



Canterbury

Your Meetings Pack

Arranging a successful meeting can be challenging and at Holiday Inn Express Canterbury we have the resources and specialists available to assist you.

Our specialty is small meetings for up to 36 people and with our excellent onsite facilities and an enthusiastic team of staff we will ensure that your meeting runs smoothly and that it is a success.

Your meetings pack includes a wide range of options and prices, but should you have any special requirements these can be arranged by just asking one of our experienced staff.

For further information or to arrange a booking, please do not hesitate to contact our Reservations Team on 01227 865000 or send an email to reservations@hiexpressctb.co.uk

We look forward to welcoming you at the Holiday Inn Express Canterbury.

Malith Jayathilake
Business Development Manager



Canterbury

MEETING ROOM RATES

Room Hire Charges

Suite	Full Day	Half Day
Medway	£135.00	£90.00
Dover	£100.00	£75.00
Private Dining	On Request	On Request

Equipment Hire (Per Conference, per equipment)

LCD Projector Hire	£35.00
PA system	£45.00
Laptop	£25.00
Additional Flipchart	£5.00

Drinks Packages

Tea / Coffee (per serving, per person)	£1.95
Bottled Water (large)	£2.75
Jug of Orange/Apple Juice	£4.50

Lunch Packages

Light Sandwich Lunch Buffet	£7.95 per person
Finger Buffet with hot items	£10.50 per person

Plated

2 Course	£10.95 per person
3 Course	£14.95 per person

****If you have special requests/dietary requirements please let us know, we are able to discuss and arrange Food and Beverage accordingly.**

Day Delegate Rate

From £25.00* per person

Your Day Delegate Rate includes;

- Hire of one conference room
- Unlimited Complimentary
- WiFi
- 3 Servings of Tea / Coffee
Confectionery (mints)/Water
- Finger buffet lunch
- Conference toolkit
- LCD Projector & Screen
- Flip Chart and Pens
- Free Car Parking

***Minimum of 10 pax required for Day Delegate Rate & Subject to availability.**

Residential -24 Hour Rate

From £99.00* per person

Your Residential 24 Hour Rate includes;

- Hire of one conference room
- Unlimited Complimentary
- WiFi
- 3 Servings of Tea / Coffee
Confectionery (mints)/Water
- Finger buffet lunch
- Conference toolkit
- LCD Projector & Screen
- Flip Chart and Pens
- Three Course Table d' Hote dinner
- Overnight accommodation
- Express Start Breakfast
- Free Car Parking

***Minimum of 10 pax required for 24h Delegate Rate & Subject to availability.**

Dover Room

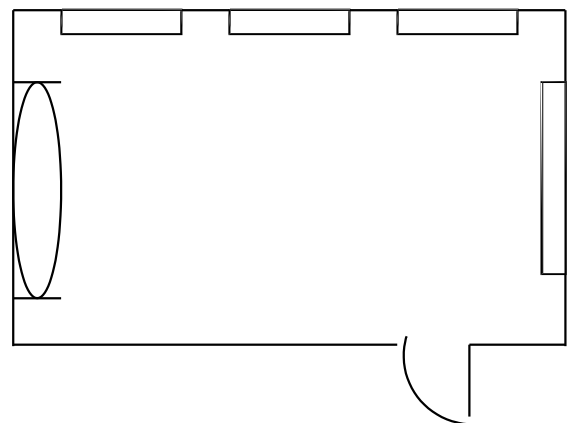
The ideal venue for that small working meeting



- Ground Floor
- Air-conditioned
- Natural Day Light
- Floor Area 28 Sq M

Accommodates up to

Theatre Style	20 people
U Shaped	15 people
Class Room	15 people
Board Room	15 people



Room Dimensions

Length 6.36m
Width 4.36m
Height 2.3m

Medway Room

Make your meeting a successful one in well-appointed Medway Room



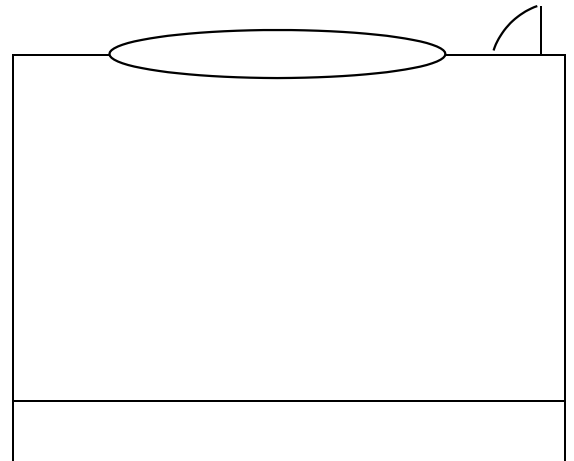
- Ground Floor
 - Air-Conditioned
 - Easy access to and from reception
 - Natural Day Light
- Floor Area 40 Sq M

Accommodates up to

Theatre style	36
people U shaped	25
people Class Room	20
people	

Room Dimensions

Length 6.7m
Width 6m
Height 2.3m





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Terms & Conditions

At the time of booking a meeting room a non-refundable deposit of 10% must be paid.

Please be advised that the balance for this event is due 14 days prior to it taking place, unless you have arranged credit facilities in advance with the hotel.

A Credit Application form is available on request if you are not recognised as a credit customer. Credit is not automatic, and confirmation must be sought after completion of the Credit Application Form. Where credit is extended to a customer all payments are to be made to the hotel within a maximum period of 28 days of the date of the invoice.

Equipment can be provided from within the hotel at a cost, however, should a customer wish to bring outside equipment into the hotel at the discretion of the management, evidence must be provided to ensure that it has been tested and is safe to use. The Holiday Inn Express Canterbury will accept no liability for outside equipment brought into the hotel, and would insist that compliance with the rules as set out in the Health and Safety at Work Act is complied with. For any third party contractors with equipment, visiting the hotel under your instruction for a meeting or event, you must ensure current and adequate Public Liability Insurance is in place. Copies of electrical testing certificates and insurance policies must be made available to the hotel management on request. It is the customer's responsibility to ensure that any outside

Supplier fully complies with all regulations. The hotel reserves the right to charge any third party or guest in full for any damages caused to the hotel or its property during any event.

Please be advised that for all meetings and reservations the hotel does have a cancellation policy. Guest numbers can of course be changed, however if the number goes down significantly, the cancellation charges may be applied at the discretion of the hotel management. The hotel also reserves the right if guest numbers are significantly reduced to re-allocate the designated function room, to one or more relevant to the size of the event. All non-arrivals on the day of any event will be charged for in full.



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Here is how the cancellation policy is applied:-

The Company shall inform the Hotel as soon as it becomes aware of circumstances that may lead to a cancellation.

The Hotel reserves the right to charge the Company as follows:

- a) For notice of Cancellation received within 42 days of the date of Arrival – 25% of amount due
- b) For notice of Cancellation received within 30 days of Date of Arrival – 50% of amount due
- c) For notice of Cancellation received within 14 days of Date of Arrival – 100% of amount due

No charge will be levied for cancellations giving more than 42 days' notice and the Deposit (if any) will be returned to the Company.