



Express by Holiday Inn - Nottingham

Meeting Room

Our meeting room is smartly furnished, fully equipped and benefits from climate control. The price includes TV & Video, unlimited hot beverages for up to 20 delegates, overhead projector, screen, flip chart, fresh fruit, mineral water, cordials, table sweets and stationery.

Because we understand how important your meeting is we will try our best to help you throughout your event. As we know it's the small things that matter, we will provide you with chocolates (for treats and stressful times) upon request, tissues and table top bins (for delegates with the sniffles), a complimentary break out area (for group work and unscrambling your brain) and a designated person to help you on the day.

We ask you to complete a guest comment form, to enable us to constantly improve the facilities and services that we offer, there is a small gift for the organiser when they hand back the completed comment form.



Maximum capacity:
(number of delegates)

Class room:	20
Theatre style:	40
Board room:	20
Dimensions:	6m x 6m x 2.4m (L x W x H)

Rates

Daily Delegate

(Minimum of 6 people): £30 per person including VAT

Including all the facilities of the meeting room as described above plus buffet option 1

24hr Delegate

(Minimum of 6 people): £120 per person including VAT

Including all the facilities of the meeting room as described above plus buffet option 1, overnight accommodation, breakfast and a £15 voucher to spend in a number of restaurants in Chapel Bar - situated just next to the hotel.

The restaurants include Las Iguanas, Hard Rock Cafe, Big Wok, Fat Cats and 4550 Miles from Deli.

Room Hire

Full Day: £150 plus VAT

Half Day: £80 plus VAT

Hourly rates are available on request

Directions to hotel and car parking information



7, Chapel Bar, Chapel Quarter,
Maid Marian Way, Nottingham
NG1 6JS
Tel: 0870 417 6000 Fax:01159 415764

From the North:

Leave the M1 at Junction 26
Follow signs for the A610 into Nottingham City Centre.

As you enter the city at the bottom of the hill you will come to a large roundabout. The hotel is situated in front of you.

To Euro Car Park. 57 Upper Parliament St, Notts, NG1 6LD. T: 0115 950 4317.
Height restriction 6ft 6inches/ 2 metres.

Take the first exit onto Upper Parliament St, continue for approx 50m, The Euro car park is on the right hand side.

Exit the car park the way you came in (main entrance), turn left, the hotel is 2 minutes walk away.

From the South:

Leave the M1 at Junction 25 and follow the A52 into Nottingham City Centre.

As you enter the city at the bottom of the hill you will come to a large roundabout. The hotel is situated in front of you.

To Euro Car Park. 57 Upper Parliament St, Notts, NG1 6LD. T: 0115 950 4317.
Height restriction 6ft 6inches/ 2 metres.

Take the first exit onto Upper Parliament St, continue for approx 50m, The Euro car park is on the right hand side.

Exit the car park the way you came in (main entrance), turn left, the hotel is 2 minutes walk away.





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Buffet Menu

Hot Buffet Option ~ £12.00 per Person

Hot Chinese Buffet and Soft Drink from Big Wok Chinese Buffet, Teppanyaki & Sushi Bar and 3 Regular Hot Drinks from Our Espresso Café Bar

Option One ~ £9.00 per Person

A selection of freshly prepared sandwiches
Cocktail sausages
Vegetable samosa
Sausage rolls
Crisps
A selection of cake slices
A Regular hot drink from our Espresso Café Bar

Option Two ~ £15.00 per Person

A selection of freshly prepared baguettes
Pork pie
Vol au vent
Chicken spear & dip
Assorted mini wraps
Cocktail sausages
Pizza slices
Mini cream cakes
A Regular hot drink from our Espresso Café Bar

We Also Offer:

Continental breakfast ~ £5.50 per person
Croissants with butter and jam ~ £1.50 per person
Bacon Rolls ~ £2.95 per person
Large Jug of fresh fruit juice ~ £6.50
Tea & Coffee for 20 plus delegates ~ £1.40 per person

A selection of Ginsters Sandwiches and pasties, Chocolate and crisps are available from the hotel bar individually priced.



Express by Holiday Inn, Maid Marian Way Nottingham, NG1 6SS
 T: 0870 417 6000 F: 0115 941 5764 E: nottingham@kewgreen.co.uk

Booking Form - **meet** | **smart**

<p>Client Details</p> <p>Date of meeting: Company name: Name of organiser: Contact on day: Address:</p> <p>Tel: Fax:</p>	<p>Accommodation (if required)</p> <p>Arrival date: No of nights: No of rooms: Room type: Room Rate:</p> <p>Other requirements:</p>
<p>Meeting Details</p> <p>No of delegates:</p>	<p>Meeting Timetable</p> <p>Arrival: Lunch: Departure:</p>
<p>Room Layout (please circle)</p> <p>Boardroom / Theatre / Classroom</p> <p>If different, please indicate:</p>	<p>Lunch Requirements(please circle)</p> <p>Please see separate menu for buffet choices Number of vegetarians: Special diets?</p>
<p>Equipment(please tick)</p> <p>TV & Video Flipchart OHP & Screen Pad and pen per delegate LCD Projector (if available - chargeable @ £100)</p> <p>Should you need other equipment please list below:</p>	<p>Option 1 Option 2</p> <p>Rates</p> <p>Room Hire: Extras:</p> <p>Payment Details Please confirm how you will be paying: <i>(please note a deposit or full payment will be required to confirm the reservation</i> c/cexp.....</p>
<p>CANCELLATION POLICY Cancellations within 2 weeks before the scheduled date of meeting will be charged 50% of the total amount. Cancellations within 1 week before the scheduled date of meeting will be charged 100% of the total amount.</p>	
<p>Terms & conditions apply. Conference room rates are exclusive of service and VAT.</p>	
<p>On behalf of Hotel</p> <p>Name: Signature: Date:</p>	<p>On behalf of Client</p> <p>Name: Signature: Date:</p>



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Terms and Conditions

1. **How do I make a reservation?**

You can make a reservation by simply returning this document, completed and signed where indicated. If you have any special requests, please contact our reservations coordinator who will be glad to help you. To help us plan ahead we would appreciate if this form could be returned at least 2 weeks before your event.

2. **What is included in the amounts charges for my reservation?
How should I pay?**

We will provide you with a detailed invoice or pro forma, that clearly indicates all charges. We will also guarantee this rate until the end of 2006, to allow you to budget for future events. We accept most credit cards, but if you wish to make use of our credit facilities, then please contact us 28 days before your event.

All and any amendments must be confirmed 1 week before the meeting

3. **Can I cancel my reservation?**

A cancellation of the event would result in a considerable loss for the hotel. That is why we have set up the following cancellation policy:

If you cancel:

- ❖ More than 2 weeks before the scheduled date of your event - our cancellation charge will 50% of the daily room charge.
- ❖ Less than 1 week before the scheduled date of your event -our cancellation charge would be 100% of the daily room charge.
- ❖ Bookings made less than 7 days in advance will need to be prepaid or guaranteed with a credit card.

4. **Can we cancel your reservation?**

Sometimes we are forced to cancel reservations, in the unlikely event that this should happen, we will immediately refund to you any advance payment you have made. We will however only cancel your reservation if any of the following events occur:

- a) the hotel is closed due to fire, by order of a public authority or by any other cause outside our control;
- b) the hotel is sold to a third party;

- c) the reputation of the hotel could be damaged by the reservation or the reservation could disturb our other hotel guests;
- d) The person or entity making the reservation is declared bankrupt or has become insolvent.
- e) You have not confirmed the booking with a credit card or fax.

Once you have been refunded for the canceled reservation, we will have no further liability regarding you reservation.

5. Who's liable in case something goes wrong?

Our rule is: 'You break, you pay'. Consequently, we shall only be liable to you and to the persons attending your meeting for injury to persons or loss or damage to property where and to such an extent that the cause of injury, loss or damage to our property and for injury to persons including our staff and guests arising out of the negligence or misconduct of you or the attendants of your conference or event.

6. Can I use the hotels logo in my invitations or advertisements?

We are always glad when our guests make a reference to us. However, since our name and logo's are important commercial assets and a symbol of our hospitality business, we would like to review all publications bearing our name or logo's prior to any distribution.

Thank you for taking the time to read and sign our terms and conditions. We have tried to keep them simple and as straight forward as possible. You now can confirm your reservation by signing this page below, and returning it to the hotel together with your completed booking form, please note that we hold the right to release your reservation if we have not received this agreement, duly signed where indicated, by such a date. Should you however have any further questions, then please do not hesitate to contact me or any other member of our team, who will be happy to assist you.

Kerrie Brooks
Conference Co-Ordinator

For and on behalf of
Kew Green Hotels Ltd

I have read the above terms and conditions, I understand them and I agree to be bound by them.

**Name
(company)**.....

**Name
Signatory**.....

Signature.....

Date.....