

Meetings & Events Crowne Plaza London Ealing

Dear Valued Customer,

Crowne Plaza London Ealing is one of West London's premier hotels; we are experts in hosting events of every kind and are the perfect venue for your meeting, conference, training session or private function.

Within Crowne Plaza London Ealing is our stylish and **contemporary Meeting & Function Centre**. Our function rooms are flexible and can accommodate a range of different layouts from typical boardroom to a private dinner for up to 70 guests. The Meeting Centre is completely self-contained and includes our conference cafe providing you with unlimited refreshments and snacks throughout the day.

Equally exciting are the hotel's **spacious bedrooms**; furnished in an urban style with luxurious fabrics, wood finishes and elegant lighting. Our bedrooms offer everything you would expect and more – air conditioning, laptop safes, business desks with broadband, mini bars and of course... seriously comfy beds!

Our **modern fitness facility *revive Health Club*** offers a friendly atmosphere for you to work out in. The club is fully staffed and contains 25 workout stations, the latest Technogym equipment and a state of the art visual and audio entertainment system as well as a steam room where you can relax and recharge.

Our **renowned west 5 Brasserie and Bar**, offers a contemporary social setting with unique character. Fine wines and great food is prepared and presented with passion and care.

However you choose to travel to Crowne Plaza London Ealing our location is ideal. The hotel is easily accessible from Heathrow Airport and you can travel into central London from the adjacent Hanger Lane Tube Station in just 20 minutes, not to mention Wembley stadium being less than 3 miles away.

Come for a show round to and be prepared to be amazed!

Stephanie Board
Meetings & Events Sales Supervisor
Crowne Plaza London Ealing
0208 233 3219

Function Rooms

Our Meeting Room Guarantee

We appreciate that your requirements can change right up until your delegates arrive. We guarantee your meeting room will be ready at least one hour before you arrive, giving you the opportunity to make some last minute adjustments on the day itself.

Function Room Hire

Our meeting rooms are available for hire via our **Delegate Packages** or on a **non inclusive room hire only** basis. Conference rooms are available to hire for durations up to 1 hour, 2 hours and for ½ day meetings at reduced rates. Please ask the Conference Sales Team for more details.

For details of our room sizes and how many delegates each room can accommodate please refer to the information sheet enclosed.

Room Name	Full Day Hire* (8am – 5.30pm)	Evening Hire* (from 7pm)
Knightsbridge Suite (1&2)	From £500	From £450
Knightsbridge 1	From £350	From £275
Knightsbridge 2	From £200	From £225
Westminster Suite (1&2)	From £300	From £250
Westminster 1	From £175	From £160
Westminster 2	From £175	From £160
Boardroom	From £395	From £300
Trafalgar Suite	From £175	From £160
Mayfair Suite	From £175	From £160

*Refreshments and catering charged separately

Equipment Hire

We work with specialists to supply you with state of the art audiovisual equipment. Prices are available on request for any equipment not listed below.

LCD Projector and screen	£99	OHP & screen	£65
PA system & corded microphone	£80	TV & Video	£45
Additional radio microphone	£45	Additional flipcharts	£15
Free standing lectern	£45	Multi regional DVD players	£35
Role play kit	£99	Laptop	£99
Whiteboard	£35	Screen	Complimentary

Prices are item per day and include VAT at the current rate

Inclusive Delegate Packages

Day Delegate Package

Our Day Delegate Package is an all inclusive rate for delegates who are having a full day meeting or event at the hotel. Leaving nothing to chance it includes the following:

- Main meeting room hire (minimum numbers apply)
- Unlimited use of the Conference Cafe including tea and coffee, fruit smoothies, muffins, Danishes and fruit
- 2 course hot and cold buffet lunch in the West 5 Brasserie or working finger buffet lunch
- Wi-Fi access in meeting room
- Flipchart and pens
- Delegate stationary and a meeting survival kit
- Projection screen
- Jugs of iced water
- Car parking (during meeting hours)

Executive Day Delegate Package

We offer an enhanced Day Delegate Package for management meetings or if you simply want to make your delegates feel particularly special! In addition to the items included in the above standard Day Delegate Package the *Executive* Day Delegate Package also includes the following:

- Pancakes with maple syrup and smoked salmon and scrambled egg wraps on arrival
- Freshly squeezed orange juice on arrival
- Fresh fruit bowl
- Unlimited soft drinks throughout the day
- LCD projector

24 Hour Delegate Package

Our 24 Hour Delegate Package is an all inclusive rate for delegates who are having a meeting or event at the hotel which incorporates an overnight stay. In addition to the items included in the standard Day Delegate Package the 24 Hour Delegate Package includes the following:

- 3 course dinner in the west 5 Brasserie, chosen from our daily menu (allowance applies)
- Overnight accommodation in an en suite standard room
- Complimentary room upgrade for the event organiser
- Full English breakfast

Executive 24 Hour Delegate Package

As with our *Executive* Day Delegate Package we also offer an enhanced residential package which includes all of the following in addition to those items included in the standard 24 Hour Delegate Package:

- Overnight accommodation in a Club Bedroom with upgraded toiletries and fluffy bathrobes
- Access to Club Lounge – host to LCD TV, lounge sofas, complimentary soft drinks, alcoholic drinks and canapés in evening.
- 3 course dinner in a private dining room (subject to availability)
- Daily newspaper of your choice
Fruit platter in your bedroom

Day Delegate and 24 Hour rates are based on a minimum of 8 delegates.

Food and Drink

Finger Buffet

Design your own lunch or dinner menu with your delegates in mind. Finger buffets are served with iced water and fresh orange juice.

Hot selection

Lemon & Sweet Chili Chicken Skewers
Mini Lamb Kofta with Fresh Yoghurt & Mint Dressing
Shredded, Crispy Sweet & Sour Pork in a Crisp Lettuce Leaf
Char-grilled Tandoori Chicken with Spicy Mango Chutney
Seared Peppered Beef with Chive Source Cream in a Baby Gem Leaf

Fish selection

Lime & Coconut, Salmon & Cod Skewers
Teriyaki Salmon with Toasted Sesame Seed
Spiced Fish Cakes & Chili Dipping Sauce
Cod Pieces in Tempura Batter, Homemade Tartar Sauce
Blackened Salmon with Chive Sour Cream

Vegetarian selection

Homemade Quiche. (v)
Warmed Mediterranean Vegetable Frittata (v)
Tomato, Mozzarella & Basil Brochette (v)
Large Flat Mushrooms on Toast with Rich Blue Cheese (v)
Marinated Char-grilled Vegetable Skewers (v)

Cold selection

Selection of Open Sandwiches & Wraps (including v)
Mixed Pepper & Red Onion Pasta Salad (v)
New Potato & Spring Onion Salad (v)
Chicken Caesar Salad
Selection of Smoked Fish
Selection of Cured Meats & Pickles

Dessert selection

Freshly Sliced Chilled Fruits
Selection of Cheese and Biscuits
White Chocolate and Orange Cheese Cake
Home Made Lemon Tart and Clotted Cream
Fresh Fruit Kebabs and Chocolate Sauce

*If your event is booked on a non inclusive basis the Finger Buffet will be charged as follows:
Five different items from the selection above for £19.95 per guest
Seven different items from the selection above for £24.95 per guest*

Two Course Hot & Cold Buffet

Our Two Course Hot & Cold Buffet is served with iced water and fresh orange juice. The sumptuous menu is designed by the hotels Executive Chef and changes daily to make the most of seasonal produce however it will always include the following.

Main Courses

Hot Meat Dish
Hot Fish Dish
Hot Vegetarian Dish

All main courses are served with seasonal vegetables and accompanying sauces and pasta, potato, rice or cous cous.

Salads

An Assortment of 3 Seasonal Salad Dishes
An Assortment of Cold Meats with Pickles
An Assortment of Smoked Fish

To Follow

A Hot or Cold Seasonal Dessert
Sliced Fresh Fruit
A Selection of Cheese & Biscuits

If your event is booked on a non inclusive basis, the hot & cold buffet lunch will be charged at £19.95 per person (inclusive of service and VAT at the current rate)

A Little Something Extra...

Sometimes a little something extra is required to get the most out of your delegates. Pancakes with maple syrup, smoked salmon and scrambled eggs, tasty bacon sandwiches and freshly squeezed orange juice are just some of the ways that delegate packages can be enhanced to maximize the success of an event. All prices are per person per serving and include VAT at the current rate and service

Tea, Coffee & Snack Item	£3.50
Unlimited use of Conference Cafe	£9.00
Fresh Fruit Bowl (5 people)	£7.00
Tea, Coffee & Sausage or Bacon Roll	£5.95
Breakfast To Go	£9.95
Full English Breakfast	£15.50
Jug of Orange Juice (6 people)	£8.50
Assorted Sandwiches & Crisps	£10.00

Dining Menus

Within our 24 hour delegate packages, dinner can be taken as a £25 from our a la carte menu in the west 5 Brasserie. If the number of delegates exceeds 10, we would ask you to select one of the following set menus. If you would rather dine in a private room, we would be happy to arrange this. All main courses are served with a selection of seasonal vegetables and potatoes.

Menu A

£25 per person (24 hour Delegates pay no additional charge)

Roasted Plum Tomato and Basil Soup with Pesto dressing

-oOo-

Lemon and Thyme Roasted Corn Fed Chicken Breast,
Summer Battered Vegetable Bundle and
Creamy Potato Gratin

Or

Grilled Vegetable and Goat's Cheese Stack with
Ratatouille Dressing

-oOo-

French Apple Tart with Cream Chantilly

Menu B

£30 per person (24 hour Delegates pay an additional £5 per person)

Terrine of Toulouse Sausage and Prunes with Grape Chutney

-oOo-

Roasted Fillet of Cod with Potato Fondant,
Confeit of garlic and slow cooked tomatoes

Or

Black Olive and Feta Cheese Quiche

-oOo-

Tartlet of Fresh Sliced Fruits and Vanilla Cream

Menu C

£30 per person (24 hour Delegates pay an additional £5 per person)

Cream of Pea and Ham Soup

-oOo-

Garlic and Mint Roasted Rump of English Lamb, Champ Potatoes, Green Bean Bundle and
Rosemary Jus

Or

Bean Cassolet with Baby Onion, Sun-blushed Tomatoes and Horseradish Crisps

-oOo-

Hot Cinnamon Apple Crumble, Vanilla Custard

Menu D

£40 per person (24 hour Delegates pay an additional £15 per person)

Beetroot Cured Salmon, Horseradish and Shallot Potato Salad, Wild Rocket and Fresh Beetroot Crisps

-oOo-

Seared Breast of Duck, Steamed Savoy Cabbage with Sautéed Baby Onions and Button Mushrooms, Potato Gratin, Slow Cooked Duck Leg Parcel and Sticky Thyme Jus

Or

Risotto of Baby Artichokes and Black Truffle,
Wild Rocket and Fresh Parmesan

-oOo-

Buttery Strawberry Shortbread, Strawberry Sorbet
and Strawberry Jus

Menu E

£50 per person (24 hour Delegates pay an additional £25 per person)

Smoked Breast of Quail, Confeit Quail Leg and Soft Boiled Quail Egg,
Toasted Brioche, Red Onion Marmalade and Port Wine Jus

-oOo-

Fillet of Welsh Lamb, Wrapped in a Foie Gras and Spinach Mousse,
Spring Onion and Rosemary Rosti, Tied Green Beans, Roasted Shallot and Rosemary Jus

Or

Crisp Box of Bochine Mozzarella, Sun-Blushed Tomatoes and Basil,
Fresh Rocket Salad.

-oOo-

Chocolate and Banana Warmed Almond Tart with Banana Ice Cream and Caramelized Baby Banana

Alternative & Bespoke Dining Menus

The hotels Executive Chef takes great care and applies much consideration when designing menus to ensure each dish compliments the other, achieving the perfect flow from starter to dessert.

However If you would prefer an alternative menu to those stated above, please let us know and we would be happy to create a bespoke menu for you and your valued guests.

Events at Crowne Plaza London Ealing... The Fun Stuff!

We recognise that at times, something extra is needed to make a meeting or event a success. We have the specialists to help you tailor make your event exactly the way you want it and are happy to create a bespoke and unique theme to suit your company's criteria and budget.

Themed Events

If you're looking to theme your event, whether it's James Bond, Las Vegas Showtime, Wild West or Charlie & The Chocolate Factory, our events team will add some wow factor. We can arrange line dancers, a cork gun shooting range for your Wild West Hoe Down or a coconut shy and limbo dancers if you fancy a Hawaiian Night... just ask!

Corporate Entertainment

We specialise in corporate entertainment and have a wide range of options available for all events, large and small. We can provide everything needed to entertain any audience. Some of our most popular events include The Fun Casino, Crazy Race Night, Murder Mystery, Place Your Bets, Funky Corporate Quiz Show and The Night of the Millionaires

Team Building

Our main meeting room and smaller meeting rooms can be hired for indoor team building and we can suggest activities for large and small groups of people. Choose from short activities lasting an hour to a full 8 hour session. Some of our favourites include Picture Perfect, Team Cuisine, Chocolate Challenge and News Flash!

Terms & Conditions

Definitions In this agreement:

'Booking Contract'	means the attached booking contract which sets out your requirements and the price payable
'Booking Value'	means the total price payable as shown on the Booking Contract
'Booking Value Difference'	means the difference between the Booking Value and the Revised Booking Value (less the permitted 10% reduction, if applicable in accordance with clause 2.2.1)
'Contracted Numbers'	means the number of delegates as shown on the Booking Contract;
'Event'	means the event as set out in the Booking Contract
'Hotel'	means the Crowne Plaza London Ealing
'Revised Booking Value'	means the total price payable following a reduction in Contracted Numbers;

1. CONFIRMATION OF YOUR BOOKING

Confirmation of booking shall only be accepted once the Booking Contract is signed by you and returned to the Hotel, until this date your reservation remains provisional.

For private events (non corporate) and weddings, a non refundable, non transferable deposit is required.

Confirmation of a private booking shall only be accepted when the signed Booking Contract, signed Terms & Conditions and the agreed deposit are received by the hotel. Until this date your reservation remains provisional.

For details of the deposit required for your event and any subsequent pre-payments, please consult your Event Coordinator.

2. CANCELLATION OF EVENT

In the unfortunate circumstances that you need to cancel or postpone your confirmed booking you must tell us by telephone and confirm in writing within 3 working days.

2.1 Total Cancellation by you

In the event that you need to cancel or postpone your entire booking the following cancellation charges will be levied:

Over 121 days before the first day of the Event:	25% of the Booking Value
91-120 days before the first day of the Event:	50% of the Booking Value
32-90 days before the first day of the Event:	75% of the Booking Value
31 days or less before the first day of the Event:	100% of the Booking Value

We will make every effort to re-let the space and will deduct this from any cancellation charges levied.

2.2 Reduction in Contracted Numbers or required facilities

2.2.1 If you give us at least fourteen days notice before arrival you can reduce your original Contracted Numbers by up to 10% without charge.

2.2.2 If there is a drop of more than 10% in Contracted Numbers any time after your booking has been confirmed cancellation charges will apply as follows:

Over 121 days before the first day of the Event:	25% of the Booking Value Difference
91-120 days before the first day of the Event:	50% of the Booking Value Difference
32-90 days before the first day of the Event:	75% of the Booking Value Difference
31 days or less before the first day of the Event:	100% of the Booking Value Difference

2.2.3 Should Contracted Numbers fall below 10, room hire prices together with individual prices (details of which can be provided on request) will replace the delegate package prices.

2.2.4 If you make any reductions in your Contracted Numbers or facilities booked (including AV equipment or Conference Room hire) less than fourteen days prior to arrival the Booking Value will still be payable .

2.2.5 If Contracted Numbers are reduced the Hotel reserves the right to re-allocate the room for your Event to one of a more appropriate size.

3. CANCELLATION OF BEDROOMS

3.1 Total Cancellation of Bedrooms

If you cancel your contracted numbers of bedrooms 60 days or more before the arrival date – no charge will be made.

If you cancel your contracted numbers of bedrooms 30 days or less before the arrival date – full charges will apply.

3.2 Reduction in Contracted Numbers or required facilities

30 days or more prior to the arrival date – contracted bedrooms can be reduced by 10% of the contracted number without charge

Between 30 and 7 days prior to the arrival date any cancelled bedrooms will be charged 50% cancellation charge

7 – 1 days prior to the arrival date any cancelled bedrooms will be charged in full.

Cancellations or no-shows on the arrival dates will also be charged in full

4. PAYMENT TERMS

- 4.1 All accounts are to be prepaid in advance.
- 4.2 If you have credit arrangements the account settlement is required 14 days from the date of invoice (which will be sent to you following your event).
- 4.3 We reserve the right to charge 2% interest per month (pro rata) on overdue accounts once our credit terms have been exceeded.
- 4.4 Credit facilities can be arranged after duly completing the necessary credit application forms. The process takes approximately two weeks and must be in place prior to the start of the event.
- 4.4 If you have a query on the final bill, the balance should be paid on the due date, the part queried will be due as soon as the problem has been resolved.

5. AMENDMENTS OR CANCELLATION BY THE HOTEL

- 5.1 The Hotel may cancel your booking in the following circumstances:
 - 5.1.1 If the Hotel, or part of it, is closed due to circumstances beyond our control;
 - 5.1.2 If you become insolvent;
 - 5.1.3 If you are more than 30 days in arrears with payment to the Hotel for previous events;
 - 5.1.4 If, in our reasonable opinion, we consider that the Event or the persons associated with it might damage the reputation of the Hotel or otherwise cause damage to the Hotel; In the event of cancellation for any of the reasons specified in clauses 4.1.1 to 4.1.3 the Hotel will refund any advance payments, less any costs already incurred in organizing your Event. In the event of cancellation in accordance with clause 4.1.4 the Hotel will refund any advance payments in full. The Hotel shall not have any further liability to you.
- 5.2 Should the Hotel, for reasons beyond its control, need to make any amendments to your booking we reserve the right to offer an alternative choice of facilities within the Hotel and of a similar standard. Any amendments to your booking will be undertaken after discussion with you and the Hotel will offer the option of a refund at its discretion.

6. REQUIREMENTS AND RESTRICTIONS

- 6.1 We must give our prior approval to any external, suppliers including bands or entertainers, which you want to use in connection with your booking; we may refuse approval for any reason.
- 6.2 You must not fix anything to the walls, floors or ceilings of the Hotel without prior permission.
- 6.3 No food or alcohol may be brought into the Hotel unless you have prior permission.
- 6.4 If any member of your party or any external suppliers behave in an inappropriate manner, we may ask you and/or the relevant people to leave the Hotel.
- 6.5 We have to comply with various licensing and statutory regulations when running our Hotel; you agree to act in accordance with our reasonable instructions in complying with such regulations, rules and requirements.

7. EXCLUSION OF LIABILITY

- 7.1 Although nothing in this agreement excludes or limits our liability for death or personal injury caused by our negligence we shall be under no liability to you for any indirect loss or expense (including loss of profit, loss of business, depletion of goodwill, loss of goods, loss of contract, loss of use or any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses) arising out of a breach by the Hotel of this contract.
- 7.2 The maximum liability of the Hotel shall be no greater than the amount paid by the client in respect of any booking.

8. INDEMNITY

You will indemnify the Hotel from and against any and all liability and claims, costs, demands, proceedings and damages resulting or arising from the Event, you, your delegates or any outside contractor.

9. DAMAGE

It is the policy of the hotel to charge for any damage caused to its property by any activity undertaken as part of the Event. Where necessary the Hotel will call upon the services of an independent arbitrator to undertake an evaluation of any damage.

10. THIRD PARTIES

This contract is made for the benefit of the parties to it and (where applicable) their successors and permitted assigns and is not intended to benefit, or be enforceable by, anyone else.

11. SEVERANCE

- 11.1 If any clause (or part of a clause) of this agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions will remain in force.
- 11.2 If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, that provision will apply with whatever modification is necessary to make it valid, enforceable and legal.

12. ENTIRE AGREEMENT

This agreement constitutes the entire agreement and understanding of the parties to it and supersedes any previous agreement between the parties relating to the subject matter of this agreement.

13. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the law of England and Wales. Each party irrevocably agrees to submit to the sole jurisdiction of the courts of England and Wales over any claim or matter arising under or in connection with this agreement or the legal relationships established by this agreement. agree to abide by these terms & conditions of booking.

Please note all stated prices are guaranteed until June 30th 2010, after this date prices are subject to increase by 10% All prices are inclusive of VAT; however prices can be amended inline with changes in VAT rates.

On behalf of the Client

Name _____

Signature _____

Position _____

Date _____

On behalf of the Hotel

Name _____

Signature _____

Position _____

Date _____