

Celebration of Life



Menzies Prince Regent Hotel

The Hotel

In this time of need when circumstances are extremely difficult, the Menzies Prince Regent Hotel offers an exclusive, professional and discreet service to cater for all of your requirements.

We will however be delighted to discuss any ideas or preferences you may have.

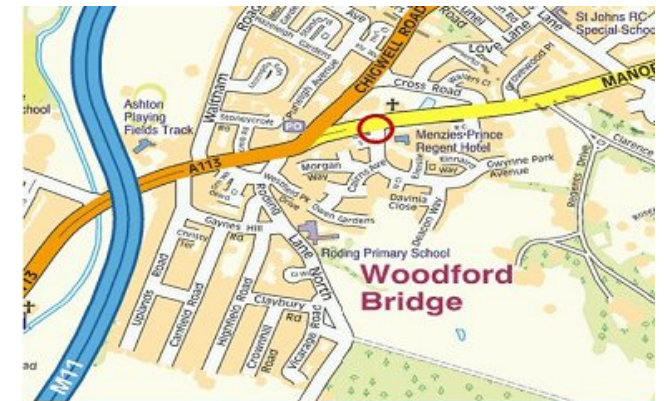
When selecting one of our menus we will include

Hire of our function room

Facility to play your own CDs

Area for your photos / flowers to be displayed

Special accommodation rates for travelling guests.



Road: Located in Woodford Bridge, the hotel is ideally situated for travel into the city or the West End and also benefits from excellent access to the M25 and the home counties.

If coming into London from the Home Counties it is advisable to exit the M25 at J26 and then continue through Loughton and Chigwell as opposed to taking the M11.

Rail: Woodford underground station is 1 mile.

Air: Stansted Airport is 30 miles from the hotel, Heathrow Airport is 40 miles from the hotel and Gatwick Airport is 75 miles from the hotel.

Menzies Prince Regent

Manor Road • Woodford Bridge • Essex • IG8 8AE

Tel: 020 8505 9966 • Fax: 020 8506 0807

Email: princeregent@menzieshotels.co.uk

Celebration of Life Menus

Choose from a selection of

£9.95 per person

Assorted sandwiches
Assorted cakes
Fruit kebabs
Tea and coffee

8 items £16.00 - extra items £2.00 each

Assorted sandwiches
Sausage rolls
Pork pies
Leek & cheddar quiche
Chicken skewers
Chicken with pesto, mayonnaise and parmesan shavings on focaccia
Smoked salmon crostini with creme fraiche
Duck spring rolls with hoi sin sauce
Baby jacket potatoes with sour cream and chive
Breaded brie wedges with cranberry sauce
Fish goujons
Cocktail sausages
Gala pie
Scotch eggs

Dim Sum with Oriental dipping sauce
Grilled Ciabatta with tomato, pesto and mozzarella
Cured Ham and Asparagus Wrap
Smoked Salmon Crostini with crme frache
Mini Duck Spring Rolls with hoi sin sauce
Selection of Raw Vegetable Crudits with various dips
Assorted Mini Spring Rolls
Smoked Salmon and Cream Cheese
Sesame Prawn Toasts
Parma Ham with melon
Chicken Parfait on Garlic Toast
Filled Savoury Puff Pastry
Baked New Potatoes with soured cream
Mini Savoury Burgers
Cream Cheese and Prawn Crostini
Caviar Crostini

Fresh fruit
Mini sweet pastries
Carrot cake
Fruit cake
Madeira cake
Fruit kebabs

Reception Drinks - £3.75

Sherry
Glass of red / white wine 1.75ml
Glass of sparkling wine
Tea & coffee
Orange Juice

Terms & Conditions

CONFIRMATION OF BOOKINGS

A booking will only be considered as confirmed when it has been guaranteed with the appropriate non-refundable deposit.

PAYMENT

1. A deposit of at least £500 is payable at the time of the confirmation, however at some hotels on certain popular dates a greater deposit may be required.
2. 50% of the confirmed value is payable 45 days prior to the date of arrival.
3. The balance of the confirmed value is payable 14 days prior to the date of arrival.

CANCELLATIONS

Period of Notice	Cancellation charge as % of confirmed value
60 days or more	50%
Less than 60 days	75%
Less than 14 days	100%

VARIATION OF CONFIRMED BOOKINGS

The hotel reserves the right at its own discretion to treat as a cancellation:

- 1) any variation being a reduction of 10% or more of the confirmed numbers or value, or
- 2) any postponement to the confirmed booking date.

Up to 28 days prior to the date of arrival, clients may reduce the numbers attending a function or conference by up to 10% without invoking the cancellation provisions. For variations of more than 10% of the confirmed value or numbers where the function or event is held, the hotel reserves the right to make a charge of 90% of the confirmed value. The cancellation provisions will apply at the sole discretion of the hotel.

If the variation is a reduction of 10% or more of the confirmed booking, the hotel may at its discretion provide a more appropriate room.

For catering purposes the hotel requests that final numbers are provided at least 14 days prior to arrival and the client charged accordingly. In cases where there is a reduction in numbers or value, the above provisions will apply.

ADDITIONAL CHARGES

The client agrees to pay the hotel for any food and beverage or other services not provided for in this contract but made available upon the request of the client or one of its representatives, unless the hotel has received specific instructions in writing that such services are provided only on the basis of direct cash settlement by the guest or attendee.

INSURANCE

Cancellation cover is available for all bookings the full details of which are available on request.

Menzies Hotels Operating Ltd is not able to accept liability for loss or damage to property owned by or in possession of the client whilst that property is on the hotel premises.

The client is advised to arrange appropriate insurance cover at all times.

LIABILITY

Menzies Hotels Operating Ltd accept no responsibility for death, bodily injury or disease arising from any cause whatsoever to persons attending or visiting the premises, except for legal liability arising due to the negligence of the hotel, its servants, employees or representatives.

The client hereby undertakes to indemnify Menzies Hotels Operating Ltd for any damage to the premises or property whether or not owned by Menzies Hotels Operating Ltd, caused by the actions or activities of any person attending or visiting a function, staying at the hotel or a guest of anyone using the hotel under this contract. The client shall ensure that the client or attendees and guests of the client shall observe a high standard of behaviour at all times and the hotel reserves the right to expel or remove any guest or attendee behaving in a manner which it regards as detrimental to the standing of the hotel or likely to cause inconvenience or annoyance to any other hotel guest or user. In the event of such actions by the hotel, the hotel shall not be obliged to pay any compensation or make any refunds to the client.

Menzies Hotels Operating Ltd shall not be liable for any breach of this contract because of strikes, labour disputes, accidents or other causes beyond its control. In such an event the hotel shall offer the client alternative accommodation and facilities, if these are available, failing which the hotel will cancel the contract and refund any deposits already paid. Menzies Hotels Operating Ltd's obligation to the client will be limited to the refund of any deposits held.

MenziesHotels

A unique portfolio of distinctive hotels located throughout the UK

Central Reservations 0845 600 3013

www.menzieshotels.co.uk