention, local planning decision, strikes by Company Employee's or Company Supplier's, labour disputes, accidents, Acts of God, national or local disasters, Acts of terrorism, then The Company's liability to the Client shall be no greater than the amount paid to the Company by the client in respect of the function

All prices quoted are inclusive of VAT.

Please note the contents of this brochure are subject to change.

The hotel reserves the right to cancel any function if any of the above terms are not adhered to

We accept the above terms and conditions associated with our booking and agree we are bound by them

Please sign below and return a copy to the Hotel

Hotel Copy

Event Date	Minimum No. of Guests
Signed.....	Signed.....
On behalf of The Hotel	On behalf of the Client
Name (Printed).....	Name (Printed).....
Position	Position
Date.....	Date.....

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On behalf of The Hotel	On behalf of the Client
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Position	Position
Date.....	Date.....