



Dear Customer,

The Rivenhall Hotel is a 3 star property situated at the heart of Essex, just off the busy A12 trunk road midway between Chelmsford and Colchester where it by-passes the small town of Witham. Our strategic location and seven conference rooms makes us an ideal venue for companies wishing to host small executive meetings to large conferences or team building events.

The Mulberry Business Centre features three meeting rooms and one syndicate room. These suites are ideal for executive meetings of between 12 and 40 delegates. Additionally, the hotel has three further flexible meeting rooms; Park Lane, Courtyard Suite and Lincoln Suite. The Lincoln Suite has a maximum capacity of 50 people theatre style and has direct access to the lounge area for informal breakouts. In turn, the Courtyard Suite is a separate building ideal for large conferences and events. It can hold up to 150 people informally and has its own private bar.

All rooms have natural daylight, most have air conditioning and free WiFi/Broadband access and there is plenty of free parking within the hotel grounds. Please find enclosed room capacity and floor plan information for all function rooms.

We are pleased to offer a competitive daily delegate rate from £39.00 per person and a 24-hour rate from £125.00 per person, inclusive of VAT and based on a minimum number of 10 people. Room hire rates and individual catering costs are also included. We are able to tailor our packages to suit your needs whether it is an executive breakfast, working lunch or half day meeting.

The Rivenhall Hotel has 53 comfortable en-suite bedrooms as well as two executive suites. All residential guests can enjoy complimentary use of the leisure facilities including a swimming pool, steam room, sauna, Jacuzzi and gym. Please contact us directly for corporate bedroom rates.

If you would like to come and view our venue and facilities I would be delighted to meet with you and any other colleagues that may wish to view The Rivenhall Hotel.

I look forward to hearing from you soon.

Kind regards,

Jane Wise

Jane Wise
Conference Co-ordinator

The Rivenhall Hotel, Rivenhall End, Witham, Essex CM8 3HB
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Email: info@rivenhallhotel.com Web: www.rivenhallhotel.com

Daily Delegate Rate*

£42.00 per person for 10 to 25 Delegates**

£40.00 per person for 26 to 60 Delegates**

£38.00 per person for 61 to 150 Delegates**

** Actual attendees

Included in DDR:

Conference room hire (VAT exempt)

Pastry OR Sausage or Bacon Roll on arrival

Unlimited Tea/Coffee

Complementary cordial in conference room

Hot & Cold Two Course Fork Buffet Lunch (Menu 2)

Free Wi-Fi access in conference rooms and lounge area

A free flipchart and screen

24 Hour Delegate Rate*

£125.00 per person for 10 to 25 Delegates**

£120.00 per person for 26 Delegates or more**

** Actual attendees

Included in 24 hour DR:

As above in Day Delegate Rate PLUS

Bed and Breakfast (Full English & Continental)

Three Course Evening Meal from Daily Specials in our Wildberry Restaurant
plus use of the Hi-Life Fitness Centre including gym, pool, spa bath, steam room and sauna

Optional Hotel Equipment Hire

LCD data projector	£50.00 per day
Screen	£15.00 per day
Flipchart Stand & 1 pad of paper	£15.00 per day
Additional flipchart pads	£8.00 per day

Additional equipment hire can be sourced externally by the hotel (cost subject to VAT)

*Minimum numbers apply to selected conference rooms. All rates quoted (unless stated otherwise) include VAT, are subject to change and apply to direct bookings only (excluding agencies).

Delegate Buffet Lunch Options

(Only available for Conference Bookings, minimum number of 10 people applies)

Menu 1 - Finger Buffet

Selection of finger sandwiches
Goat cheese Crostini with Red Onion Marmalade
Chicken skewers with barbecue sauce
Potato skins filled with cheese & chives
Hot Mediterranean vegetable quiche
Salmon and Prawn Filo Baskets
Sole Goujons with tartar sauce

Dessert

Assortment of bite sized cakes

Menu 2 - Hot and Cold Fork Buffet

Cold items

Bread rolls
Mixed leaf salad
Continental meat platter with olives and gherkins
Potato salad/coleslaw/cucumber salad (classed as 1 item)

Hot items

Saffron rice
New potatoes
Spicy meat balls
Marinated chicken pieces with a barbecue sauce
Roasted Mediterranean vegetables in tomato sauce

Dessert

Fresh fruit salad with cream

Non Delegate Prices

(These prices are only available for Conference Bookings)

Room Hire (Rack Rate) **(VAT exempt)**

Full Day from 9am to 5pm
Half Day from 9am to 1pm OR 1pm to 5pm

Courtyard Suite	£575.00 Full Day / £330.00 Half Day
Lincoln Suite	£375.00 Full Day / £275.00 Half Day
Parkway/Parkside	£275.00 Full Day/ £175.00 Half Day
Park Avenue	£125.00 Full Day / £85.00 Half Day
Park Mews	£125.00 Full Day / £85.00 Half Day
Park View	£100.00 Full Day / £60.00 Half Day

Drinks/Light Snacks

Bottled Water (Still or Sparkling)	£3.50 per bottle (750ml)
Tea/Coffee (Inc. Biscuits)	£3.00 per person per serving
Tea/Coffee/Pastry	£5.50 per person per serving
Tea/Coffee/Bacon Sandwich	£5.50 per person per serving
Finger Sandwiches and Fruit	£5.50 per person per serving
Finger Sandwiches and Chips	£5.50 per person per serving

Lunch

Finger Sandwiches and Fruit	£5.50 per person per serving
Finger Sandwiches and Chips	£5.50 per person per serving

Finger Buffet (Menu 1)	
(Minimum of 10 people)	£13.00 per person

Hot and Cold Fork Buffet (Menu 2)	
(Minimum of 10 people)	£15.00 per person

The Rivenhall Hotel * Room Capacity and Floor Plan Information

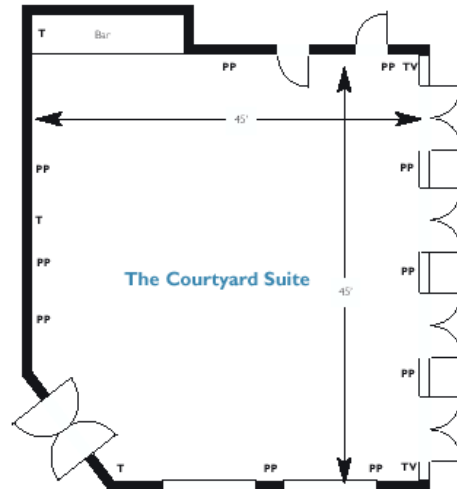
Courtyard Suite (Minimum of 30 people apply to delegate packages)

A modern purpose built conference and events room completely separated and self contained from main hotel. It has its own entrance, kitchen, bar, dance floor and car parking and is ideal for large conferences, events and weddings.

* Natural day light * Air conditioning * Wheelchair access

Capacity

Theatre	150
Boardroom	50
Cabaret	80
U Shape	50
Classroom	70



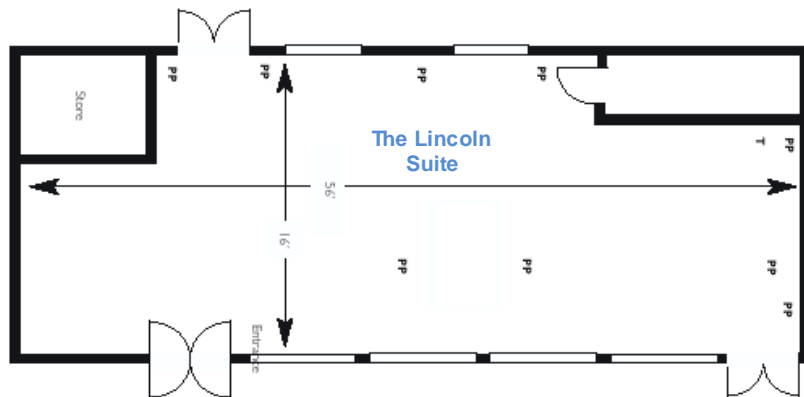
Lincoln Suite (Minimum of 15 people apply to delegate packages)

A delightful room with traditional oak beamed features and large windows overlooking the garden. It is situated on the ground floor near the bar area and reception desk and is ideal for medium sized conferences and events.

* Natural day light * Views * Wheelchair access

Capacity

Theatre	65
Boardroom	36
Cabaret	20
U Shape	30
Classroom	24



Park Way/Park Side (Minimum of 10 people apply to delegate packages)

Our most recently refurbished conference room is situated on the ground floor. It is ideal for medium / small conferences and events.

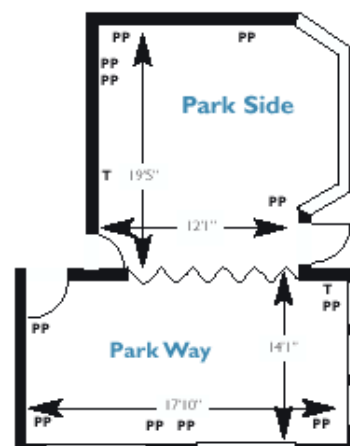
* Natural day light * Air conditioning * Wheelchair access

Capacity

Theatre	25 with aisle/ 40 with out aisle
Boardroom	24
Cabaret	15
U Shape	18
Classroom	20

Key

- P** – Power Point
- PP** – Double Power Point
- T** – Telephone
- TV** – Television/Video Socket



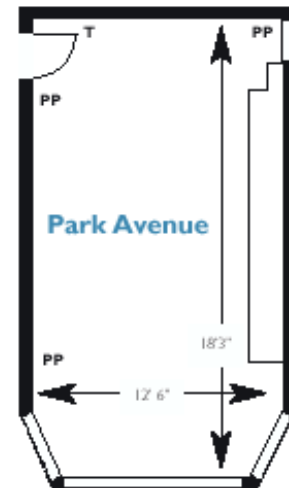
Park Avenue

Purpose built meeting room located on the first floor.
Suitable for a small conference or syndicate room or interview.

* Natural daylight * Air conditioning

Capacity

Theatre	15
Boardroom	12
Cabaret	-
U Shape	-
Classroom	10



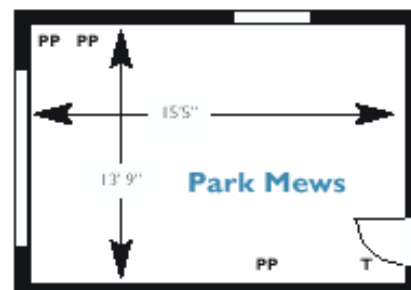
Park Mews

Purpose built meeting room located on the first floor.
Suitable for a small conference or syndicate room or interview.

* Natural daylight * Air conditioning

Capacity

Theatre	15
Boardroom	12
Cabaret	-
U Shape	-
Classroom	8



Park View

Purpose built meeting room located on the first floor.
Suitable for a small conference or syndicate room or interview.

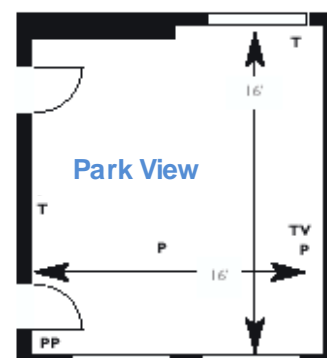
* Natural daylight

Capacity

Theatre	-
Boardroom	4
Cabaret	-
U Shape	-
Classroom	1:1 Interview

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Terms and Conditions

At the Rivenhall Hotel we've tried to make our terms of business as straight forward as possible. If however you have any questions, please feel free to speak to us before you sign them off.

Cancellation of an event by the client

For all meetings and events, there needs to be an agreed 'Cancellation Policy', as cancellations cost the hotel money. Here's how ours works:

Date of Cancellation	Cancellation charge payable by you
Between 24 and 12 weeks before the event is scheduled to take place	10% of the total booking value*
Between 12 and 6 weeks before the event is scheduled to take place	20% of the total booking value*
Between 6 and 4 weeks before the event is scheduled to take place	30% of the total booking value*
Between 4 and 2 weeks before the event is scheduled to take place	70% of the total booking value*
Less than 2 weeks before the event is scheduled to take place	90% of the total booking value*

* Total booking value relates to everything confirmed on the contract; including catering and equipment hire.

Cancellation of an event by The Rivenhall Hotel

In the unlikely event that the hotel has to cancel your booking, you'll receive all your advance payments, although the Rivenhall Hotel will not have any other liability.

However the Rivenhall hotel may only cancel if:

- Any part of the hotel is closed or unavailable due to events beyond our control.
- If you, or we, become insolvent, or in the case of an individual, becomes subject to a bankruptcy petition.
- The booking, the persons associated with the booking and / or the purpose of the meeting might damage the reputation of the hotel or the company.

Numbers

If you give us more than 2 weeks notice, for events of 1 – 49 people, you can reduce your numbers by anything up to 15% without charge or 5% without charge for 50 people or more. If you provide less than 2 weeks notice, a 100% charge will be applied to the contracted numbers. If numbers are reduced, The Rivenhall Hotel reserves the right to re-allocate the room to one more relevant to the size of the event.

Payment

The Rivenhall Hotel requires a non-refundable deposit of 50% of the total value in advance or a card number as a guarantee. Invoice payment is only available when the conference value is over £500.00 and if you are recognised as a credit customer. Payments are to be made to the hotel within 15 days of the date of invoice. Room hire charge is non-vatable, this includes room hire charge in the Day Delegate Rate, 24 hours Residential Rate and room hire on its own. Please note: for each additional hour or part hour that your conference overruns you may be charged a fee of £50.00.

Credit Agreement

A 'Credit Application Form' is available on request if you are not recognised as a credit customer. Separate conditions apply, which can be found on this form. Credit is not automatic, confirmation must be sought after completion of the 'Credit Application Form' where credit is extended, and all payments are to be made to the hotel within 30 days of the date of invoice.

Equipment

We can provide most equipment. However, should you wish to bring your own equipment into the hotel, you must ensure it has been tested and is safe to use. The Rivenhall Hotel accepts no liability for any equipment you bring to the hotel, and we would ask you to comply with the rules set out in the Health & Safety at Work Act. For any 3rd party contractors visiting the hotel such as (bands and entertainers) under your instruction, you must ensure current and adequate 'Public Liability Insurance' is in place. Copies of electrical testing certificates and insurance policies must be made available on request. Should you have any queries, our team will be happy to help.

Other

- For certain events the hotel may charge a deposit of £500 against the cost of possible damage to the hotel or hotel property, which could occur during the course of the event. Should damage occur to the hotel or hotel property during the event then this deposit, or an appropriate part thereof, will be retained by the hotel on account of the cost of such damage.
- It's agreed that you're not acting on behalf of someone else.
- If you ask us to get a supplier to provide you with anything, the bill must be settled by you and not the hotel.
- It is your responsibility to ensure any supplier fully complies with all regulations, and in the case of bands/singers, discos and entertainment, the required 'Public Liability Insurance' is in place.
- If catering is requested food choices must be confirmed no later than 7 days in advance of the booking, otherwise the hotel reserves the right to allow the chef to select choices on your behalf.

Insurance

After all this, you may well consider it worthwhile arranging insurance. This can be done for a small premium and can cover the cost of cancellation and other liabilities. Your hotel will have details of the policy, and will be happy to supply them on request. Please bear in mind that your insurance contract will be made directly between the insurance company involved and yourselves.

Now that you've read the terms and conditions, please sign and return one copy to confirm that you've received and agreed to our terms of business so we can proceed with your booking.

Please note: All bookings will NOT be classed as confirmed until The Rivenhall Hotel has confirmed receipt of a fully signed copy of the Conference Contract AND Terms and Conditions.