



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 Guest Services Manager on 01227 865000 or send an email to reservations@hiexpressctb.co.uk

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

Rohitha Abeysekera
General Manager



MEETING ROOM RATES

Room Hire Charges

Suite	Full Day	Half Day	Evening
Medway	£175.00	£100.00	£65.00
Dover	£150.00	£85.00	£50.00
Private Dining	N/A	N/A	£50.00

Special DISCOUNT Weekend and Bank Holiday conference rates are also available. Please ask for details.

Equipment Hire

LCD Projector Hire	£40.00
OHP Hire	£20.00
Flip Charts (each)	£6.00



Drinks Packages

Tea / Coffee (per serving, per person)	£2.25
Unlimited Tea / Coffee	£5.95
Bottled of Water (large)	£2.90
Jug of Orange/Apple Juice	£5.50



Holiday Inn Express Canterbury proudly serves
Tchibo Coffee



Day Delegate Rate

From £30.00* per person

Your Day Delegate Rate includes

- Hire of main conference room
- Complimentary WIFI
- Unlimited Tea / Coffee
- Mineral Water
- Choice of fork or finger buffet lunch
- Conference table confectionery.
- Conference toolkit
- LCD Projector & Screen
- Flip Chart and Pens
- Free Car Parking (Need to register at Reception)

* Minimum of 10 delegates



Residential -24 Hour Rate

From £105.00* per person

Your Residential 24-Hour Rate includes

- Hire of main conference room
- Complimentary WIFI
- Unlimited Tea / Coffee
- Mineral water
- Choice of fork or finger buffet lunch
- Conference table confectionery
- Conference toolkit
- LCD Projector & Screen
- Flip Chart and Pens
- Three Course Table d' Hotel dinner
- Overnight accommodation
- Hot Breakfast
- Free Car Parking
(Needs to register at the reception)

* Minimum of 10 delegates



Canterbury

DOVER ROOM

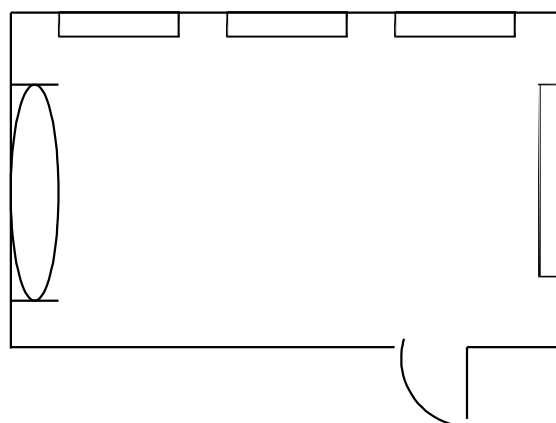
The ideal venue for that small working meeting



- Floor Air Conditioned
- Accommodates 20 people
- Natural Day Light
- Floor Area 28 Sq. M

Accommodates up to

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



Room Dimensions

Length 6.36m *Width* 4.36m *Height* 2.3



CANTERBURY

MEDWAY ROOM

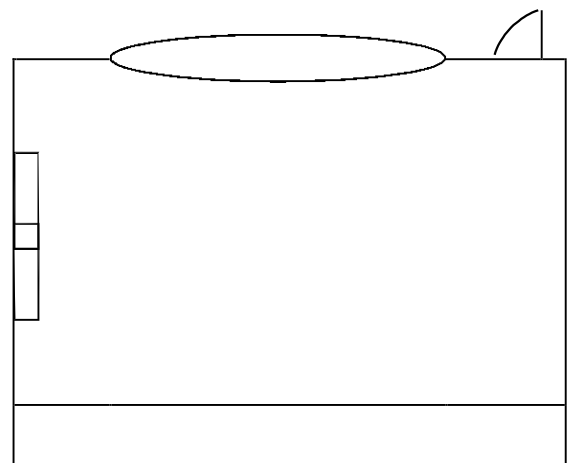
Make your meeting a successful one in well-appointed Medway Room



- Ground Floor Air
- Conditioned
- Accommodates up to 36 people
- 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
Classroom	20 people



Room Dimensions

Length 6.7m

Width 6m

Height 2.3m



CONFERENCE MENUS

Lunch Packages

Light Sandwich Lunch £9.95 *per person*

Finger Buffet £12.50 *per person*

Full Buffet:

2 Course £14.50 *per person*

3 Course £16.95 *per person*



Delegate Buffets

Menus included in your 24 hour or day delegate package are a 2-course lunch.

Choose from a working finger buffet or alternatively a fork buffet.

Finger Buffets

Please note that only finger buffets may be served privately in your meeting room.

The following will be served as standard together with a selection of specials of the day.

- Selection of sandwiches
- Assorted savoury pastries
- Jacket wedges
- Salad selection
- Chef's dessert of the day
- Tea / Coffee



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Fork Buffets (must be pre-ordered 3 days in advance of meeting)

Served in the Great Room, you can select from the following options.

Starter

- Chicken Liver Pate
- Soup of the Day
- Salad Bar as Standard

Main Course

- Beef Stroganoff
- Grilled Supreme of Chicken with creamy peppercorn sauce
- Poached Salmon Steaks with White Wine Sauce
- Vegetable Pasta Bake

Buttered mixed Vegetables

Steamed Rice

Buttered New Potatoes

Roast Potatoes

Dessert (Select 2 desserts)

- Selection of Gateaux
- Fresh Fruit Salad served with fresh cream
- Assorted French Pastries



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Sandwiches

Sandwich lunches are only suitable and available for meetings of up to 10 delegates.

Add Chips or Potato wedges with any of the Sandwiches for an extra £1.50 per person.

Menu 1 - £7.50

Freshly made sandwiches served on white and whole meal bread, served with a salad garnish and tortilla chips.

- Egg Mayonnaise
- Ham & Mustard
- Tuna Mayonnaise, with sweet corn
- Pork, stuffing & apple
- Double Cheese & Onion.

Menu 2 - £8.50

- Minted Lamb
- Brie & Cranberry
- Coronation Chicken
- Prawn Marie Rose
- Marinated char-grilled vegetables.

Add chef's dessert of the day for £2.00 per person.



CANTERBURY

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. Here is how the cancellation policy is applied: -

Date of Cancellation	Cancellation charges payable by
24 to 12 weeks prior to the meeting/event	Customer 10% of total booking value
12 to 6 weeks prior to the meeting/event	20% of total booking value
6 to 4 weeks prior to the meeting/event	30% of total booking value
3 to 2 weeks prior to the meeting/event	70% of total booking value
Less than 2 weeks prior to the meeting/event	90% of total booking value

It may be in your interest to consider arranging insurance coverage for your event, this can be done for a small premium and can cover the cost of cancellation and other liabilities. For further information please contact Pharos Corporate Solutions, Pharos House, London Road, Dover, Kent CT17 0ST, Telephone Number: 01304 215522. Please remember that your insurance contract will be made directly between the insurance company involved and yourselves.

Customer Signature: *Date:*

Hotel: *Date:*

The above terms and conditions have been read and accepted by the client as signed.