

## **Crowne Plaza Reading**

The Crowne Plaza Reading has been transformed. Completely redesigned throughout, we are a stylish, chic and contemporary 4 star hotel.

Our bedrooms, meeting rooms and public areas are brand new. We have a brand new health club and spa to wake you up... or wind you down. We have parking for 200 cars.

*Meeting Success* is the essential meetings solution. We offer a consistently high standard of customer care. Our attention to detail is meticulous and we offer genuine personal service.

We have brand new meeting & event facilities. 4 riverside meeting rooms have been created with heaps of natural daylight. The latest AV and presentation equipment is fitted for your convenience.

The River Suite is an event space for 250 delegates. Overlooking the Thames, the suite has a terrace where refreshments can be served in warmer months.

Our conference café keeps you refreshed. Wireless broadband keeps you connected. Air conditioning throughout keeps you cool.

We also have outdoor spaces. Miles of river on our doorstep waiting to be explored.

Our bedrooms are thoughtfully designed. They offer all the modern conveniences you would expect. Space to work, laptop safes, flat screen TV's and a seriously comfortable bed.

Our food and drink is first class. The 2 rosette Acqua Bar & Restaurant overlooks the River Thames. Cuisine is cooked and presented with passion and care. Al fresco dining on the river terrace is offered in warmer months.

We are accessible from 3 Junctions of the M4. Reading mainline train station is just 1 mile away. Heathrow Airport is just 30 miles away. Transport connections don't get much better than that.

What are you waiting for?

## **revive Health Club & Spa**

Swim in the crystal blue water, unwind in the spa pool, work out or wind down; the choice is yours. Enjoy wonderful pampering treatments such as Swedish and aromatherapy massage, luxury facials, body wraps and scrubs.

Make time to pay us a visit – either for a work out, spa break or something in between; you are guaranteed to feel revived, relaxed and refreshed!

*revive* Health Club & Spa offers an 17 meter swimming pool, sauna, steam room, spa bath and a state of the art, fully air conditioned fitness suite, equipped with the latest "Technogym" equipment. *revive* Spa offers 5 treatment rooms with an extensive menu of spa treatments and qualified therapists, allowing you to be pampered after a hard day!

## **Daily Delegate Rates**

Our daily delegate is an all inclusive rate for delegates who are having a day meeting or event at the hotel. *Daily Delegate Rate: from £39.00 to £78.00 per delegate (subject to availability)*

*To include the following:*

- Main meeting room hire until 5.30 pm (minimum numbers apply)
- Unlimited tea and coffee from the Conference Café
- Fruit, mini chocolate bars and sweets from the conference café with chef's choice of morning Danishes/Pastries and afternoon cakes
- 2 Course hot and cold buffet lunch in our award winning 2 Rosette Acqua Restaurant or working finger buffet lunch served close to your meeting room
- A selection of daily newspapers
- Wireless internet access in your meeting room (8.00 am – 6.00 pm)
- Screen and two flipcharts with pens
- Wrapped Sweets, cordials and jugs of iced water
- Delegate stationary and pens
- Meeting survival kit
- Complimentary delegate car parking

## **24 Hour Delegate Rate**

Our 24 hour delegate rate is an all inclusive rate for delegates who are having a meeting or event at the hotel which incorporates an overnight stay. *24 Hour Delegate Rate: from £185.00 delegate to include:*

- Dinner in our Award Winning 2 Rosette Acqua Restaurant
- Overnight accommodation in a standard bedroom
- Full English breakfast
- Use of the *revive* Health Club
- Main meeting room hire until 5.30 pm (minimum numbers apply)
- Unlimited tea and coffee from the Conference Café
- Fruit, mini chocolate bars and sweets from the conference café with chef's choice of morning Danishes/Pastries and afternoon cakes
- 2 Course hot and cold buffet lunch in our award winning 2 Rosette Acqua Restaurant or working finger buffet lunch served close to your meeting room
- Wireless internet access in your meeting room (8.00 am – 6.00 pm)
- Screen and two flipcharts with pens
- Wrapped Sweets, cordials and jugs of iced water
- Delegate stationary and pens
- Meeting survival kit
- Complimentary delegate car parking

### **Bespoke Delegate Packages**

If you are looking for a delegate package and none of the above packages meet your requirements, just ask! We can come up with a bespoke package tailored around your specific needs.

### **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 1 hour before you arrive, giving you the opportunity to make some last minute adjustments on the day itself.

### **The Conference Cafe**

For meetings and events requiring increased flexibility, we have developed the Conference Cafe, enabling delegates to help themselves to unlimited refreshments throughout the day.

Our Conference Cafe will be stocked with tea and coffee all day long. In addition to this, delegates can help themselves to assorted Danish pastries, assorted cakes or muffins, home baked cookies, assorted miniature chocolate bars, fresh fruit smoothies and a selection of fresh fruit. Unlimited refreshments from the Conference Cafe are included in all daily and 24 hour delegate rates.

### **A Little Something Extra...**

Sometimes a little something extra is required to get the most out of your delegates. We can come up with some suggestions of how to enhance your refreshment breaks.

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 maximise the success of an event.

### **Sundries**

The following sundry items are available. Prices given are per person, per serving.

Tea, coffee & biscuits	£3.75	Full English breakfast	£15.50
Tea, coffee & Danish pastries	£4.95	Continental breakfast	£11.90
Tea, coffee & homemade cakes	£5.95	Tea, coffee & sausage/ bacon or egg roll	£7.50
Finger buffet lunch	£17.95	2 course hot & cold buffet	£21.95
Sandwiches with crisps & fruit	£10.95	Large fruit bowl	£25.00
Jug of freshly squeezed orange	£15.00	Bottled mineral water	£4.00
House wine (per bottle)	£15.95	House champagne	£34.95
Conference Cafe (full day)	£12.00	Conference Cafe (half day)	£8.00

## **Complimentary Wireless Broadband**

We offer high speed broadband throughout our hotel. For your safety and security, our service is fully VPN compatible (virtual private network).

We are delighted to offer wireless access in all our meeting rooms, on a complimentary basis (when on a day or 24 hour delegate rate). Please contact reception to set up your internet access. Please note that internet access in our bedrooms will be charged at £20.00 and will allow access for 24 hours.

## **Room Hire Rates**

If a daily delegate or 24 hour rate doesn't suit your requirements, rooms are available for meetings and events on a room hire basis. Refreshments and catering will be charged separately. For details of how many delegates each room can accommodate, please refer to the room layout sheet enclosed. All rates quoted include VAT.

Room Name	Rack room hire	Day Room Hire (from 08.00 to 17.30 )	Evening Room Hire (from 19.00)
River Suite	£4,000.00	£2200.00	£1000.00
Caversham 1	£750.00	£395.00	£295.00
Caversham 2	£750.00	£425.00	£295.00
Caversham 3	£750.00	£425.00	£295.00
Caversham 1&2	£1,500.00	£550.00	£395.00
Executive Boardroom	£800.00	£425.00	£295.00

## **Equipment Hire**

Standard features of our meeting rooms include ample power, wireless broadband, natural daylight, air conditioning and black out facilities. Variable lighting, 3 phase power and built in sound facilities are also available in selected rooms.

We work with specialists to supply you with state of the art AV equipment. We are happy to offer the following equipment with prices for further equipment available on request. Prices include VAT and are charged per item, per day.

LCD Projector and screen	£165.00	OHP & screen	£40.00
PA system	£200.00	Screen (8ft x 8ft)	£50.00
Additional radio microphone	£55.00	Additional flipcharts	£15.00
Onsite AV Technician (per hour, from)	£45.00	Whiteboard	£35.00
Video camera	£65.00	Lectern	£75.00
TV & Video	£95.00	TV & DVD Player	£95.00

## **Conference Finger Buffet Lunch**

Within our daily delegate and 24 hour delegate packages, you can choose from a 2 course hot and cold buffet lunch in the award winning 2 Rosette Acqua Restaurant or a working finger buffet lunch. If you choose a finger buffet lunch, you design your own menu with your delegates in mind. Finger buffets include assorted open and finger sandwiches on speciality breads with a variety of fillings. Please then choose a total of 4 items from the savoury selection.

### ***Meat & Fish***

Cajun chicken & mango brochettes

Tempura of lemon & pepper chicken

Lamb & mint kofta kebabs

Beef & chili kebabs

Salmon & prawn brochette

Thai fish cakes

Japanese style breaded prawns

Tuna & tomato kebabs with soy sauce

Baby prawn & chive tartlets with lime mayonnaise

Cajun chicken & mango brochettes

Tempura of lemon & pepper chicken

---

### ***Wraps***

Courgette & field mushroom with garlic dressing

Duck & spring onion with Hoi Sin sauce

Chicken with Caesar dressing

Char grilled chicken, mustard dressing & mizuno

Roasted tomato with mozzarella & rocket leaves

Prawns in lemon & pepper mayonnaise with Cos lettuce

Julienne of smoked salmon & cucumber with crème fraiche

Courgette & field mushroom with garlic dressing

---

### ***Mini soup cups***

---

Roasted tomato with basil oil

Mushroom, drizzled with white truffle oil

White bean & roast garlic

### ***Vegetarian***

Continental breads with Houmous, tzatziki & olives

Sunblush tomato & goats cheese tartlet

Feta cheese & olive crostini

Ciabatta croutes glazed with rarebit

### ***Mini Burgers***

---

Beef & horseradish with tomato chutney

Pork & apple with red onion chutney

Lamb & mint with spiced pear chutney

Chicken & mushroom with pesto

Salmon & dill with crème fraiche

Continental breads with Houmous, tzatziki & olives

---

### ***To Follow (please select 2 desserts)***

Fresh strawberries with whipped dipping cream

Fruit kebabs with honey & lemon glaze

Chocolate brownie & strawberry fondue

Eton mess

---

## **2 Course Hot & Cold Buffet Lunch**

As an alternative to a working finger buffet lunch, we offer a 2 course hot and cold buffet lunch in the award winning 2 rosette Acqua Restaurant. The menu 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

---

### ***Salads***

An assortment of 5 seasonal salad dishes

---

### ***To Follow***

A choice of 2 desserts

Platter of fresh cheese and biscuits

---

Served with jugs of iced water.

## Dining Menus

Within our 24 hour delegate packages, dinner can be taken from the a la carte menu in the award winning 2 Rosette Acqua restaurant.

If the number of delegates exceeds 10, we would ask you to create a set menu using the following selection of starters, main courses and desserts.

If you would rather dine in a private room, we would be happy to arrange this.

### Menu 1

Leek & potato broth  
served with cheddar dumplings

~oOo~

Roast loin of pork  
potato fondant, tian of roasted vegetables  
& thyme scented jus

~oOo~

Lemon scented panacotta  
fresh berry compote & vanilla sauce

### Menu 2

Feta cheese & sun blushed tomato tartlet  
tomato coulis & balsamic vinegar

~oOo~

Baked fillet of salmon  
crushed new potatoes, broccoli florets, white wine  
& dill sauce

~oOo~

Sticky toffee pudding with hot toffee sauce  
& vanilla ice cream

### Menu 3

Honeydew melon  
raspberry sorbet & exotic fruit compote

~oOo~

Supreme of chicken  
bubble & squeak, green beans, red wine jus

~oOo~

Strawberry pavlova  
Served with red berry coulis

All main courses are served with a selection of seasonal vegetables and potatoes.

Freshly brewed filter coffee & petit fours

*Menus 1, 2 & 3 are included in our 24 hour delegate rates. If your event is not booked on a 24 hour basis, menus 1, 2 & 3 will be charged at £33.50 per person.*

## Alternative & Bespoke Dining Menus

If you would prefer an alternative menu to those given above, please just ask us as we would be happy to create a bespoke dining menu for your event.

## **Events at Crowne Plaza Reading... The Fun Stuff!**

We recognise that at times, something extra is needed to make a meeting or event a success. That said, we have the specialists to help you tailor make your event exactly the way you want it.

We encourage event organisers to think outside the box and can suggest a whole host of ways to give corporate events or private dinners a twist. We can arrange line dancers or 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!

### ***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.

Other popular themes include *Caribbean Beach Party, Fire & Ice, Groovy Retro Disco, Hollywood, Strictly Come Salsa, Grease (the Movie), Gangster's Paradise and Little Night of Horrors.*

### ***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. We can even come up with a bespoke entertainment event centered around your organisation and its employees!

Some of our most popular events are *The Fun Casino, the all new Crazy Race Night, Murder Mystery, Place Your Bets, Funky Corporate Quiz Show & The Night of the Millionaires*

### ***Corporate Fun & Activity Days***

At Crowne Plaza Reading, we are big fans of the "work hard, play hard" ethos therefore if you are planning to thank your employees or impress your clients, we can help. Everyone remembers things which are fun so whatever you need from your activity day, we can deliver it with professionalism, leaving you to the important things... like having fun!

We can provide a range of events and activities for your fun day, here are some of our best bits:

- Inflatable games such as Human Table Football, Beach Volleyball, Velcro Olympics and more
- Laser Clay Shooting
- Surf Simulators and Rodeo Bulls
- Small Fair Ground Rides and Mazes
- Popcorn and Candy Floss Kiosks
- Fairground Side Stalls such as Cork Gun Shootin' Ranges and Coconut Shy
- Entertainers such as Caricaturists, Magicians and Face Painters

### ***Team Building***

Everyone loves the great outdoors and we have a range of spaces available which can be hired privately for team building. Activities can be suggested for large and small groups of people and can last from just 1 hour to a full 8 hours. As we know, the great British weather can disappoint at times therefore many of our team building activities can be adapted for indoor events.

Some of our favourites include *Team Tournament Challenge, Picture Perfect, Green Jackets Battalion, Team Cuisine, School Sports Day, The Un-traditional Highland Games, Chocolate Challenge and News Flash!*

We have many more suggestions in addition to those mentioned above and we would be happy to create a bespoke and unique theme to suit your company's criteria and budget.

## Our Terms & Conditions

### Definitions

In this agreement:

<b>'Booking Contract'</b>	means the attached booking contract which sets out your requirements and the price payable
<b>'Booking Value'</b>	means the total price payable as shown on the Booking Contract
<b>'Booking Value Difference'</b>	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)
<b>'Contracted Numbers'</b>	means the number of delegates as shown on the Booking Contract;
<b>'Event'</b>	means the event as set out in the Booking Contract
<b>'Hotel'</b>	means the Crowne Plaza Reading Hotel
<b>'Revised Booking Value'</b>	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 transferrable 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 organising 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.