

welcome home...

grants hotel

Meeting & Events

Swan Road, Harrogate, North Yorkshire. HG1 2SS.

T: 01423 560666 F: 01423 502550

E: enquiries@grantshotel-harrogate.com

W: www.grantshotel-harrogate.com

One of the **ashdalehotels** collection.

Meetings and Events at grants

Grants Hotel prides itself on providing attention to detail, excellent service and award winning food to ensure your day is one to remember. At grants hotel you can be assured that your business requirements will be taken care of. We can offer a choice of 4 meeting rooms to meet your needs; the Herriot Suite, which can cater for up to 70 people theatre style and three further syndicate rooms for smaller meetings.

We have the facilities to provide you with the technology that will make that meeting, event or function up to the minute and professional. The hotel is fully wireless and this is provided at no additional costs to you and your delegates.

Parking in both the car park and on the street is also available to you and your delegates at no additional cost.

We are delighted that you are considering grants hotel as your function venue and have the pleasure of enclosing information on our facilities for your perusal.

The following pages detail our facilities, menus, services and prices with a view to making any arrangements as clear and easy as possible. However flexibility is the key; so if there is any information that is not in the brochure, please ask.

We look forward to welcoming you to grants hotel.

From all at grants hotel

ROOMS AND FACILITIES

The Herriot Suite

The Herriot is a light airy room on the ground floor, having both natural lighting and air conditioning it is a ideal space for those board meetings. Having its own entrance, terrace seating area, toilet facilities and bar (if required) the room is space for both business and pleasure. This suite is ideal for meetings, presentations, private dining, parties the choice is yours.



The Carlton Bar

The Carlton Bar is part of the Herriot Suite if you want to be or a separate room altogether; having air conditioning, natural lighting, overlooking the terrace. Idea for small meetings, interviews, syndicate room, drinks reception and private dining.



The Litton Room

The Litton is a useful syndicate room also on the ground floor, natural lighting, overlooking the terrace. It can be used for those brain storming sessions, small meetings, interviews and a small dinner party.

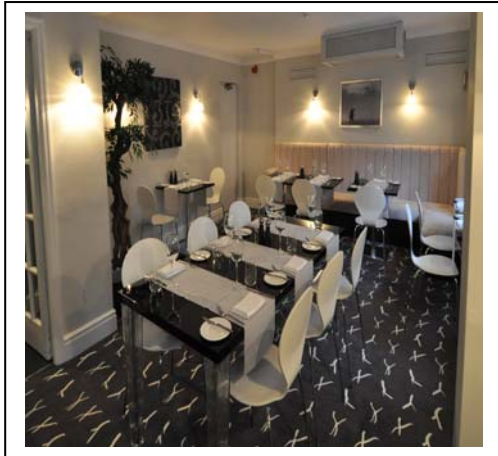


The Wensley Room

The Wensley Room is a versatile space on the ground floor and is ideal those quiet one to one meetings where a chat on the sofa is all that is required.

Hotel Facilities

Storm Restaurant



Storm Restaurant is predominately fish and seafood, but also has some of the finest meat and game.

We are all about passion, quality ingredients local sourcing and taste.

Our Head Chef offers contemporary and classic dishes at great prices.

Everything is fresh and homemade, with regularly changing menus with a daily fish specials board. Our wine cellar has been carefully selected which includes an array of Champagne, wines.

Service is efficient and informal making dining at Storm Restaurant a relaxed culinary experience.

Grants Hotel



Grants hotel is situated in a quiet leafy, street just minutes from Harrogate International Centre. The town offers exclusive shopping, an array of art galleries and antique shops as well as attractions including Turkish baths, Valley Gardens and world famous Betty's teashop.

The hotel is affiliated to the Academy Heath Club, which is A short distance from the hotel, the club offers free facilities to Guests of the hotel as well as a variety of beauty treatments at an additional cost.

EXECUTIVE CONFERENCE PACKAGE

Half Day Delegate Rate:	£ 20.00 per person
Executive Day Delegate Rate:	£ 35.00 per person
Executive 24 Hour Delegate Rate:	£120.00 per person

Half Day Delegate Rate includes:

- Use of main conference room in a style to suit your requirements for up to 4 hours
- Mid-morning tea/coffee and mini Danish Pastries
- 2-course, finger buffet, tea and coffee served in the function room
- Screen
- Flipchart and stand
- Courtesy trays of Harrogate Spa mineral water, cordials and sweets
- Delegate note pads and pens
- Ample free car parking

Executive Day Delegate Rate include:

- Use of main conference room in a style to suite your requirements
- Tea/coffee and bacon rolls on arrival
- Mid-morning tea/coffee and Danish pasty
- 2-course, hot and cold buffet lunch, tea and coffee served in storm restaurant
- Mid-afternoon tea/coffee and cake
- LCD, OHP and screen
- Flipchart and stand
- Courtesy trays of Harrogate Spa mineral water, cordials and sweets
- Delegate note pads and pens
- Free car parking available

Executive 24-hour Delegate rate includes:

- Everything as for the standard day delegate rates
- Overnight accommodation with en-suite facilities (superior rooms where Possible)
- Three course dinner with coffee
- Full Yorkshire breakfast
- Full use of the Academy health and leisure club
- Free overnight parking

- Minimum number of 12 delegates apply in the Herriot Suite
- Day delegate rates and 24-hour delegate rates are inclusive of VAT at 15%
- Rates can be negotiated to suit individual requirements

ADDITIONAL SERVICES

Equipment Hire

Equipment hire charges apply in the following circumstances:

- Both the 24-hour and Day Delegate rates include the use of an OHP, screen and flip chart. Any additional equipment is to be charged at the rates below.
- The room hire rates are for room hire only and do not include any use of equipment. Any equipment required is to be charged at the rates below.

Daily charges

- Flip chart, pad and marker pens £ 8.00 per day
- Additional flip chart pads £ 3.50 per day
- OHP and screen £ 15.00 per day
- Screen £ 10.00 per day
- TV and Video £ 40.00 per day
- LCD Projector (- type) £ 60.00 per day

All equipment is subject to availability. Other equipment and quotations are available upon request.

Other services available

- Secretarial services £15.00 per hour
(as this service is subject to availability please advise us of your requirements in advance)
- Photocopies £ 0.10 per sheet
- Facsimiles
 - to send - inland £ 0.50 per page
 - overseas £ 1.50 per page
 - to receive -first 3 pages free and thereafter £ 0.50 per page

Additional refreshment costs (per person, per serving)

- Coffee/tea/hot chocolate and biscuits £ 2.25
- Danish pasty £ 1.45
- Muffins £ 1.15
- Jam Doughnuts £ 0.95
- Scone with jam and clotted cream £ 1.50
- Selection of fresh seasonal fruit £ 1.00
- Cereal bars £ 0.65
- Selection of iced lollies/ice cream bars £ 1.50
- Bacon Roll £ 2.95
- Warm croissant with preserves £ 1.95
- Fresh orange juice £ 5.00 per jug

Please advise us if you have any specific requirements, we are happy to cater for them when possible.

Alternative Buffet Options

Sometimes for those busy meetings, stopping for a 2 course lunch could be not practical, you are tight on time and want a simple buffet or to eat on the run, here are some alternative options to the 2 course lunch and with all meetings we cater to personal tastes so if there is something missing, please let us know.

Buffet Items

Selection of traditional sandwiches
Selection of open sandwiches
Selection of puff pasty bouches
Nottinghamshire pork pies & homemade piccalilli
Warm Ciabatta bruschetta
Asparagus, leek & Somerset Brie quiche
Homemade pork & apple sausage rolls
Ham & cheese croque monsieur
Mini baked potato & various fillings
Yorkshire pudding with roast beef & onion marmalade
Homemade mini fish cakes & tartar sauce
Roast organic lemon, honey & thyme chicken
Selection of seasonal salads
Plate of Italian meats and anti pasti accompaniments
Sticky Newark belly pork ribs
Homemade oriental spring rolls
Selection of mini deserts

6 Choices £14.95 per person

8 Choices £16.95 per person

10 Choices £18.95 per person

12 Choices £20.95 per person

Hot Buffet

Thai red chicken curry, wild jasmine rice, coconut, cucumber & coriander salad
Homemade lasagne, ciabatta garlic bread & mixed salad
Trio of local sausages, grain mustard mash, sage & onion jus
Poached organic salmon, wilted spinach, chive veloute & buttered Jersey royals
Free range chicken coq au vin, sautéed potatoes & purple sprouting broccoli
"Fish & Chips" mushy peas and tartare sauce

£14.95 per option, per person

DIRECTIONS

How to find us:

From the South

M1 to A1 to Wetherby, then exit onto A661 to Harrogate.

Follow signs to Ripon and town centre.

Drive down Parliament Street, straight across the traffic lights at the bottom, and up Ripon Road. After approximately 150 yards, turn left into Swan Road.

From the North

A1 to A61 signed for Ripon and Thirsk.

Follow signs to Ripon.

Follow signs to Harrogate, through Ripley and Killinghall.

Take 2nd exit off roundabout onto Ripon Road.

After approx. 1 mile, turn right into Swan Road.

From the West

M62 to A1 to Wetherby, then exit onto A661 to Harrogate.

Follow signs to Ripon and town centre.

Drive down Parliament Street, straight across the traffic lights at the bottom, and up Ripon Road. After approximately 150 yards, turn left into Swan Road.

Parking

Parking is available on site.

Rail Travel

Harrogate Station 1 mile. There is an excellent service via York or Leeds.

www.thetrainline.co.uk

National Rail Enquiries : 08457 48 49 50

By Air

Leeds/Bradford Airport 14 miles. www.leeds-airport-guide.co.uk

Manchester Airport 72 miles. www.manchesterairport.co.uk

Teesside Airport 52 miles. www.durhamteesvalleyairport.com

BOOKING TERMS AND CONDITIONS

1. Definitions and Interpretation

1.1 In these conditions

"Agent" means any third party making a booking on behalf of the Client, "Client" and "you" means the user of the venue

"Confirmation" means a confirmation of booking sent by Grants Hotel to the Client.

The "contract means the agreement between the Venue and the Client for a specific booking or series of bookings Grants Hotel Whose registered office is at Swan Road, Harrogate, North Yorkshire HG1 2SS.

"Purpose" means the purpose of which the Venue is to be used in accordance with the Contract "these terms" means these terms and conditions.

"Venue" means Grants Hotel where the conference, meeting or event is to take place.

1.2 The headings in these terms are for convenience only and shall not affect their interpretation of the Contract.

Reference to clauses are to the clauses in these terms.

2. Confirmation

2.1 All bookings are provisional until a confirmation is sent by the venue to the client at which time the Contract (incorporating these Terms) comes into effect.

2.2.1 It is your responsibility to ensure that any agent or other person engaged by you to book the venue on your behalf makes you aware of the terms of Contract. If there you have booked the venue through an Agent or other person on your behalf these terms will be binding on you (whether or not the agent has notified you of the terms) if they have been sent to such agent or other person before the issue by the Venue of a Confirmation.

2.2.2 If the booking is made by an Agent for the Client it is the Agent's responsibility to ensure that the Client is aware of the terms of the Contract. If the Agent has booked on behalf of a Client these terms will be binding on the Client (whether or not the Agent has notified the Client of these terms) if they have been sent to the Agent before the issue by the Venue of a Confirmation.

2.3 If a confirmation of the booking is not sent to you within 48 hours of the time of arrival the Venue reserved the right to release the provisional booking and re-let the facilities.

2.4 You must notify the numbers of guests, final timings, menus and any special requests must be confirmed to the Venue at least 14 days prior to arrival.

3. Amendments by the Client

3.1 Any amendments to guest numbers and/or arrangements must be confirmed to the Venue in writing by letter or fax.

3.2 Any reduction in the duration or contracted value of the booking will be subject to the Venue's cancellation terms in clause 4 below.

3.3 No charges will be made for any reductions in numbers less than 10% from those stated on the Contract, provided they are received by the Venue in writing at least 14 days prior to arrival.

3.4 If a reduction in number of 10% or more shall be made at any time prior to the event the Venue will endeavour to resell any facilities and service released to a similar value. If the released facilities and services cannot be resold, then any reductions of 10% or more shall be subject to the cancellation terms in clause 4 below.

3.5 The final numbers notified by the Client in accordance with clause 2 above will be the minimum number for which the Client will be charged.

3.6 If numbers fall by 10% or more within 14 days of the event, the Venue reserved the right to relocate the booking to an alternative space within the same Venue as best fits the revised number.

3.7 If numbers reduce significantly a smaller room may be substituted to reflect the change. Alternatively an additional room charge may be levied to reflect the value of the original room size allocated. Details of any room charge will be notified to the Client prior to any charge being made.

4. Cancellation by the Client

4.1 If you have to cancel or postpone your confirmed booking at any time prior to the event, the Venue shall be entitled to require you to pay a sum equal to 90% of the contracted accommodation and room hire revenue and 65% of the contracted food and beverage revenue, being a genuine pre-estimate of the Venue's loss of profit. Without prejudice to the Venue's right to require payment of the cancellation charge the Venue will make every effort to resell the facilities on your behalf.

4.2 Any cancellation, postponement or partial cancellation should be advised verbally to the management of the Venue in the first instance. You will be advised at that stage of the cancellation reference number. You must also notify such cancellations in writing. The cancellation date will be the date the written notification of cancellation arrives at the Venue.

4.3 Definitive cancellation charges due can only be confirmed to you after the intended date of your event, when the Venue will reduce the charge by the profit on any alternative business (if any) which the Venue has been able to secure to replace the space released.

4.4 You may protect yourself against any cancellation by an insurance policy.

5. Cancellation by the Venue

5.1 If for reasons beyond its control the Venue needs to make any amendments to your booking, the Venue reserve the right to offer an alternative choice of facilities.

5.2 If the Client make significant changes to the programme or the expected number of guests this may result in amendments in the applicable rates and/or facilities offered by the Venue.

5.3 The Venue may cancel the booking if:

(a) The booking might, in the opinion of the Venue, prejudice the reputation of the Venue or if the purpose for which the venue is required or used differs from that described in the Contract. In those circumstances the Client is entitled to get back any advance payments, but the Venue will not have any other liability.

(b) The Client is more than 30 days in arrears of previous payments to the Venue;

(c) If the Venue becomes aware of any alteration in the Client's financial situation;

(d) Either party becomes insolvent or, in the case of an individual becomes subject to a bankruptcy petition.

(e) Any part of the Venue is closed or otherwise unavailable because of events outside the Venue's control;

(f) There are conflicting reservations.

5.4 The meeting rooms are available for the time shown on your Contract. Additional charges may be made if that time is extended.

6. Payment Terms

- 6.1 The prices quoted may vary due to changes in the rate of Value Added Tax or (if applicable) currency variations that are beyond the Venue's control.
- 6.2 Unless the Client has credit facilities with the Venue, a deposit may be payable on Confirmation.
- 6.3 If the Client has a credit arrangement, the amount is due for payment on the invoice date. If any amount is not paid within 28 days of the due date for payment, the Venue reserves the right to charge interest at 1.5% per month on the outstanding amount.
- 6.4 Any disputed item or price contained in an invoice must be raised in writing with the Venue within 7 days of receipt of the invoice. Disputed items will be dealt with separately from the remainder of the monies due, which must still be paid when due.

7. Use of the Venue

- 7.1 If the Client is planning to bring electrical or other equipment to the Venue, for example computers, amplification equipment, lighting, please obtain written permission from the Venue first and make sure that it complies with the Electricity at Work regulations.
- 7.2 Care must be taken in the use of anything that may be hazardous or dangerous. If these are a safety risk on anything the Client may want to bring to the Venue, please discuss it with the Venue.
- 7.3 Permission must be sought from the Venue prior to the start date if the Client wishes to stick or attach anything to walls, floors or the ceiling of any room in the Venue.
- 7.4 The Venue cannot accept responsibility for any loss or damage to the Client's equipment.
- 7.5 The Venue reserves the right to object to the employment of customers and guests of any photographer, toastmaster, band, musician, entertainer or other person in connection with any event. It is the responsibility of the Client, where appropriate to comply with all requirements of the Performing Rights Society in respect of any music played or musician employed.
- 7.6 The Client shall be responsible for any damage caused to rooms and the Venue's furnishings and equipment by any act, default or negligence on the part of the Client or any of the Client's guests and the Client will be obliged to reimburse the amount required to make good or remedy any such damage.
- 7.7 The Venue reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and cannot accept liability for the resultant cost. Any such cost will be charged to the Client's account.
- 7.8 No wines, spirits or foods brought in to the Venue may be consumed without prior consent of the Venue.
- 7.9 The Venue's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Venue.
- 7.10 The Venue must comply with certain licensing and statutory regulations and requires the Client to fulfill their obligations in this respect.

8. General

- 8.1 The Client confirms that the user of the Venue is the person described as such in the Contract.
- 8.2 Any equipment or item specifically requested by you will be charged to your account.
- 8.3 Any particular or peculiar term or condition related to a special booking must be agreed and confirmed in writing between the Client and the Venue.
- 8.4 Third-party agents or suppliers must liaise and seek approval from the Venue for any activity that may affect the Venue in any way, or for any procedure being carried out on behalf of the Client.
- 8.5 Clients are subject to the Venue's standard liabilities in relation to health, safety and security.
- 8.6 These terms do not affect any rights the Client may have under the Hotel Proprietors Act, where the Act applies.
- 8.7 The Venue does not accept any liability for any loss of profit, economic loss or other indirect loss or for any loss suffered by any third party. In any event the liability of the Venue shall not exceed the price payable by you.
- 8.7.1 Nothing in these terms excludes or limits any liability for death or personal injury caused by the negligence of the Venue or its employees.
- 8.8 These terms and the Contract shall be governed by and construed in accordance with English law and the parties agreed to submit to the exclusive jurisdiction of the Courts in England.

I confirm that I have read and understood the Conference and Meetings Reservations Terms and Conditions of business and agree to be bound by them.

Signed: _____

Name: _____ Position: _____

Company Name: _____

Date: _____

Date of meeting/Conference: _____

Please fax back to the Conference Office on: 01423 502550